

MILADY STANDARD NAIL TECHNOLOGY – 6th EDITION TO 7th EDITION REVISION SYNOPSIS

<i>MILADY STANDARD NAIL TECHNOLOGY</i> 2014 Edition (7th edition)	<i>MILADY'S STANDARD NAIL TECHNOLOGY</i> 2011 Edition (6th edition)	SYNOPSIS OF CHAPTERS
<p>PART I: ORIENTATION</p> <p>Chapter 1 – History and Career Opportunities</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Explain the origins of personal beautification. –Discuss the advancements made in nail technology during the twentieth and early twenty-first centuries. –List several career opportunities available to a licensed nail technician. 	<p>PART I: ORIENTATION</p> <p>Chapter 1 – The History and Opportunities</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the origins of personal beautification. –Name the advancements made in nail technology during the twentieth and early twenty-first centuries. –List the career opportunities available to a licensed nail technician. 	<p>2011/2014: Both editions cover essentially the same information, including a brief history of cosmetology and nail technology and details about career opportunities, such as working in a traditional or medical salon or spa, managing a spa, and being a spa educator.</p>
<p>Chapter 2 – Life Skills</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List the principles that contribute to personal success. –Create a mission statement. –Explain how to set short- and long-term goals. –Discuss the most effective ways to manage time. –Describe good student habits. –Define ethics. –List the characteristics of a healthy, positive attitude. 	<p>Chapter 2 – Life Skills</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List the principles that contribute to personal success. –Explain the concept of self-management. –Create a mission statement. –Explain how to set short-term and long-term goals. –Discuss the most effective ways to manage time. –Describe good student habits. –Define <i>ethics</i>. –List the characteristics of a healthy, positive attitude. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exception:</p> <p>The 2014 edition has added a section on recognizing and managing stress.</p>
<p>Chapter 3 – Your Professional Image</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Discuss the importance of personal hygiene. –Explain the concept of dressing for success. –Discuss ergonomic principles and demonstrate ergonomically correct postures and movements. 	<p>Chapter 3 – Your Professional Image</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Understand personal hygiene. –Explain the concept of dressing for success. –Demonstrate an understanding of ergonomic principles and ergonomically correct postures and movements. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exception:</p> <p>In the 2014 edition, additional details were added to the behaving professionally section.</p>

MILADY STANDARD NAIL TECHNOLOGY 2014 Edition (7th edition)	MILADY'S STANDARD NAIL TECHNOLOGY 2011 Edition (6th edition)	SYNOPSIS OF CHAPTERS
<p>Chapter 4 – Communicating for Success</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List the golden rules of human relations. –Define effective communication. –Conduct a successful client consultation/needs assessment. –Explain how to handle an unhappy client. –Describe how to build open lines of communication with coworkers and salon managers. 	<p>Chapter 4 – Communicating for Success</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List the golden rules of human relations. –Explain the importance of effective communication. –Conduct a successful client consultation. –Handle delicate communication with your clients. –Build open lines of communication with coworkers and salon managers. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exception:</p> <p>In the 2014 edition, intake forms and how to use them have been added, and more details have been added on how to handle unhappy clients.</p>
PART II: GENERAL SCIENCES		
<p>Chapter 5 – Infection Control: Principles and Practices</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Discuss state laws and rules and explain the differences between them. –List the types and classification of bacteria. –Define hepatitis and human immunodeficiency virus (HIV) and explain how they are transmitted. –Explain the differences between cleaning, disinfecting, and sterilizing. –List the types of disinfectants and how they are used. –Discuss Standard Precautions. –List your responsibilities as a salon professional. –Describe how to safely clean and disinfect salon tools and equipment. <p>Procedure 5-4, <i>Handling and Exposure Incident During a Manicure</i>—Step-by-step text was moved from the body of the chapter and is now a procedure; it no longer requires you to place a biohazard sticker on outside of the plastic bag into which contaminated objects are placed for disposal.</p>	<p>Chapter 5 – Infection Control: Principles and Practices</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Understand state laws and rules and the difference between them. –List the types and classification of bacteria. –Define hepatitis and HIV and explain how they are transmitted. –Explain the differences between cleaning, disinfecting, and sterilizing. –List the types of disinfectants and how they are used. –Discuss Universal Precautions. –List your responsibilities as a salon professional. –Describe how to safely clean and disinfect salon tools and equipment. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exceptions:</p> <p>Both editions use <i>cleaning</i> instead of <i>sanitizing</i> or <i>sanitation</i> since they, in fact, mean the same thing.</p> <p>In the 2014 edition, content has been added to discuss why it is important to study infection control.</p> <p>This edition has also identified warts as a virus.</p> <p>Content has been removed about autoclaves, as states no longer require their use.</p> <p>A new procedure was added on how to handle an exposure incident during a manicure.</p> <p><i>Safety Data Sheet (SDS)</i> has been added as a key term, as SDS has replaced <i>MSDS</i>. Content has also been added to explain the difference between SDS and MSDS, and why SDS is now the preferred data sheet to use.</p>

