

# Dauphin County Technical School

## Competency-Based Task/Competency List

### Cosmetology

Tasks/competencies designated by bullets in the left-hand column(s) are considered essential statewide and are required of all students. In some courses, all tasks/competencies have been identified as essential. Unbulleted tasks/competencies and/or locally added tasks/competencies should be included as local conditions permit.

#### Order Curriculum Resources | Workplace Readiness Skills Task List

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|   | <b>Cosmetology TASKS/COMPETENCIES</b>   |
|   | <b>Demonstrating Safety, Sanitation, and Disease Control</b>  |
| • | TDI8527-29.001 Wash and sanitize hands before and after every service.  |
| • | TDI8527-29.002 Demonstrate proper treatment of an injury to a client or to oneself.   |
| • | TDI8527-29.003 Follow OSHA guidelines for sanitizing and disinfecting implements after a blood spill.   |
| • | TDI8527-29.004 Demonstrate proper procedures for attending to client wound, soaking implements in appropriate disinfectant, disinfecting and sanitizing work area, and disposing of towels and swabs. |
| • | TDI8527-29.005 Demonstrate knowledge of blood-borne pathogens, including blood poisoning, hepatitis C, and AIDS.  |
|   | <b>Cleaning and Sanitizing Implements, Equipment, and Facilities</b>  |
| • | TDI8527-29.006 Clean and sanitize combs, brushes, and other implements.   |
| • | TDI8527-29.007 Clean and sanitize electrical equipment.   |
| • | TDI8527-29.008 Maintain salon equipment.  |
| • | TDI8527-29.009 Clean and sanitize rollers, clips, perm rods, and perm trays.  |
| • | TDI8527-29.010 Launder towels, capes, and smocks.   |
| • | TDI8527-29.011 Clean lounge, stock room, individual station, and shampoo area.  |
|   | <b>Exhibiting Professionalism and Workplace Ethics</b>  |
| • | TDI8527-29.012 Supervise personal hygiene/dress code.   |
| • | TDI8527-29.013 Demonstrate good posture and physical poise.   |

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| •                                       | TDI8527-29.014 Exhibit positive work attitude.  |
| •                                       | TDI8527-29.015 Use effective communication skills.  |
| •                                       | TDI8527-29.016 Follow class policies.   |
| •                                       | TDI8527-29.017 Demonstrate dependability and responsibility.  |
| <b>Cosmetology TASKS/COMPETENCIES</b>   |   |
| •                                       | TDI8527-29.018 Discuss issues related to workplace ethics.  |
| <b>Shampooing and Conditioning Hair</b> |   |
| •                                       | TDI8527-29.019 Apply towel and drape to client.   |
| •                                       | TDI8527-29.020 Analyze client's scalp and hair for abnormal conditions.                                   |
| •                                       | TDI8527-29.021 Advise client of any irregular scalp conditions.   |
| •                                       | TDI8527-29.022 Brush hair in preparation for shampoo.   |
| •                                       | TDI8527-29.023 Shampoo hair.  |
| •                                       | TDI8527-29.024 Condition hair (i.e., penetrating rinse, hot oil treatment, and/or intensive conditioner). |
| <b>Cutting Hair</b>                     |   |
| •                                       | TDI8527-29.025 Conduct client consultation.   |
| •                                       | TDI8527-29.026 Apply towel and drape to client.   |
| •                                       | TDI8527-29.027 Analyze client's hair for a haircut, including elasticity, porosity, texture, and density. |
| •                                       | TDI8527-29.028 Demonstrate various haircutting elevations (i.e., zero ?, 45?, and 90?).                   |
| •                                       | TDI8527-29.029 Demonstrate hand positions for vertical, horizontal, and diagonal cutting.                 |
| •                                       | TDI8527-29.030 Demonstrate proper handling of haircutting implements.                                     |
| •                                       | TDI8527-29.031 Cut hair using razor, shears, clippers, and thinning shears.                               |
| •                                       | TDI8527-29.032 Check overall haircut for blending, outline, and balance.                                  |
| •                                       | TDI8527-29.033 Trim beard, mustache, sideburns, and ear hair.   |
| <b>Styling Hair</b>                     |   |

