

Unit/Standard Number	<p style="text-align: center;"><b>Cosmetology CIP 12.0401 Task Grid</b></p> <p style="text-align: center;">Note: This PDE task list for Cosmetology has been modified to include input from local industry workers. It has been updated by reviewing a 2010 Cosmetology DACUM Research Chart, the PA NOCTI Test for Cosmetology and the PA State Board of Cosmetology Curriculum. Tasks in red were added by DACUM panel members.</p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>BACTERIOLOGY, DISINFECTION AND SANITATION</b>	
101	Define the classifications and reproduction of bacteria and viruses.	
102	Define and compare the differences between sanitation, disinfection and sterilization.	
103	Perform infection control procedures for various salon tools and services.	
104	Administer universal precautions.	
L105	Earn SP/2 online cosmetology safety certification.	
L106	Demonstrate chemical mixing according to manufacturer's instructions.	
<b>200</b>	<b>PROFESSIONAL ATTITUDE</b>	
201	Prepare and maintain client documentation following a successful client consultation.	
202	Identify and demonstrate professional ethics, <b>personally, team-wide and with clientele.</b>	
203	Demonstrate effective communication skills, to include listening, speaking and writing in order to communicate with customers.	
L204	Maintain 95% attendance.	
L205	Exhibit a professional appearance.	
L206	Support salon employees.	
L207	Build salon/spa clientele.	
L208	Maintain personal tools and equipment.	
L209	Maintain work area.	
L210	Disinfect tools and equipment.	
L211	Discuss Career Opportunitites	
<b>300</b>	<b>BUSINESS PRACTICES</b>	
301	Develop an effective management/ <b>marketing</b> plan.	
L301-a	Develop an online portfolio.	
302	Develop personal financial plan.	
303	Identify, interpret and follow safety regulations, including Material Safety Data Sheet and Occupational Safety and Health Administration.	

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L304	Participate in a Job Shadow	
L305	Develop a Thank You Letter Following an Interview	
L304	Participate in a retail sales competition.	
L305	Perform a service consultation.	
L306	Utilize a student business card for networking on the clinic floor.	
L307	Create retail and service goals.	
L308	Track retail and service goals.	
L308-a	Maintain work time documentation.	
L308-b	Order retail items.	
L308-c	Maintain stock of retail items.	
L308-d	Display retail items.	
L308-e	Sell retail items.	
L309	Set up salon atmospheric conditions.	
L310	Serve refreshments.	
L311	Update daily schedule.	
L312	Coordinate flow and productivity of salon.	
L313	Maintain reception area.	
L314	Greet salon/spa clients.	
L315	Maintain client information.	
L316	Suggest salon add-on services.	
L317	Process telephone calls.	
L318	Schedule client appointments.	
L319	Process client payments.	
L320	Reconcile cash drawer	
L321	Maintain customer satisfaction.	
L322	Plan salon events (e.g., community service)	
L323	Generate gift certificates.	
L324	Demonstrate knowledge of how to report client tips.	
L325	Track return on investment.	

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<b>400</b>	<b>PENNSYLVANIA COSMETOLOGY LAW</b>	
401	Demonstrate an understanding of the Cosmetology Laws, Rules and Regulations.	
L402	Explore the PALS website.	
L403	Maintain professional license.	
<b>500</b>	<b>HISTOLOGY</b>	
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.	
<b>600</b>	<b>TRICHOLOGY</b>	
601	Identify the structure and composition of the hair.	
602	Identify diseases and disorders of the hair and scalp.	
603	Analyze the characteristics of a client's hair and scalp.	
<b>700</b>	<b>CHEMISTRY</b>	
701	List the five elements of the hair.	
702	Measure effects of PH pertaining to hair and skin.	
703	Differentiate between the physical and chemical changes involved in various hair services.	
704	Access chemical reaction as they relate to various services.	
705	Demonstrate knowledge of chemistry pertaining to products used for hair, skin and nails.	
<b>800</b>	<b>PHYSIOLOGY</b>	
801	Identify the functions of the integumentary system.	
802	Identify the functions of the nail.	

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803	Identify body structures and systems.	
804	List the function of the skeletal system.	
805	List the function of the muscular system.	
806	List the function of the nervous system.	
807	List the function of the circulatory system.	
<b>900</b>	<b>COSMETIC DERMATOLOGY</b>	
901	Identify the diseases and disorders of the skin.	
902	Perform a skin analysis on a client.	
<b>1000</b>	<b>ELECTRICITY</b>	
1001	Define the principles of electricity.	
1002	Review the safety measures related to electricity.	
1003	Explain the types, uses and benefits of light therapy.	
<b>1100</b>	<b>SHAMPOO AND CONDITIONING</b>	
1101	Demonstrate draping for all hair services.	
1102	Determine a product based on individual client needs.	
1103	Perform various shampoo and conditioning treatments on a client.	
<b>1200</b>	<b>HAIR SHAPING</b>	
1201	Demonstrate proper handling of hair cutting tools.	
1202	Demonstrate various haircutting techniques with shears.	
1203	Demonstrate various haircutting techniques with a razor.	
1204	Demonstrate various clipper cutting techniques.	
1205	Perform various texturizing techniques.	
1206	Demonstrate facial, ear and neck hair removal.	