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<p>Chapter 6 – General Anatomy and Physiology</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Define and explain the importance of anatomy, physiology, and histology to the nail profession. –Describe cells, cell structure, and cell reproduction. –Define tissue and identify the types of tissues found in the body. –Name the 11 main body systems and explain their basic functions. 	<p>Chapter 6 – General Anatomy and Physiology</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Define and explain the importance of anatomy, physiology, and histology to the nail profession. –Describe cells, their structure, and their reproduction. –Define <i>tissue</i> and identify the types of tissues found in the body. –Name the 11 main body systems and explain their basic functions. 	<p>2011/2014: Both editions cover similar material focusing on the reasons why anatomy and physiology is important to know, and give a detailed look at the 11 major body systems.</p>
<p>Chapter 7 – Skin Structure, Growth, and Nutrition</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the structure and composition of the skin. –List the functions of the skin. –Describe how to maintain skin health and why it is important. –Describe the aging process and the factors that influence aging of the skin. –Define important terms relating to skin disorders and list which skin disorders may be handled in the salon, and which should be referred to a physician. –Explain ways to prevent skin problems from occurring as a result of salon products or services. 	<p>Chapter 7 – Skin Structure and Growth</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the structure and composition of the skin. –List the functions of the skin. –Describe how to maintain skin health and why it is important. –Describe the aging process and the factors that influence aging of the skin. –Define important terms relating to skin disorders and list which skin disorders may be handled in the salon and which should be referred to a physician. –List ways to prevent skin problems from occurring as a result of visiting the nail salon. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exception:</p> <p>The 2014 edition stresses the fact that nail technicians cannot diagnose, prescribe or provide any type of treatment to patients with abnormal conditions, illnesses, or diseases.</p>
<p>Chapter 8 – Nail Structure and Growth</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the structure and composition of nails. –Discuss how nails grow. 	<p>Chapter 8 – Nail Structure and Growth</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the structure and composition of nails. –Discuss how nails grow. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exceptions:</p> <p>The 2014 edition has added an explanation of why it is important to study nail structure and growth.</p> <p>Content has also been added to further explain the difference between the nail plate and nail bed, and the formation of the nail plate.</p>