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| •                                     | TDI8527-29.034 Demonstrate knowledge of styling and finishing products.   |
| •                                     | TDI8527-29.035 Demonstrate use of blow dryer and appropriate brushes.   |
| •                                     | TDI8527-29.036 Set hair using pin curls.  |
| •                                     | TDI8527-29.037 Set dry hair on hot rollers.   |
| •                                     | TDI8527-29.038 Set hair, using curling iron.  |
| •                                     | TDI8527-29.039 Set hair, using rollers.   |
| •                                     | TDI8527-29.040 Style hair, using wrapping, molding, and sculpting techniques.   |
| •                                     | TDI8527-29.041 Perform fingerwaves using fingers and comb.  |
| •                                     | TDI8527-29.042 Straighten hair using pressing comb.   |
| •                                     | TDI8527-29.043 Style hair by braiding and weaving.  |
| •                                     | TDI8527-29.044 Demonstrate appropriate comb-out techniques.   |
| <b>Cosmetology TASKS/COMPETENCIES</b> |   |
| <b>Creating Permanent Wave</b>        |   |
| •                                     | TDI8527-29.045 Demonstrate safety practices when working with all chemical services.  |
| •                                     | TDI8527-29.046 Record client consultation information, including factors that may affect the services.  |
| •                                     | TDI8527-29.047 Consult with client about desired style.   |
| •                                     | TDI8527-29.048 Analyze hair and scalp condition to determine perm type.   |
| •                                     | TDI8527-29.049 Test skin for chemical sensitivity to perm.  |
| •                                     | TDI8527-29.050 Perform a preliminary strand test for a perm and for a chemical relaxer.   |
| •                                     | TDI8527-29.051 Select rod type for desired results.   |
| •                                     | TDI8527-29.052 Select wrap method, sectioning pattern (single halo, double halo, straight back, piggyback, style wrap, or others) using appropriate tension and based on desired results. |
| •                                     | TDI8527-29.053 Give permanent wave according to manufacturer's guidelines.  |
| •                                     | TDI8527-29.054 Demonstrate correct application with gloves of chemicals.  |
| •                                     | TDI8527-29.055 Perform spot perming.  |

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| • | TDI8527-29.056 Perform pick-up curls.   |
| • | TDI8527-29.057 Complete client record card for chemical services.   |
|   | <b>Performing Chemical Relaxing and Soft-Curl Permanent</b>   |
| • | TDI8527-29.058 Demonstrate safety practices when working with all chemical services.  |
| • | TDI8527-29.059 Record client consultation information, including factors that may affect the services.  |
| • | TDI8527-29.060 Consult with client about desired style.   |
| • | TDI8527-29.061 Prior to straightening hair, examine hair for porosity, texture, density, and growth pattern.  |
| • | TDI8527-29.062 Consult with client about possible scalp irritations.  |
| • | TDI8527-29.063 Consult with client about prior chemical relaxers used.  |
| • | TDI8527-29.064 Select correct chemical: calcium hydroxide, sodium hydroxide, or ammonium thioglycalate.   |
| • | TDI8527-29.065 Select appropriate strength of relaxer for desired texture, porosity, density, and elasticity.   |
| • | TDI8527-29.066 Demonstrate proper sectioning and subsectioning.   |
| • | TDI8527-29.067 Apply protective cream.  |
| • | TDI8527-29.068 Demonstrate relaxer test.  |
| • | TDI8527-29.069 Apply relaxer according to manufacturer's directions for desired results.  |
|   | <b>Cosmetology TASKS/COMPETENCIES</b>   |
| • | TDI8527-29.070 Select rod type for desired result.  |
| • | TDI8527-29.071 Select wrap method, sectioning pattern (single halo, double halo, straight back, piggyback, style wrap, or others) using appropriate tension and based on desired results. |
| • | TDI8527-29.072 Give soft-curl permanent according to manufacturer's guidelines.   |
| • | TDI8527-29.073 Complete client record card for chemical services.   |
|   | <b>Lightening and Coloring Hair</b>   |
| • | TDI8527-29.074 Demonstrate safety practices when working with all chemical services.  |

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| • | TDI8527-29.075 Record client consultation information, including factors that may affect the services. |
| • | TDI8527-29.076 Demonstrate a working knowledge of color theory.  |
| • | TDI8527-29.077 Consult with client regarding previous chemical use and desired results.                |
| • | TDI8527-29.078 Choose temporary, semi-permanent, demi-permanent, or permanent color.                   |
| • | TDI8527-29.079 Select desired color for client.  |
| • | TDI8527-29.080 Select appropriate strength of developer for desired results.                           |
| • | TDI8527-29.081 Perform patch test to determine sensitivity to color.                                   |
| • | TDI8527-29.082 Perform a preliminary strand test for color.  |
| • | TDI8527-29.083 Demonstrate appropriate sectioning and subsectioning.                                   |
| • | TDI8527-29.084 Apply first-time (virgin) lightener.  |
| • | TDI8527-29.085 Apply lightening retouch.   |
| • | TDI8527-29.086 Create special hair color effects.  |
| • | TDI8527-29.087 Apply temporary color to hair.  |
| • | TDI8527-29.088 Apply semi-permanent color to hair.   |
| • | TDI8527-29.089 Apply demi-permanent color to hair.   |
| • | TDI8527-29.090 Apply first time (virgin) permanent tint to hair.                                       |
| • | TDI8527-29.091 Apply tint retouch.   |
| • | TDI8527-29.092 Tint eyebrows and eyelashes.  |
| • | TDI8527-29.093 Tint beard and mustache.  |
| • | TDI8527-29.094 Remove hair color from skin.  |
| • | TDI8527-29.095 Perform corrective color services.  |
| • | TDI8527-29.096 Complete client record card for color services.   |
|   | <b>Caring for Skin, Hands, and Feet</b>  |
| • | TDI8527-29.097 Demonstrate safety practices when working with all chemical services.                   |
|   | <b>Cosmetology TASKS/COMPETENCIES</b>  |

