Arizona CTE

# COSMETOLOGY AND RELATED SERVICES

## DEMONSTRATE SAFE WORK PRACTICES COS.1.0

- **1.1** Identify the responsibilities of professionals to create and maintain a safe work environment for self and clients COS..1.1
- **1.2** Explain emergency procedures to follow in response to workplace accidents COS.1.2
- **1.3** Wear protective clothing and use protective gear to ensure personal safety COS.1.3
- **1.4** Describe universal precautions and their importance COS.1.4
- **1.5** Apply Arizona state laws and regulations for exposure to blood and body fluids COS.1.5
- **1.6** Use the referral technique for medical treatment when a disorder or disease is noticed COS.1.6
- **1.7** Comply with Occupational Safety and Health Administration (OSHA) standards, e.g. the Hazard Communication Standard (hazcom), and Safety Data Sheets (SDS) COS.1.7
- **1.8** Perform clear labeling of containers of all materials COS.1.8
- **1.9** Use, maintain, clean, disinfect, and regularly inspect all tools and equipment following safety guidelines and manufacturer's instructions COS.1.9
- **1.10** Identify emergency and evacuation plans COS.1.10

## APPLY INFECTION CONTROL AND SAFETY STANDARDS ACCORDING TO ARIZONA STATE BOARD OF COSMETOLOGY (ABOC) GUIDELINES COS.2.0

- **2.1** Set up facility and work areas to meet best practices and safety standards COS.2.1
- **2.2** Mix and use disinfectants following manufacturers' instructions COS.2.2
- **2.3** Determine levels of infection control and methods of decontamination for tools, facilities, and people COS.2.3
- Apply wet disinfection procedures to tools and implements COS.2.4
- Apply dry storage methods for pre-disinfected tools and implements COS.2.5

Skip to main content

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| | **2.6** Sanitize electrical equipment following manufacturers' instructions COS.2.6 |
| | **2.7** Use recommended techniques to laundry and store towels, sheets, lab jackets, and capes COS.2.7 |
| | **2.8** Follow hand-washing procedures and use sanitizer before servicing clients COS.2.8 |
| | **2.9** Comply with state and federal regulations for infection control and disease prevention (CDC) COS.2.9 |
| | **2.10** Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the cosmetology environment COS.2.10 |
| | **2.11** Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the cosmetology environment COS.2.11 |
| **IDENTIFY CHEMICALS AND THEIR USAGE** COS.3.0 | **3.1** Describe chemicals and their effect on hair, skin, and nails COS.3.1 |
| | **3.2** Follow procedures to ensure accurate use of all products COS.3.2 |
| | **3.3** Store and dispose of chemicals according to guidelines in the Safety Data Sheets COS.3.3 |
| **DEMONSTRATE SCALP AND HAIR TREATMENTS** COS.4.0 | **4.1** Prepare and consult with client COS.4.1 |
| | **4.2** Analyze hair and scalp, including the identify of disorders and diseases, and select product and treatment COS.4.2 |
| | **4.3** Apply hair treatment COS.4.3 |
| | **4.4** Apply scalp-care treatment COS.4.4 |
| | **4.5** Perform scalp manipulations COS.4.5 |
| | **4.6** Shampoo and rinse hair COS.4.6 |
| **DEMONSTRATE HAIRCUT TECHNIQUES** COS.5.0 | **5.1** Prepare and consult with client COS.5.1 |
| | **5.2** Use shears, razors, or clippers and texturing techniques COS.5.2 |
| | **5.3** Trim beard, mustache, and sideburns COS.5.3 |
| | **5.4** Cut wig or hairpiece COS.5.4 |
| | **5.5** Perform wet and dry cuts COS.5.5 |
| | **Edge and clean neckline using bone structure of head and texture of hair** COS.5.6 |

Skip to main content

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| **DEMONSTRATE CHEMICAL TEXTURIZING TECHNIQUES** COS.6.0 | **6.1** Prepare and consult with client COS.6.1 |
| | **6.2** Analyze hair and scalp and select chemical and technique COS.6.2 |
| | **6.3** Apply protective base at hairline, scalp, and ears COS.6.3 |
| | **6.4** Perform texturing technique, e.g. rod placement service, permanent wave, or hair-relaxing COS.6.4 |
| | **6.5** Perform readiness test, e.g. test curl test COS.6.5 |
| | **6.6** Complete rinsing, blotting, and neutralizing techniques COS.6.6 |
| | **6.7** Correct problems associated with permanent waving and hair-relaxing treatments COS.6.7 |
| **DEMONSTRATE STYLING TECHNIQUES** COS.7.0 | **7.1** Prepare and consult with client COS.7.1 |
| | **7.2** Perform wet hairstyling techniques, including roller and wave placement COS.7.2 |
| | **7.3** Complete style using a variety of techniques COS.7.3 |
| | **7.4** Perform thermal styling techniques COS.7.4 |
| | **7.5** Perform specialized styling techniques, e.g. braiding and extensions COS.7.5 |
| **DEMONSTRATE HAIR COLOR TECHNIQUES** COS.8.0 | **8.1** Prepare and consult with client COS.8.1 |
| | **8.2** Perform FDA- and state-mandated patch test to determine sensitivity to product COS.8.2 |
| | **8.3** Determine level of natural hair color COS.8.3 |
| | **8.4** Select product and application technique COS.8.4 |
| | **8.5** Perform product color mixing COS.8.5 |
| | **8.6** Perform temporary, semi-permanent, permanent, or decolorizing procedure COS.8.6 |
| | **8.7** Remove product from skin COS.8.7 |
| | **8.8** Create special hair color effects COS.8.8 |
| | **8.9** Perform corrective hair color service COS.8.9 |
| **DE MC** | **Consult with client to determine nail service, including the identify of nail diseases and disorders** COS.9.1 |

