

Career and Technical Education State-Developed Competency Task List

Cosmetology/Cosmetologist, General CIP 12.0401 Competency Task List

100 Bacteriology Disinfection Sanitation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
101	Define the classifications and reproduction of bacteria and viruses.		
102	Differentiate the differences between sanitation, disinfection, and sterilization.		
103	Perform infection control procedures for salon tools and services.		
104	Apply concepts of universal/standard precautions.		
*130	Implement wet and dry sanitizing procedures.		
*131	Identify sanitary regulations.		
*132	Sanitize towels ,smocks, and capes.		
*133	Demonstrate the blood spill procedure.		
*134	Sanitize and clean a pedicure spa.		
*135	Administer minor first aid.		
*136	Identify and use fire extinguisher equipment.		
*137	Practice emergency evacuation.		

200 Professional Attitude

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
201	Perform a client consultation and maintain documentation.		
202	Exhibit professional ethics.		
203	Use communication skills, including listening, speaking, and writing.		

300 Business Practices

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Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
301	Design a business plan.		
302	Design a personal financial plan.		
303	Comply with safety regulations, including Safety Data Sheets (SDS) and Occupational Safety Health Administration (OSHA).		
*330	Organize and maintain a reception area.		
*331	Incorporate basic skills to practical clinic practices.		
*332	Research employment trends.		
*333	Develop resume.		
*334	Fill out employment application.		

400 Pennsylvania Cosmetology Law

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
401	Follow cosmetology laws, rules, and regulations.		
*431	Identify requirements for professional licenses.		
*432	Define state board terminology.		

500 Anatomy and Histology

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
501	Identify the structure and composition of the integumentary system.		
502	Identify the structure and composition of the nail.		
503	Identify the structure and composition of the skeletal system.		
504	Identify the structure and composition of the muscular system.		
505	Identify the structure and composition of the nervous system.		
506	Identify the structure and composition of the circulatory system.		
*531	Identify and locate bones of the arms, hands and feet.		

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*532	Identify and locate muscles of the arms, hands, and feet.		
*533	Identify and locate nerves of the arms, hands, and feet.		
*534	Identify and locate the facial and cranial bones.		
*535	Identify and locate facial and cranial muscles.		
*536	Identify and locate facial and cranial nerves.		

600 Trichology

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
601	Identify the structure and composition of the hair.		
602	Recognize diseases and disorders of the hair and scalp.		
603	Analyze the characteristics of client's hair and scalp.		
*631	Define the composition and growth of hair.		

700 Chemistry

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
701	Explain the five elements of the hair.		
702	Measure the effects of pH pertaining to hair and skin.		
703	Differentiate between the physical and chemical changes involved in various hair services.		
704	Assess chemical reactions as they relate to various services.		
705	Determine chemical contents of hair, skin, and nail products.		

800 Physiology

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
801	Identify the functions of the integumentary system.		

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802	Identify the functions of the nail.		
803	Identify body structures and systems.		
804	Determine the function of the skeletal system.		
805	Determine the function of the muscular system.		
806	Determine the function of the nervous system.		
807	Determine the function of the circulatory system.		

*900 COSMETIC DERMATOLOGY

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
*901	Identify the diseases and disorders of the skin.		
*902	Perform a skin analysis on a client.		

1000 Electricity

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1001	Explain principles of electricity.		
1002	Follow the safety measures related to electricity.		
1003	Explain the types, uses, and benefits of light therapy.		
1004	Explain the types, uses, and benefits of electrotherapy.		

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1100 Shampoo and Conditioning

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1101	Perform draping for all hair services.		
1102	Determine a product based on individual client needs.		
1103	Perform various shampoo and conditioning treatments on a client.		
*1130	Shampoo the hair.		
*1132	Condition and finish the hair.		

1200 Hair Shaping

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1201	Execute safe handling of haircutting tools.		
1202	Perform various haircutting techniques with shears.		
1203	Perform various haircutting techniques with a razor.		
1204	Perform various clipper cutting techniques.		
1205	Perform various texturizing techniques.		
1206	Perform facial, ear, and neck hair removal.		
*1230	Design a zero degree one length haircut.		
*1231	Design a 135 degree long layered haircut.		
*1232	Design a 90 degree uniform layered haircut.		
*1233	Design a 45 degree graduated haircut.		
*1234	Design a tapered neckline.		
*1235	Identify and use thinning shears.		
*1236	Identify and use clippers.		
*1237	Design a haircut with a weight line.		
*1238	Use clippers to create a design in a haircut.		

1300 Hairstyling

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Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1301	Perform finger wave techniques.		
1302	Use hairstyling implements and equipment.		
1303	Design a hairstyle to compliment the client's features.		
1304	Perform roller setting and comb-out techniques.		
1305	Perform pincurl setting and comb-out techniques.		
1306	Perform various braiding techniques.		
1307	Perform various techniques using a thermal iron.		
1308	Perform various blow-drying techniques.		
1309	Perform various techniques using a marcel iron.		
1310	Perform hair pressing techniques showing soft, medium, and hard press.		
*1330	Design a two-strand twist.		
*1331	Design a fishtail braid.		
*1332	Design a visible braid.		
*1333	Style hair with hot rollers.		
*1334	Wrap the hair.		
*1335	Demonstrate four different finished comb outs.		
*1336	Demonstrate ten different up-swept styles.		
*1337	Cornrow the hair.		
*1338	Freeze curl the hair.		
*1339	Accessorize the hair.		
*1340	Demonstrate pack, French lacing and directional teasing.		

1400 Chemical Texturizing

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1401	Select appropriate products for chemically straightening hair.		
1402	Perform various chemical relaxing services.		
1403	Investigate the procedure of a soft curl permanent.		

