

Continuing Education (CE) for Amnesty program use ONLY

Required 4 Hour CE Course For Amnesty Program

Mission Statement

The mission of the Ohio State Board of Cosmetology is to protect and support the public through regulation and education while promoting the integrity of the industry.

No matter what branch of cosmetology your license falls under: cosmetologist, nail technician, esthetician, natural hair stylist, or hair designer it is your responsibility as a licensee of the Ohio State Board of Cosmetology to protect your client's health, as well as your own by performing services in a healthy and safe environment. This can be done by taking the proper steps to ensure that all implements, tools, and areas of the salon are properly cleaned and disinfected according to the Board's "Sanitary Standards". These standards are your guideline for proper infection control. Infection control (decontamination) consists of three categories: 1) sanitation, 2) disinfection, and 3) sterilization. Each of these areas means something completely different when it comes to keeping a salon or spa environment healthy and safe. Therefore, it is vital to fully understand the differences between these three areas of infection control.

Many of you may be coming back to the industry after some time away. It is important to make sure that you are up to date on changes that may have taken place, particularly when it comes to infection control. Gone are the days when the term sanitation could be used to cover the subject of infection control in salons. Infection control refers to the prevention of the transmission of infectious and communicable diseases. A communicable disease is one that can be passed from one person to another. It seems that everywhere you turn today there is talk about this very issue. The media has brought forth awareness that there can be dangers lurking in the salons the public trust to be safe. Methicillin Resistant Staphylococcus (MRSA), Hepatitis (HBV), HIV, Tuberculosis (TB), Fungus, and the common cold are among the list of infectious diseases that proper infection control procedures in a salon can help prevent.

Knowing the correct terminology and definitions of the words and items associated with infection control can be very helpful in keeping salons healthy and in return keeping the licensee and the public safe as well. The term sanitation that most of us are familiar with is no longer a choice word to use when referring to the most effective way to keep a salon disease free. **Sanitation is simply cleaning**; it is the lowest level of infection control and is the removal of dirt and debris. Although sanitation methods clean and reduce microbes on the surface, germs are not killed. **Disinfection is the level of decontamination that should be used in a salon environment.** Disinfection is the second level of infection control and destroys or kills some bacteria, fungi and viruses. It is important that all tools, implements, and areas of the salon be properly cleaned and disinfected. **Sterilization** is the highest level of decontamination as it kills or destroys all microbes.

Sterilization is only required for tools or implements that puncture the skin. Therefore, this level of infection control usually does not apply to salons/spas.

There are **three types** of infectious microorganisms; 1) bacteria, 2) fungus, and 3) virus that all persons working in a salon/spa environment should have a basic understanding of what they do.

Bacteria (also known as germs) are one-celled microorganisms that contain both plant and animal characteristics. Bacteria are so small they are not visible to the naked eye. Bacteria can live and reproduce on their own and can be found in a variety of places that include but are not limited to:

- On skin
- In water
- Decayed Matter
- Body Secretions
- On clothing
- Under the free edge of nails

There are two primary types of bacteria; pathogenic and non pathogenic:

Nonpathogenic Bacteria- are harmless, and do not cause disease.

Pathogenic Bacteria- are harmful, and may cause disease or infection.

There are two stages in the life cycle of bacteria. The **active stage** is when bacteria grow and reproduce. Bacteria reproduce best in a warm, dark, moist, and dirty environment. If conditions are not favorable then it becomes difficult for bacteria to survive. The **inactive (spore-forming) stage** happens when conditions are not favorable for growth or reproduction. Certain bacteria can coat themselves with a waxy outer shell, this helps the bacteria withstand long periods of famine and unfavorable conditions. During this stage bacteria are not harmed by disinfectants.

Fungus (fungi) include mold, mildews, and yeast. A fungus can cause contagious diseases such as tinea capitis (ringworm) and nail fungus. Non contagious conditions such as dandruff and seborrheic dermatitis can also be caused by a fungus.

A **Virus** is a sub-microscopic particle that can only be seen under a powerful microscope. Viruses can cause a variety of health issues including the common cold, respiratory, gastrointestinal infections, measles, mumps, chicken pox, rabies, influenza, and HIV, which causes AIDS. A virus can only live by penetrating other cells and becoming part of them.

