

# 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

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- 1.2** Explain emergency procedures to follow in response to workplace accidents COS.1.2

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- 1.3** Wear protective clothing and use protective gear to ensure personal safety COS.1.3

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- 1.4** Describe universal precautions and their importance COS.1.4

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- 1.5** Apply Arizona state laws and regulations for exposure to blood and body fluids COS.1.5

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- 1.6** Use the referral technique for medical treatment when a disorder or disease is noticed COS.1.6

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- 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

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- 1.8** Perform clear labeling of containers of all materials COS.1.8

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- 1.9** Use, maintain, clean, disinfect, and regularly inspect all tools and equipment following safety guidelines and manufacturer's instructions COS.1.9

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- 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

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- 2.2** Mix and use disinfectants following manufacturers' instructions COS.2.2

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- 2.3** Determine levels of infection control and methods of decontamination for tools, facilities, and people COS.2.3

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- 2.4** Apply wet disinfection procedures to tools and implements COS.2.4

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- 2.5** Apply dry storage methods for pre-disinfected tools and implements COS.2.5

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**2.6 Sanitize electrical equipment following manufacturers' instructions** COS.2.6

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**2.7 Use recommended techniques to laundry and store towels, sheets, lab jackets, and capes** COS.2.7

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**2.8 Follow hand-washing procedures and use sanitizer before servicing clients** COS.2.8

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**2.9 Comply with state and federal regulations for infection control and disease prevention (CDC)** COS.2.9

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**2.10 Identify and apply the OSHA Bloodborne Pathogens Standard (29CFR-1910.1030) applicable to the cosmetology environment** COS.2.10

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**2.11 Identify and apply the OSHA Hazard Communications Standard (29CFR-1910.1200) applicable to the cosmetology environment** COS.2.11

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**IDENTIFY CHEMICALS AND THEIR USAGE** COS.3.0

**3.1 Describe chemicals and their effect on hair, skin, and nails** COS.3.1

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**3.2 Follow procedures to ensure accurate use of all products** COS.3.2

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**3.3 Store and dispose of chemicals according to guidelines in the Safety Data Sheets** COS.3.3

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**DEMONSTRATE SCALP AND HAIR TREATMENTS** COS.4.0

**4.1 Prepare and consult with client** COS.4.1

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**4.2 Analyze hair and scalp, including the identify of disorders and diseases, and select product and treatment** COS.4.2

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**4.3 Apply hair treatment** COS.4.3

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**4.4 Apply scalp-care treatment** COS.4.4

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**4.5 Perform scalp manipulations** COS.4.5

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**4.6 Shampoo and rinse hair** COS.4.6

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**DEMONSTRATE HAIRCUT TECHNIQUES** COS.5.0

**5.1 Prepare and consult with client** COS.5.1

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**5.2 Use shears, razors, or clippers and texturing techniques** COS.5.2

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**5.3 Trim beard, mustache, and sideburns** COS.5.3

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**5.4 Cut wig or hairpiece** COS.5.4

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**5.5 Perform wet and dry cuts** COS.5.5

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**5.6 Edge and clean neckline using bone structure of head and texture of hair** COS.5.6

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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

**DEMONSTRATE  
MORPHOLOGY AND**

- 9.1 Consult with client to determine nail service, including the identify of nail diseases and disorders COS.9.1

**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

**12.3 Apply active listening skills during communications** COS.12.3

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**12.4** Communicate using culturally sensitive language for a diverse clientele COS.12.4

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**12.5** Perform good customer relations and telephone etiquette COS.12.5

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**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

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**13.2** Compare and contrast advantages and disadvantages of sole proprietorships, partnerships, and corporations COS.13.2

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**13.3** Describe components of a business plan, including a floor plan COS.13.3

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**13.4** Identify laws, rules, and regulations of the Arizona State Board of Cosmetology for state compliance COS.13.4

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**13.5** Identify licensing, certification, and industry credentialing requirements in salon ownership COS.13.5

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**13.6** Identify business skills needed to operate a business COS.13.6

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**13.7** Perform knowledge of business finances COS.13.7

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**13.8** Analyze the relationship of customer service and customer satisfaction to the success of business COS.13.8

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**USE INFORMATION TECHNOLOGY TOOLS** COS.14.0

**14.1** Identify personal information management (PIM) applications to increase workplace efficiency COS.14.1

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**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

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**14.3** Demonstrate basic computer hardware skills COS.14.3

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**DEMONSTRATE MATHEMATICS KNOWLEDGE AND SKILLS** COS.15.0

**15.1** Identify math skills as they apply to cosmetology services COS.15.1

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**15.2** Draw, read, and report using graphs, charts, and tables COS.15.2

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**15.3** Measure time, temperature, distance, capacity, and mass/weight COS.15.3

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**15.4** Make, use, and convert weights and measures using both traditional and metric units COS.15.4

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**15.5** Organize and communicate results obtained by observations and experimentation COS.15.5

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**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

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**15.8 Analyze and apply data and measurements to solve problems in the cosmetology environment** COS.15.8

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**SOLVE PROBLEMS BY ANALYZING AND APPLYING DATA AND MEASUREMENTS** COS.16.0

**16.1 Develop scientific recommendations based on data** COS.16.1

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**16.2 Identify science as it applies to decontamination and infection control** COS.16.2

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**16.3 Identify chemistry as it applies to products used in the salon** COS.16.3

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**16.4 Identify science as it applies to anatomy and physiology** COS.16.4

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**16.5 Identify science as it applies to electricity and light therapy to perform appropriate treatment** COS.16.5

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**16.6 Formulate scientifically investigable questions, construct investigations, collect and evaluate data, and develop scientific recommendations based on findings** COS.16.6

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**DEMONSTRATE LANGUAGE ARTS KNOWLEDGE AND SKILLS** COS.17.0

**17.1 Locate, comprehend, and evaluate oral and written information** COS.17.1

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**17.2 Draft, revise, and edit written documents using correct grammar, punctuation, and vocabulary** COS.17.2

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**17.3 Present information formally and informally for specific purposes and audiences in oral and written formats** COS.17.3

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**17.4 Use cosmetology terminology as appropriate** COS.17.4

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