MILADY STANDARD NAIL TECHNOLOGY 2014 Edition (7th edition)	MILADY'S STANDARD NAIL TECHNOLOGY 2011 Edition (6th edition)	SYNOPSIS OF CHAPTERS
<p>Chapter 9 – Nail Disorders and Diseases</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List and describe the various disorders and irregularities of nails. –Describe diseases of the nails that should not be treated in the salon. 	<p>Chapter 9 – Nail Disorders and Diseases</p> <p>Objectives:</p> <ul style="list-style-type: none"> –List and describe the various disorders and irregularities of nails. –Recognize diseases of the nails that should not be treated in the salon. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exceptions:</p> <p>The 2014 edition has added an explanation on why it is important to study nail disorders and diseases. Additional information has been added to leukonychia spots.</p>
<p>Chapter 10 – The Basics of Chemistry</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Explain the difference between organic and inorganic chemistry. –Discuss the different forms of matter: elements, compounds, and mixtures. –Explain the difference between solutions, suspensions, and emulsions. –Explain pH and the pH scale. 	<p>Chapter 10 – Basics of Chemistry</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Explain the difference between organic and inorganic chemistry. –Discuss the different forms of matter: elements, compounds, and mixtures. –Explain the difference between solutions, suspensions, and emulsions. –Explain pH and the pH scale. 	<p>The 2011 and 2014 editions contain essentially the same information.</p>
<p>Chapter 11 – Nail Product Chemistry Simplified</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Discuss the basic chemistry of nail salon products. –Explain adhesion and how adhesives work. –Identify the two main categories of nail coatings. –Describe the basic chemistry of all nail enhancements. –Describe the overexposure principle and its application to nail care products. 	<p>Chapter 11 – Nail Product Chemistry Simplified</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Understand the basic chemistry of nail salon products. –Explain adhesion and how adhesives work. –Identify the two main categories of nail coatings. –Describe the basic chemistry of all artificial nail enhancements. –Describe the overexposure principle and its application to nail care products. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exceptions:</p> <p>The 2014 edition has additional content about gel manicure products and their removal in order to cause the client the least amount of nail damage as possible. An expanded section on preventing inhalation overexposure has been added.</p>
<p>Chapter 12 – The Basics of Electricity</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Explain the nature of electricity and list the differences between the two types of electric current. –List and define the units of electrical measurements. –Explain the relationships between a long and short wavelength and low and high frequency. –Describe how to safely use electrical equipment in the salon. –List and define the three different types of electrical safety devices. 	<p>Chapter 12 – Basics of Electricity</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Define the nature of electricity and the two types of electric current. –Define electrical measurements. –Understand the principles of electrical equipment safety. 	<p>2011/2014: Both editions cover essentially the same content.</p>

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

SYNOPSIS OF CHAPTERS

PART III: Nail Care

Chapter 13 – Manicuring

Objectives:

- Define scope of practice and describe the potential consequences if a nail technician works outside their scope of practice.
- Identify the four types of nail implements and/or tools required to perform a manicure.
- Explain the difference between reusable (multiuse) and disposable (single-use) implements.
- Name and describe the Three-Part Procedure used in the performance of the basic manicure.
- Explain why a consultation is important before a service in the salon.
- List and describe the five basic nail shapes for women.
- Describe the most popular nail shape for men.
- List the massage movements for a hand and arm massage.
- Explain the difference between a basic manicure and a spa manicure.
- Describe how aromatherapy is best used in manicuring services.
- Explain the use and benefits of paraffin wax in manicuring.
- Describe a proper setup for the manicuring table.
- List the steps in the basic manicure.
- Describe the proper technique for the application of nail polish.
- Describe the procedure for a paraffin wax hand treatment before a manicure.

PART III: Nail Care

Chapter 13 – Manicuring

Objectives:

- Identify the four types of nail implements and/or tools required to perform a manicure.
- Explain the difference between reusable and disposable implements.
- Name and describe the Three-Part Procedure used in the performance of the basic manicure.
- Describe the importance of hand washing in nail services.
- Explain why a consultation is necessary each time a client has a service in the salon.
- Name the five basic nail shapes for women.
- Name the most popular nail shape for men.
- List the types of massage movements most appropriate for a hand and arm massage.
- Explain the difference between a basic manicure and a spa manicure.
- Describe how aromatherapy is used in manicuring services.
- Explain the use and benefits of paraffin wax in manicuring.
- Name the correct cleaning and disinfection procedure for nail implements and tools.
- Describe a proper setup for the manicuring table.
- List the steps in the post-service procedure.
- List the steps taken if there is an exposure incident in the salon.
- List the steps in the basic manicure.
- Describe the proper technique for the application of nail polish.
- Describe the procedure for a paraffin wax hand treatment before a manicure.

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

In the 2014 edition, content has been revised and updated on UV and LED lights, using nipper jaws, product application brushes, using acetone as a polish remover, the proper movements used during a hand massage, and some new types of spa manicures.

A section has been added about gel polish products, the advantages about using gel polish instead of a traditional polish, and the application technique.

Acetone has been added as a key term.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

Chapter 14 – Pedicuring

Objectives:

- Describe the equipment used when performing pedicures.
- Describe the proper tool to use to reduce the potential for developing an ingrown toenail.
- Discuss the three materials used when performing pedicures.
- Identify the function of a callus softener during a pedicure procedure.
- Explain the differences between a basic and a spa pedicure.
- Describe reflexology and its use during a pedicure.
- Summarize the importance of cleaning and disinfecting a pedicure bath.
- Demonstrate the proper procedures for a basic pedicure.
- List the techniques and benefits of a foot and leg massage.