An **infection** can occur when pathogenic bacteria or viruses enter the body. A **contagious** infection is one that can be passed from person to person. The spread of infection in a salon/spa is why it is important to practice personal hygiene and infection control procedures. Some ways infections are spread in a salon include but are not limited to the following:

- Open Sores
- Unclean hands and implements
- Coughing or sneezing

Common use of drinking cups and towels
Use of same implements on infected areas and non infected areas
Unsanitary salon conditions

Parasites are plant or animal organisms that live on or in another living organism. This is the only way they can survive.

Pediculosis Capitus (head lice) is a type of parasite.

Lice are wingless insects that feed on human blood. These insects do not fly or jump, however, they can be passed from one person to another by direct contact, through sharing of brushes, combs, cloths, hats, etc. Once a person is infected, the female insect lays approximately 3 to 6 eggs (more commonly know as nits) daily. These eggs then cement to the hair shaft about 1/4" away from the scalp. After the eggs are attached they begin to hatch in about 7-12 days and reach a mature status in roughly two days, once mature, they begin to lay their own eggs. Nits can stay alive for up to a month off of the head and adult lice can survive without a host for 24-48 hours. As you can see it does not take long to have an infestation problem.

Therefore, if a client comes into a salon with head lice there are important infection control procedures that need to be followed in order to prevent the spread of lice to other clients and employees. The steps to maintaining a healthy salon environment after the presence of lice are as follows:

- Discontinue service immediately.
- Immediately sweep hair from area
- Trash where contaminated hair and materials were discarded should be sealed and removed from the salon immediately.
- Contaminated area(s) including station, chair, shampoo bowl/area and reusable items should be immediately disinfected with an Environmental Protection Agency (EPA) registered disinfectant or bleach solution. Both of these solutions should remain on the area(s) for at least 10 minutes.
- Disinfect combs, brushes, shears, clippers and other implements used on the client with an EPA registered disinfectant.
- Towels, capes and any cloth items used should be laundered separately in hot water with a bleach solution. Items should be dried in a hot dryer for at least 20 minutes.
- Chairs located in the reception area/lobby should be disinfected with an EPA registered disinfectant or bleach solution.
- If carpet is present in reception area it should be vacuumed.

Hand Washing

This is where infection control begins. By completing a task as simple as washing your hands before and after each client, you are helping to prevent the spread of germs. The following guidelines should be followed for proper hand washing.

1. Dampen hands with warm water.
2. Apply antibacterial, liquid soap.
3. Spend 15-20 seconds working up a good lather. Be sure to wash spaces between fingers and finger nails.
4. Rinse with warm water -Dry hands thoroughly; always use a single use paper towel or air blower.

Disinfectants

It is important to be aware of the guidelines to follow when selecting a proper disinfectant for a salon/spa. All chemical disinfectants should be Environmental Protection Agency (EPA) registered, and hospital effective. Hospital effective or broad spectrum disinfectant means a chemical that is efficient for bactericidal, fungicidal, pseudomonacidal, and virucidal purposes. This information can be located on all disinfectant product labels. Keep in mind this does not include household cleaners, disinfectants, etc. Any time you are mixing or using a chemical disinfectant it is important to follow the manufacturer's directions for mixing and safe use. Disinfectants are not designed to be used on the skin therefore, gloves should be worn.

Alcohol

There are some common misconceptions surrounding the use of alcohol as a disinfectant. Alcohol is a low-level disinfectant therefore; it should not be used to disinfectant implements, tools, stations, or salon areas. Alcohol can be used on the skin as a sanitizer. An alcohol based hand sanitizer should be kept available for use by licensee and public.

Bleach

Sodium Hypochlorite (Household Bleach) can be used as a disinfectant in salons. All bleach solutions must be mixed **daily** in a ten to one solution (nine parts water and one part bleach). Bleach must be kept in a covered container and not exposed to sunlight. Vapors from bleach may react with other chemicals therefore, should be stored alone.