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<b>1300</b>	<b>HAIR STYLING/FINGERWAVING</b>	
1301	Perform fingerwave techniques.	
1302	Identify hairstyling implements and equipment.	
1303	Select a hairstyle to complement the client's features.	
1304	Perform roller setting and comb-out techniques.	
1305	Perform pincurl setting and comb-out techniques.	
1306	Perform braiding techniques.	
1307	Demonstrate the use of a marcel iron.	
1308	Demonstrate blow drying techniques.	
L1309	Perform flat iron techniques.	
<b>1400</b>	<b>CHEMICAL TEXTURIZING</b>	
1401	Select appropriate products for chemically straightening hair.	
L1401-a	Drape client for chemical services.	
L1401-b	Demonstrate chemical mixing	
L1401-c	Demonstrate chemical applications.	
L1401-d	Demonstrate chemical safety standards.	
1402	Demonstrate various chemical relaxing services.	
1403	Demonstrate a soft curl permanent wave service.	
<b>1500</b>	<b>PERMANENT WAVING</b>	
L1500-a	Drape client for permanent wave service.	
L1500-b	Demonstrate permanent wave mixing.	
L1500-c	Demonstrate permanent wave application.	
L1500-d	Demonstrate permanent wave safety standards.	
L1500-e	Demonstrate permanent wave test curl.	
1501	Demonstrate various wrapping techniques.	
1502	Select the appropriate solution according to client's needs.	

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<b>1600</b>	<b>HAIRCOLORING</b>	
L1600-a	Drape client for hair coloring services.	
1601	Perform and evaluate a predisposition test.	
1602	Perform and evaluate a strand test.	
1603	Perform a temporary haircolor service.	
1604	Perform a semi-permanent/demi-permanent haircolor service.	
1605	Perform a permanent haircolor service.	
1606	Perform a hair lightener and toner application.	
1607	Demonstrate techniques for creating special effects.	
1608	Demonstrate corrective color techniques.	
1609	Formulate color as it relates to the law of color.	
L1610	Identify the primary and secondary colors	
L1611	Define the law of color	
L1612	Describe level and tone	
L1613	List the types of hair color	
L1614	Identify the stages of lightning, Mix color using correct ratio	
L1615	Demonstrate a patch test	
L1616	Demonstrate highlighting techniques	
<b>1700</b>	<b>HAIR STRAIGHTENING</b>	
1701	Demonstrate hair pressing techniques showing soft, medium and hard press.	
<b>1800</b>	<b>SKIN CARE</b>	
L1800-a	Demonstrate a skin analysis.	
L1800-b	Perform skin care consultation.	
L1800-c	Perform extraction service.	
1801	Drape client for basic skin care service.	
1802	Select a product based on individual client needs.	
1803	Perform a basic facial on a client.	
1804	Identify skin care implements and equipment.	

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L1805	Create a skin care regimen.	
L1806	Perform a chemical peel.	
L1807	Perform eyebrow tinting.	
L1808	Maintain client skin service history.	

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<b>1900</b>	<b>NAIL TECHNOLOGY</b>	
L1900-a	Sanitize for nail services.	
1901	Prepare a manicure table.	
1902	Identify nail care implements and equipment.	
L1902-a	Perform nail service consultation.	
L1902-b	Utilize proper ventilation for nail services.	
1903	Perform a basic manicure on a client.	
1904	Perform routine massage treatments on the hands and feet.	
1905	Perform various specialty manicures (Including basic nail tip and nail art).	
L1905-a	Perform paraffin treatment.	
L1905-b	Perform gel nail services.	
L1905-c	Perform dip powder nail services.	
1906	Demonstrate knowledge of an artificial nail service.	
1907	Perform pedicure procedures.	
1908	Identify nail diseases and disorders.	
<b>2000</b>	<b>TEMPORARY HAIR REMOVAL</b>	
L2000-a	Assess contraindications for waxing.	
L2000-b	Test hot, melted wax temperature.	
2001	Identify multiple methods of temporary hair removal.	
2002	Demonstrate multiple methods of temporary hair removal.	
L2003	Perform eyebrow mapping.	
L2004	Educate client on post-care for hair removal.	
<b>2100</b>	<b>SCALP TREATMENT</b>	
L2100-a	Assess scalp condition.	
2101	Perform a basic scalp treatment on a client.	
2102	Explain the use of electrical equipment during a scalp treatment.	
L2103	Educate client on follow-up care procedures for scalp treatment.	



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<b>2200</b>	<b>CARE OF ALL HAIR TYPES AND TEXTURES</b>	
2201	Select and apply styling products according to client's needs.	
2202	Identify uses of specialty hairstyling equipment.	
2203	Identify implements, equipment and products used 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.	
L2206	Demonstrate knowledge of how to blend client's natural hair with artificial hair.	
L2207	Educate client on followup care for synthetic hair.	
<b>2300</b>	<b>MAKE UP</b>	
L2300-a	Perform a makeup consultation.	
2301	Apply basic daytime make-up on a client.	
2302	Apply basic evening make-up on a client.	
2303	Demonstrate corrective make-up techniques according to clients needs.	
2304	Demonstrate knowledge of false eyelashes.	
L2305	Demonstrate removal of makeup and artificial lashes.	
L2306	Demonstrate contouring to face shapes.	
<b>2400</b>	<b>CONTINUING EDUCATION</b>	
L2401	Participate in class meetings.	
L2402	Interact with guest speakers.	
L2403	Mentor new students.	
L2404	Attend product trainings.	
L2405	Attend hair/spa shows.	
L2406	Obtain professional certifications.	
L2407	Participate in special salon events.	
L2408	Research current trends (online, social media)	
L2409	Optional: Participate in Skills-USA competitions.	