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

Chapter 14 – Pedicuring

Objectives:

- Identify and explain the equipment used when performing pedicures.
- Identify and explain three materials used when performing pedicures.
- Describe a callus softener and how it is best used.
- Explain the differences between a basic and a spa pedicure.
- Describe reflexology and its use in pedicuring.
- Know why consistent cleaning and disinfection of pedicure baths must be performed.
- Know and describe the steps involved in the proper cleaning and disinfecting of whirlpool foot spas and air jet basins.
- List and perform the steps in the pedicure pre-service procedure.
- Describe the proper tool and technique to use to reduce the instance of an ingrown toenail.
- Demonstrate the proper procedures for a basic pedicure.
- Demonstrate a foot and leg massage.

SYNOPSIS OF CHAPTERS

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

In the 2014 edition, content has been added about portable water baths, hot stones, and toenail nippers.

Revisions have been made to sections in *About Pedicures* on designing services and staying on time.

In order to be more technically correct, callus softener is now used in place of callus remover, and cuticle remover is used in place of cuticle softener.

All procedures have been updated to reflect the safest and most current industry standards.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

SYNOPSIS OF CHAPTERS

Chapter 15 – Electric Filing

Objectives:

- Discuss the different types of electric files that are used most often by nail professionals.
- Define RPM.
- Define torque.
- Define tolerance.
- Define variable speed.
- Discuss why bits should be concentric for safe use.
- Determine industry standard shanks.
- Identify the types of bits that have grits.
- Explain how carbide bits differ from bits with grits.
- List the names and uses of one-use only bits.
- Perform the practice technique for the cuticle area.
- Identify the causes of excessive heat when nails are being filed.
- Describe the procedure for cleaning and disinfecting metal file bits.

Chapter 15 – Electric Filing

Objectives:

- Name the types of electric files most often used by nail professionals.
- Define RPM.
- Define torque.
- Define tolerance.
- Define variable speed.
- Understand the need for bits to be concentric.
- Determine which shank sizes cannot be used in professional electric files.
- Identify the types of bits that have grits.
- Explain how carbide bits differ from bits with grits.
- Name which bits are one-use only.
- Perform the practice technique for the cuticle area.
- Understand the causes of excessive heat when nails are being filed.
- Know the procedure for cleaning and disinfecting metal file bits.

2011/2014: Both editions cover essentially the same information, including a description of the types of electric files, battery-operated micromotor machines, hand-held micromotor machines, choosing an electric file, and the bits used.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

Chapter 16 – Nail Tips and Wraps

Objectives:

- Identify the supplies needed for nail tip application and explain why they are needed.
- Name and describe the three types of nail tips available and describe the importance of correctly fitting nail tips.
- List the types of fabrics used in nail wraps and how they are used.
- Explain the benefits of using each type of fabric nail wrap.
- Demonstrate the stop, rock, and hold method of applying nail tips.
- Demonstrate the proper procedure and precautions to use in applying nail tips.
- Demonstrate the proper removal of tips.
- Demonstrate the proper procedures and precautions used in a fabric wrap application.
- Describe the 2-Week and 4-Week Fabric Wrap Maintenance procedure.
- Demonstrate the proper procedure and precautions for fabric wrap removal.

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

Chapter 16 – Nail Tips and Wraps

Objectives:

- Identify the supplies needed for nail tip application and explain why they are needed.
- Name and describe the three types of nail tips available and describe the importance of correctly fitting nail tips.
- List the types of fabrics used in nail wraps and how they are used.
- Explain the benefits of using each type of fabric nail wrap.
- Demonstrate the stop, rock, and hold method of applying nail tips.
- Demonstrate the proper procedure and precautions to use in applying nail tips.
- Demonstrate the proper removal of tips.
- Demonstrate the proper procedures and precautions used in a fabric wrap application.
- Describe the Two-Week Fabric Wrap Maintenance procedure.
- Describe the Four-Week Fabric Wrap Maintenance procedure.
- Demonstrate the proper procedure and precautions for fabric wrap removal.

