



# Esthetician-Nail Technician Certificate of Achievement

## PLAR Candidate Guide

Prior Learning Assessment and Recognition (PLAR)

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### Prior learning credit options at Saskatchewan Polytechnic

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See [Get Credit for What you Know](#) for important information about all options to get credit for prior learning at Sask Polytech, including PLAR, transfer credit, Canadian Armed Forces credit, and equivalency credit.

### How to navigate this document

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This document contains links to other document sections or webpages. To return to where you were from another section in this document, press the *ALT* key and *left arrow* key at the same time. To return to this webpage from another webpage, close the other webpage or click back on the browser tab for this document.

### Contents of this guide

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This guide contains the following specific PLAR information and tools for this program

- A. [PLAR fees](#)
- B. [PLAR eligibility and options](#)
- C. [Dates when PLAR assessment is available](#)
- D. [Special directions for this program](#)
- E. [PLAR contact person](#)
- F. [Self-rating course outlines](#)

## A. PLAR fees

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Fees for PLAR challenges are set to cover our costs for consultation, assessment, and related administrative tasks. PLAR fees are non-refundable and non-transferrable.

The PLAR fees policy is subject to change for each new academic year. Please see the **Cost** section on the [PLAR webpage](#) for current fee information.

## B. PLAR eligibility and options

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To be eligible for PLAR for courses in this program, you must first apply for admission and be accepted into the program. You must also consult with the [PLAR contact person](#) and be approved for PLAR assessment.

### Course prerequisites and corequisites

Some courses have one or more other courses that must be completed first (prerequisite) or at the same time (corequisite). See [course outlines](#) in this guide to identify any pre- or co-requisites for each course. Discuss with your [PLAR contact person](#) how to deal with courses with corequisites.

### Block assessment

Some programs may assess a cluster of courses together in one block, which may save you time and effort. Ask the [PLAR contact person](#) whether there are any block assessment options in this program.

## C. Dates when PLAR assessment is available

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PLAR assessment for this program is available from Sept 1 to June 15 in each academic year.

**All PLAR assessments must be completed by June 15 of each academic year.**

## D. Special directions for this program

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1. **Review** the [PLAR process and FAQs](#) and the information in this guide.
2. **Self-rate** your learning for each course using the [Course Outlines](#) in this guide.
3. **Consult** with the [PLAR contact person](#) for PLAR approval. Be prepared to provide your resume, course self-ratings (see [section F](#)), and a partially completed [PLAR application](#). If you are approved for PLAR, the contact person will sign your PLAR application and explain next steps.
4. Apply for admission to the program. See [directions](#) for applying.
5. **Register** for PLAR at [Registration/Enrolment Services](#) once you have signed approval on your [PLAR Application Form](#). The PLAR fee will be added to your student account.
6. **Finalize** an assessment plan with your assigned assessor.
7. **Complete** assessment before your PLAR registration expires.

## E. PLAR contact person

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Contact one of the Program Heads below to arrange a consultation **after** you have read this guide and [general PLAR information](#) and rated yourself for each course (see next section). Consultation may be by phone, online, or in person. Be prepared to provide your resume, course self-ratings, and a partially completed [PLAR application](#). If agreement is reached to go ahead with PLAR, the contact person will sign approval on your PLAR application and explain the next steps. Admission to the program is required before you can register for PLAR.

**Louise Benson, Program Head**  
Saskatchewan Polytechnic, Prince Albert  
Phone: 306 - 765-1592  
Email: [benson4145@saskpolytech.ca](mailto:benson4145@saskpolytech.ca)

## F. Self-rating course outlines

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Clicking on a course code below opens a page where you can rate yourself on the knowledge and skills assessed for PLAR credit. For Arts & Sciences courses, clicking on the course code opens another PLAR guide. The [PLAR contact person](#) for this program will refer you to another person to discuss PLAR for courses delivered by Arts & Sciences or another program/department.