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| **TREATMENT OF THE NAIL** COS.9.0 | **9.2** Prepare client for selected nail service COS.9.2 |
| | **9.3** Perform nail technology modalities and procedures COS.9.3 |
| **DEMONSTRATE MORPHOLOGY AND TREATMENT OF THE SKIN** COS.10.0 | **10.1** Prepare and consult with client COS.10.1 |
| | **10.2** Analyze skin for treatment COS.10.2 |
| | **10.3** Recognize skin diseases and disorders COS.10.3 |
| | **10.4** Perform selected facial service COS.10.4 |
| | **10.5** Shape eyebrows COS.10.5 |
| | **10.6** Apply makeup COS.10.6 |
| | **10.7** Perform extraction technique COS.10.7 |
| | **10.8** Perform skin modalities and treatments COS.10.8 |
| | **10.9** Perform lash and eyebrow tinting COS.10.9 |
| | **10.10** Apply artificial eyelashes COS.10.10 |
| **DEMONSTRATE PROFESSIONAL SKILLS** COS.11.0 | **11.1** Comply with city, county, state, and federal regulations COS.11.1 |
| | **11.2** Perform reception desk duties, including customer service and scheduling COS.11.2 |
| | **11.3** Promote hair care by using and retailing professional products COS.11.3 |
| | **11.4** Determine payment and provide change for payment of services COS.11.4 |
| | **11.5** Create sales and tip records COS.11.5 |
| | **11.6** Perform dispensary duties, including inventory control COS.11.6 |
| | **11.7** Explain salon policies and resolve client conflicts with supervisors COS.11.7 |
| | **11.8** Record information on client record card and maintain filing system COS.11.8 |
| | **11.9** Complete task sheet for end of shift COS.11.9 |
| **DEMONSTRATE ORAL COMMUNICATION SKILLS** COS.12.0 | **12.1** Use questioning techniques to obtain needed information for client consulting COS.12.1 |
| | **12.2** Interpret oral and nonverbal communication of clients COS.12.2 |
| | **3** Apply active listening skills during communications COS.12.3 |

Skip to main content

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| | 12.4 | Communicate using culturally sensitive language for a diverse clientele COS.12.4 |
| | 12.5 | Perform good customer relations and telephone etiquette COS.12.5 |
| EXAMINE THE IMPORTANCE OF ENTREPRENEURSHIP COS.13.0 | 13.1 | Identify factors that contribute to success of a salon, including personal traits COS.13.1 |
| | 13.2 | Compare and contrast advantages and disadvantages of sole proprietorships, partnerships, and corporations COS.13.2 |
| | 13.3 | Describe components of a business plan, including a floor plan COS.13.3 |
| | 13.4 | Identify laws, rules, and regulations of the Arizona State Board of Cosmetology for state compliance COS.13.4 |
| | 13.5 | Identify licensing, certification, and industry credentialing requirements in salon ownership COS.13.5 |
| | 13.6 | Identify business skills needed to operate a business COS.13.6 |
| | 13.7 | Perform knowledge of business finances COS.13.7 |
| | 13.8 | Analyze the relationship of customer service and customer satisfaction to the success of business COS.13.8 |
| USE INFORMATION TECHNOLOGY TOOLS COS.14.0 | 14.1 | Identify personal information management (PIM) applications to increase workplace efficiency COS.14.1 |
| | 14.2 | Apply computer software and applications to access, create, manage, integrate, and store information (e.g. word processing, spreadsheets, electronic calendar, email, and Internet access) COS.14.2 |
| | 14.3 | Demonstrate basic computer hardware skills COS.14.3 |
| DEMONSTRATE MATHEMATICS KNOWLEDGE AND SKILLS COS.15.0 | 15.1 | Identify math skills as they apply to cosmetology services COS.15.1 |
| | 15.2 | Draw, read, and report using graphs, charts, and tables COS.15.2 |
| | 15.3 | Measure time, temperature, distance, capacity, and mass/weight COS.15.3 |
| | 15.4 | Make, use, and convert weights and measures using both traditional and metric units COS.15.4 |
| | 15.5 | Organize and communicate results obtained by observations and experimentation COS.15.5 |
| | 15.6 | Differentiate between a digital clock and an analog clock COS.15.6 |

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| | **15.7** Convert to and from 12-hour time format and 24-hour format COS.15.7 |
| | **15.8** Analyze and apply data and measurements to solve problems in the cosmetology environment COS.15.8 |
| **SOLVE PROBLEMS BY ANALYZING AND APPLYING DATA AND MEASUREMENTS** COS.16.0 | **16.1** Develop scientific recommendations based on data COS.16.1 |
| | **16.2** Identify science as it applies to decontamination and infection control COS.16.2 |
| | **16.3** Identify chemistry as it applies to products used in the salon COS.16.3 |
| | **16.4** Identify science as it applies to anatomy and physiology COS.16.4 |
| | **16.5** Identify science as it applies to electricity and light therapy to perform appropriate treatment COS.16.5 |
| | **16.6** Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings COS.16.6 |
| **DEMONSTRATE LANGUAGE ARTS KNOWLEDGE AND SKILLS** COS.17.0 | **17.1** Locate, comprehend, and evaluate oral and written information COS.17.1 |
| | **17.2** Draft, revise, and edit written documents using correct grammar, punctuation, and vocabulary COS.17.2 |
| | **17.3** Present information formally and informally for specific purposes and audiences in oral and written formats COS.17.3 |
| | **17.4** Use cosmetology terminology as appropriate COS.17.4 |