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*1430	Demonstrate a virgin relaxer process.		
*1431	Demonstrate a retouch relaxer process.		
*1432	Neutralize and condition the hair.		

1500 Permanent Waving

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1501	Perform various wrapping techniques.		
1502	Select the appropriate solution according to client needs.		
1503	Perform permanent waving service.		
*1530	Section the hair.		
*1531	Demonstrate three types of end wrap techniques.		
*1532	Give a partial perm.		
*1533	Give a stack perm.		
*1534	Give a ponytail perm.		
*1535	Give a directional perm.		
*1536	Give a spiral perm.		
*1537	Give a piggy back perm.		
*1538	Give a root perm.		

1600 Hair Coloring

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1601	Perform and evaluate a predisposition test.		
1602	Perform and evaluate a strand test.		
1603	Perform a temporary hair color service.		
1604	Perform a semi-permanent/demi-permanent hair color service.		
1605	Perform a permanent hair color service.		
1606	Perform a hair lightener and toner application.		

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1607	Create special effect techniques.		
1608	Perform corrective color techniques.		
1609	Formulate color as it relates to the law of color.		
*1630	Apply translucent hair products.		
*1631	Apply a virgin tint to lighten hair.		
*1632	Apply a retouch tint.		
*1633	Decolorize hair using a virgin application process.		
*1634	Apply a lightener retouch.		
*1635	Create low lights application.		
*1636	Lighten hair using a cap process.		
*1637	Lighten hair using a foil process.		
*1638	Apply a tint back.		

*1700 Hair Straightening

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
*1701	Demonstrate hair pressing techniques showing soft, medium and hard press.		

1800 Skin Care

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1801	Drape client for basic skin care services.		
1802	Select products based on individual client needs.		
1803	Perform a basic facial.		
1804	Identify/use skin care implements and equipment.		
1805	Identify skin diseases, disorders, and contributing factors.		

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1806	Analyze client's skin.		
*1830	Identify types and uses of masks or packs.		
*1831	Massage the facial area.		

1900 Nail Technology

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
1901	Prepare a manicure table.		
1902	Use nail care implements and equipment.		
1903	Perform a basic manicure.		
1904	Perform massage treatments on the hands and feet.		
1905	Perform various specialty manicures.		
1906	Determine components of artificial nail services.		
1907	Perform pedicure procedures.		
1908	Recognize nail diseases and disorders and contributing factors.		
*1930	Differentiate between the shapes of the nail.		
*1931	Demonstrate a full nail polish application.		
*1932	Demonstrate a hairline tip polish application.		
*1933	Demonstrate a free edge polish application.		
*1934	Demonstrate a lunula polish application.		
*1935	Demonstrate a French manicure polish application.		
*1936	Perform a spa manicure.		
*1937	Differentiate uses for silk, linen, and fiberglass.		
*1938	Apply nail tips.		
*1939	Strengthen nails using gel and light.		
*1940	Sculpture nails using forms, monomers, and polymers.		
*1941	Apply various overlay tips.		
*1942	Apply two tone acrylic to nails.		
*1943	Perform a hand mask.		
*1944	Give a paraffin treatment.		

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*1945	Create free hand designs.		
*1946	Perform a spa pedicure.		

2000 Temporary Hair Removal

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
2001	Differentiate between various methods of temporary hair removal.		
2002	Perform various methods of temporary hair removal.		
*2030	Remove superfluous hair with tweezers.		
*2031	Remove superfluous hair with wax.		
*2032	Remove superfluous hair with depilatories.		

2100 Scalp Treatment

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
2101	Perform a basic scalp treatment.		
2102	Explain the use of electrical equipment during a scalp treatment.		

2200 Wigs and Hair Additions

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
2201	Select and apply products pertaining to wigs and hair additions.		
2202	Use specialty hairstyling equipment.		
2203	Use implements, equipment, and products with synthetic and human hair.		
2204	Compare and contrast synthetic and human hair services.		
2205	Perform application and styling services on wigs, hair pieces, and extensions.		

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2300 Make-up

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
2301	Create basic daytime make-up techniques.		
2302	Create basic evening make-up techniques.		
2303	Perform corrective make-up techniques according to client needs.		
2304	Apply eyelashes.		
*2330	Perform eye tabbing.		
*2331	Apply strip lashes.		
*2332	Design and apply high fashion make-up (Avant Garde).		
*2333	Apply theatrical make-up.		

*3000 Applied Mathematics

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
*3001	Interpret angles by degrees.		
*3002	Formulate colors using the shade selection process.		
*3003	Calculate earning using percentages and salaries.		
*3004	Simulate a purchase plan for salon products.		
*3005	Prepare and dispense solutions from concentrates.		

*3100 State Board and NOCTI Preparation

Item	Task	(X) Indicates Proficiency ¹	Secondary Course Crosswalk
*3101	Make application.		
*3102	Label and pack supplies.		

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*3103	Practice NOCTI procedure for manicuring.		
*3104	Practice NOCTI procedure for styling.		
*3105	Practice NOCTI procedure for cutting.		
*3106	Practice NOCTI procedure for permanent.		
*3107	Practice NOCTI procedure for chemical relaxing.		
*3108	Practice NOCTI procedure for haircoloring.		
*3109	Practice NOCTI procedure for infection control and safety.		
*3110	Practice NOCTI procedure for polish application and removal.		
*3111	Participate in NOCTI practical and theory exam.		

¹ Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)

[PA In-Demand Occupations List \(PA IDOL\)](#)
[Industry-Recognized Credential Resource Guide](#)