SYNOPSIS OF CHAPTERS

The 2011 and 2014 editions contain essentially the same information with the following exception:

In the 2014 edition, the procedures have been updated to reflect the safest and most current industry standards.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

SYNOPSIS OF CHAPTERS

Chapter 17 – Monomer Liquid and Polymer Powder Nail Enhancements

Objectives:

- Explain monomer liquid and polymer powder nail enhancement chemistry and how it works.
- Describe the apex, stress area, sidewall and where they are located on the nail enhancement.
- Demonstrate the proper procedures for applying one-color monomer liquid and polymer powder nail enhancements over tips and on natural nails.
- Demonstrate the proper procedures for applying two-color monomer liquid and polymer powder nail enhancements using forms over nail tips and on natural nails.
- Describe how to perform a one-color maintenance service on nail enhancements using monomer liquid and polymer powder.
- Demonstrate how to perform crack repair procedures.
- Implement the proper procedure for removing monomer liquid and polymer powder nail enhancements.

Chapter 17 – Monomer Liquid and Polymer Powder Nail Enhancements

Objectives:

- Explain monomer liquid and polymer powder nail enhancement chemistry and how it works.
- Describe the apex, stress area, and sidewall and where they are located on the nail enhancement.
- Demonstrate the proper procedures for applying one-color monomer liquid and polymer powder nail enhancements over tips and on natural nails.
- Demonstrate the proper procedures for applying two-color monomer liquid and polymer powder nail enhancements using forms over nail tips and on natural nails.
- Describe how to perform a one-color maintenance service on nail enhancements using monomer liquid and polymer powder.
- Demonstrate how to perform crack repair procedures.
- Implement the proper procedure for removing monomer liquid and polymer powder nail enhancements.

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

In the 2014 edition, content has been added to explain the four reasons why MMA should not be used.

The section on abrasives has been expanded and includes a list of the most common abrasives used.

New key terms added include: abrasives, dappen dish, mix ration, monomer, nail forms, nail primer, nail tips, and shiner.

Procedures have been updated to reflect the safest and most current industry standards.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

Chapter 18: UV and LED Gels

Objectives:

- Describe the chemistry and main ingredients of UV gels.
- Describe when to use the one-color and two-color methods for applying UV gels.
- Name and describe the types of UV gels used in current systems.
- Identify the supplies needed for UV gel application.
- Discuss when to use UV gels.
- Identify which type of UV gel is best suited for a service.
- Discuss the differences between UV lamps and UV bulbs.
- Describe how to apply one-color UV gel on tips and natural nails.
- Describe how to maintain UV gel nail enhancements.
- Explain how to correctly remove hard UV gels.
- Explain how to correctly remove soft UV gels.

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

Chapter 18: UV Gels

Objectives:

- Describe the chemistry and main ingredients of UV gels.
- Describe when to use the one-color and two-color methods for applying UV gels.
- Name and describe the types of UV gels used in current systems.
- Identify the supplies needed for UV gel application.
- Identify which type of UV gel is best suited for a service.
- Discuss the differences between UV light units and UV lamps.
- Describe how to apply one-color UV gel on tips and natural nails.
- Describe how to apply UV gels over forms.
- Explain how to correctly remove hard UV gels.
- Explain how to correctly remove soft UV gels.

SYNOPSIS OF CHAPTERS

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

The 2014 edition has additional content about gel polishes and when to consider using them on a client. Additional content was also included about LED lights and UV nail lights.

Procedures have been updated to reflect the safest and most current industry standards.

**MILADY STANDARD NAIL TECHNOLOGY
2014 Edition (7th edition)**

**MILADY'S STANDARD NAIL TECHNOLOGY
2011 Edition (6th edition)**

SYNOPSIS OF CHAPTERS

Chapter 19 – The Creative Touch

Objectives:

- Describe the most effective ways to introduce nail art to clients.
- List and describe the way color is classified on the color wheel.
- Explain how nail polish can be used in the creation of nail art.
- Describe nail art brushes and their uses.
- Recognize the basic techniques used in hand-painted nail art.
- Describe how to use monomer liquid and polymer powder to create 3-D nail art.
- Describe the use of UV gel in the creation of an inlaid nail art design.
- Explain what an embellishment is and when to use one.
- Describe how an airbrush machine is used in nail art.
- Explain the benefits of nail art competition.