COURSE CODE	COURSE NAME	Delivered by another department/program
<a href="#">BUS 010</a>	Nail Salon Operations	
<a href="#">NAIL 010</a>	Nail Enhancements	
<a href="#">NAIL 101</a>	Manicures and Pedicures	
<a href="#">PRAC 010</a>	Customer Service Practicum 1	
<a href="#">PRAC 011</a>	Customer Service Practicum 2	
<a href="#">SANT 010</a>	Sanitation, Safety and Hygiene for Nail Technicians	

### BUS 010 - Nail Salon Operations

You will develop an understanding of operating a nail salon and employer expectations. Your studies will develop your awareness of legal and labour regulations, financing, nail salon design and maintaining shop inventory and equipment. The course covers practical application of personality theories to salon situations.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe pre-employment activities for a nail technician.			
2. Describe business operations and management of a nail salon.			
3. Describe methods of designing a nail salon.			
4. Explain retailing and merchandising including business promotions and strategies for a nail salon.			
5. Describe personality theories as they apply to clients.			
6. Develop a professional approach to communicate with customers.			
7. Discuss the importance of Indigenization of business operations in Saskatchewan.			

**NAIL 010 - Nail Enhancements**

You will learn artificial nail services for fashion conscious clients. This course will teach you the many types of artificial nail extensions, nail art, nail maintenance and repair.

**Credit unit(s):** 4.0  
**Prerequisites:** NAIL 101  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Apply safe work methods for nail technicians.			
2. Explain the chemistry of nail products.			
3. Describe the steps involved in conducting a client consultation.			
4. Demonstrate electric filing.			
5. Apply, repair, fill and remove nail tips, forms, acrylic and gels.			
6. Demonstrate nail art/air brushing.			

**NAIL 101 - Manicures and Pedicures**

You will develop an understanding of the anatomy of hands and feet, hand and nail care, disease, and disorders. Your studies will help you learn specialized techniques and treatments to offer to your manicure and pedicure clients. You will practice manicures, pedicures, and treatments.

**Credit unit(s):** 3.0  
**Prerequisites:** SANT 010  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Describe the anatomy of the hand, arm, foot, and leg.			
2. Describe the structure and shapes of the nail.			
3. Describe nail, hand and foot disorders and diseases.			
4. Demonstrate manicures.			
5. Demonstrate cosmetic corrections on natural nails.			
6. Demonstrate pedicures with foot massage.			
7. Explain the use of aromatherapy in manicures and pedicures.			
8. Explain methods of homecare for hands and feet.			
9. Explain methods of homecare for hands and feet.			

**PRAC 010 - Customer Service Practicum 1**

You will practice nail salon duties and provide quality customer service through teamwork, communications, and professional practices. You will prepare to work as a nail technician by practicing under the direct supervision of an instructor until skills improve to industry standards.

**Credit unit(s):** 2.0  
**Prerequisites:** BUS 010, NAIL 010  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Perform reception and retail functions.			
2. Perform sanitation and safety procedures in a nail salon setting.			
3. Demonstrate teamwork.			
4. Demonstrate effective communications skills in the nail salon.			
5. Provide quality customer service.			
6. Demonstrate client retention practices.			
7. Demonstrate the professional practices and standards of your industry.			
8. Perform all nail technician services to industry standards.			

**PRAC 011 - Customer Service Practicum 2**

You will demonstrate mastery in performing all nail technician services. You will participate in a mock journeyperson evaluation.

**Credit unit(s):** 1.0  
**Prerequisites:** PRAC 010  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	<b>Competent</b>	<b>Learning</b>	<b>None</b>
1. Demonstrate mastery in performing all nail technician services.			
2. Participate in a mock journeyperson evaluation.			



**SANT 010 - Sanitation, Safety and Hygiene for Nail Technicians**

Your studies will focus on safety as it relates to a nail salon, personal health, and sanitation. This course provides instruction in the study of bacteriology. You will also study relevant safety concerns such as fire safety, health risks and diseases.

**Credit unit(s):** 2.0  
**Prerequisites:** none  
**Corequisites:** none  
**Equivalent course(s):** none

<p><b>Use a checkmark (✓) to rate yourself as follows for each learning outcome</b></p> <p><b>Competent:</b> I can apply this outcome without direction or supervision.  <b>Learning:</b> I am still learning skills and knowledge to apply this outcome.  <b>None:</b> I have no knowledge or experience related to this outcome.</p>	Competent	Learning	None
1. Demonstrate sanitation and safety procedures for nail technician.			
2. Apply personal hygiene and grooming standards for nail technicians.			
3. Describe fire safety.			