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| • | TDI8527-29.098 Record client consultation information, including factors that may affect the services. |
| • | TDI8527-29.099 Perform a facial.   |
| • | TDI8527-29.100 Apply facial makeup, using properly sanitized instruments.                              |
| • | TDI8527-29.101 Apply eyelashes.  |
| • | TDI8527-29.102 Remove unwanted hair.   |
| • | TDI8527-29.103 Repair natural nails.   |
| • | TDI8527-29.104 Perform manicures, including the application of hot oil or plain.                       |
| • | TDI8527-29.105 Demonstrate the application and removal of nail polish.                                 |
| • | TDI8527-29.106 Demonstrate artificial nail remover with acetone.                                       |
| • | TDI8527-29.107 Demonstrate artificial nail techniques.   |
| • | TDI8527-29.108 Give pedicure.  |
|   | <b>Performing Artistry of Artificial Hair</b>  |
| • | TDI8527-29.109 Demonstrate safety practices when working with all chemical services.                   |
| • | TDI8527-29.110 Record client consultation information, including factors that may affect the services. |
| • | TDI8527-29.111 Consult with client about desired style.  |
| • | TDI8527-29.112 Analyze hair and scalp condition to determine suitable artificial hair.                 |
| • | TDI8527-29.113 Assist client in selecting wig or hairpiece.  |
| • | TDI8527-29.114 Order custom-made wig or hairpiece.   |
| • | TDI8527-29.115 Shampoo human hair wig or hairpiece.  |
| • | TDI8527-29.116 Condition human hair wig or hairpiece.  |
| • | TDI8527-29.117 Clean and condition synthetic wig or hairpiece.   |
| • | TDI8527-29.118 Shape wig or hairpiece.   |
| • | TDI8527-29.119 Set wig or hairpiece.   |
| • | TDI8527-29.120 Style wig on client's head.   |
| • | TDI8527-29.121 Style hairpiece on client's head.   |

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|   | <b>Managing the Salon</b>   |
| • | TDI8527-29.122 Demonstrate the ability to secure required licensure.  |
| • | TDI8527-29.123 Demonstrate knowledge of local, state, and federal regulations for operating a business.                         |
| • | TDI8527-29.124 Explain the types of insurance coverage needed by salons, including liability, health, and disability insurance. |
|   | <b>Cosmetology TASKS/COMPETENCIES</b>   |
| • | TDI8527-29.125 Demonstrate knowledge of how to obtain a lease or purchase a building.   |
| • | TDI8527-29.126 Evaluate the pros and cons of renting a booth vs. working for an employer.                                       |
| • | TDI8527-29.127 Design/set up layout of salon equipment.   |
| • | TDI8527-29.128 Demonstrate knowledge of purchase of supplies and equipment.   |
| • | TDI8527-29.129 Demonstrate knowledge of employee management skills.   |
| • | TDI8527-29.130 Demonstrate marketing strategies.  |
| • | TDI8527-29.131 Keep daily salon records.  |
| • | TDI8527-29.132 Prepare payroll.   |
| • | TDI8527-29.133 Pay bills.   |
| • | TDI8527-29.134 Keep tip record.   |
| • | TDI8527-29.135 Prepare W2 and W4 forms.   |
| • | TDI8527-29.136 Determine profit and net worth of business.  |
|   | TDI8527-29.137 Demonstrate business aspects of opening/closing a salon.   |
| • | TDI8527-29.138 Resolve client and employee complaints.  |
| • | TDI8527-29.139 Receive payment for services rendered.   |
| • | TDI8527-29.140 Maintain inventory of retail products.   |
|   | <b>Examining All Aspects of Industry</b>  |
| • | Planning  |
| • | Management  |

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| • | Finance                                  |
| • | Technical and Production Skills          |
| • | Underlying Principles of Technology      |
| • | Labor Issues                             |
| • | Community Issues                         |
| • | Health, Safety, and Environmental Issues |