PART VI: BUSINESS SKILLS

Chapter 20 – Seeking Employment

Objectives:

- Explain the process of passing your state licensing examination and securing the required credentials for nail technology.
- Network and prepare to find a position by using the Inventory of Personal Characteristics and Inventory of Technical Skills forms.
- Describe the different types of salon business categories.
- Write a cover letter, develop a résumé, and prepare an employment portfolio.
- Discuss how to explore the job market, research potential employers and the legal aspects of employment, and complete an employment application.

Chapter 19 – The Creative Touch

Objectives:

- Describe the most effective ways to introduce nail art to clients.
- List and describe the way color is classified on the color wheel.
- Explain how nail polish can be used in the creation of nail art.
- Describe nail art brushes and their uses.
- Recognize the basic techniques used in hand-painted nail art.
- Know how to use monomer liquid and polymer powder to create 3-D nail art.
- Describe the use of UV gel in the creation of an inlaid nail art design.
- Understand what an embellishment is and when to use one.
- Describe how an airbrush machine is used in nail art.
- Explain the benefits of nail art competition.

PART VI: BUSINESS SKILLS

Chapter 20 – Seeking Employment

Objectives:

- Understand the process of passing your state licensing examination and securing the required credentials for nail technology.
- Start networking and preparing to find a job by using the Personal Inventory of Personal Characteristics and Inventory of Technical Skills forms.
- Describe the different types of salon business categories.
- Write a cover letter, develop a résumé, and prepare an employment portfolio.
- Know how to explore the job market, research potential employers, and understand the legal aspects of employment.

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

In the 2014 edition, additional content has been added about using complementary colors.

Procedures have been updated to reflect the safest and most current industry standards.

The 2011 and 2014 editions contain essentially the same information with the following exceptions:

In the 2014 edition, additional details have been added about how to write résumés and cover letters and the purpose they serve.

Revisions have been made to the sections on searching for a job and the interview process.

MILADY STANDARD NAIL TECHNOLOGY 2014 Edition (7th edition)	MILADY'S STANDARD NAIL TECHNOLOGY 2011 Edition (6th edition)	SYNOPSIS OF CHAPTERS
<p>Chapter 21 – On the Job</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the characteristics necessary to thrive in a service profession. –Discuss the importance and meaning of a job description. –Explain the most common ways that nail technicians are compensated. –Manage a personal budget. –Explain the principles of selling products and services in the salon. –Discuss the importance of maintaining and growing your client base. 	<p>Chapter 21 – On the Job</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Describe the characteristics necessary to thrive in a service profession. –Understand the importance of and how to use a job description. –Understand the most common ways that nail technicians are compensated. –Manage a personal budget. –Suggest ticket upgrades or upsell services to salon clients. –Effectively market nail services to expand client base. –Understand the importance of rebooking appointments with clients. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exception:</p> <p>In the 2014 edition, the section on furthering your education has been extended to include ways the student can learn and stay current about the nail technology industry.</p>
<p>Chapter 22 – The Salon Business</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Identify two options for going into business for yourself. –Describe the responsibilities of a booth renter. –List the basic factors to be considered when opening a salon. –Distinguish the types of salon ownership. –Identify the information that should be included in a business plan. –Discuss the importance of record keeping. –List the elements of successful salon operations. –Explain why selling services and products is a vital aspect of a salon’s success. 	<p>Chapter 22 – The Salon Business</p> <p>Objectives:</p> <ul style="list-style-type: none"> –Identify two options for going into business for yourself. –Understand the responsibilities of a booth renter. –List the basic factors to be considered when opening a salon. –Distinguish the types of salon ownership. –Identify the information that should be included in a business plan. –Understand the importance of record keeping. –Recognize the elements of successful salon operations. –Explain why selling services and products is a vital aspect of a salon’s success. 	<p>The 2011 and 2014 editions contain essentially the same information with the following exceptions:</p> <p>In the 2014 edition, additional content has been added about opening your own salon, and franchise ownership.</p> <p>New key terms were added to the 2014 edition, including business regulations and laws, demographics, insurance, record keeping, salon operations, salon policies, and written agreement.</p>