When using a chemical disinfectant you should always refer to the following guidelines:

1. Always mix disinfectants according to manufactures directions.
2. Mix all disinfectants daily or more often if solution becomes visibly contaminated (dirty). Once a chemical disinfectant is dirty it becomes ineffective and should be changed prior to use.
3. Leave surfaces (work areas, shampoos bowls, etc.) wet or completely immersed for a ten-minute contact time or longer if required by the manufacturer's instructions.
4. All implements/tools should be disinfected after each use. Example: combs, brushes, clippers, shears, etc.
5. Implements should first be cleaned of all visible dirt, debris, and bodily fluids by washing with warm, soapy/detergent water and then rinsed. Second, the implement should be completely immersed (enough liquid to completely cover all surfaces of the implement) in an Environmental Protection Agency (EPA) registered, hospital grade tuberculocidal, bactericidal, fungicidal, virucidal disinfectant. Allow implements to soak in disinfectant according to manufactures directions.
6. Remove implements from disinfectant with gloves or tongs. Rinse and dry completely.
7. Store implements in a closed, dry container or drawer

Caring for Porous Items

The most sanitary way to store porous (absorbent) items are to keep them in a closed, dry, dust-free container or drawer until ready for use. **Porous items can not be disinfected;** consequently, these types of items are considered to be single-use and should be used once and discarded unless the item can be laundered in a washing machine. For example, cloth towels, capes, smocks, robes, linens, and similar items should be laundered using detergent and chloride bleach. Examples of porous items include cloth towels, paper towels, cotton, orangewood sticks, cushion nail files, buffer blocks, etc.

Disposable/Single Use Items

It is important to understand the difference between items that can be disinfected and those that should be discarded after use. **Single-use items** such as paper towels, tissues, cotton, and some files and buffers are considered porous therefore, cannot be disinfected.

Multi use implements can be cleaned, disinfected, and used on more than one person.

Storage/Handling of Chemicals – Material Safety Data Sheet (MSDS) are required for all potentially hazardous products that are used in salons. These sheets should be kept readily available in case of an emergency. The MSDS sheets provide information on hazardous ingredients, safe storage and handling, product usage as well as information on allergic reactions or injury. Refer to MSDS sheets for proper handling if a spill occurs and procedures for contact with eyes or skin. MSDS sheets should be obtained from the products' manufacturers.

Label all containers as to the contents and cover tightly. All containers should be stored in a cool, dry and well ventilated location. Always follow manufactures instructions as to specific guidelines.

Avoid inhaling or spilling any chemicals. When handling chemicals gloves and safety glasses should always be worn. It is important to wash hands and dispose of gloves after the handling of any chemical.

Safety Standards

In order to keep products such as creams, lotions, solutions, chemicals, etc. from becoming contaminated lids should be kept on at all times.

Product should be removed from containers with a disposable single-use applicator or nonabsorbent applicators that can be disinfected after each use. All single use items should be disposed of immediately. Fingers should never be used to remove product directly from a container.

Dispose of razor blades after individual use by placing in a puncture proof container.

All contaminated, single use items should be disposed of in a trash container immediately after use.

Items dropped on the floor should be picked up immediately. These items should be properly cared for by either discarding it as a single use item or disinfecting if reusable. Be sure to keep curling iron cords off the floor as they are a trip hazard. Sweep hair from floor immediately following any haircut service. If liquid is spilled on the floor be sure to clean up liquid and dry floor immediately.

To prevent damage to hair by an over heated curling iron always test temperature the of thermal curling iron(s) on end papers, paper towels or neck strips prior to use on hair to ensure correct temperature.

Disconnect or turn off all electrical appliances when not in use.

Use protective cream around hairline to protect skin from chemicals. Cream should be applied up to hairline but not in hair while covering the skin.

Wear protective goggles and gloves for application of primer and other nail products.

Do not use nail products that contain Methyl Methacrylate (MMA). MMA is an ingredient found in some artificial nail products. This ingredient has been banned by the Food and Drug Administration due to health issues. These issues include skin allergies, loss of nail plate, respiratory, liver and kidney problems, etc.

Blood Spill Procedures

All salons should be equipped with a first aid kit. This kit should be easily accessible and contain the items to properly care for a blood or body fluid spill. All employees should know where to locate the first aid kit and should be familiar with the universal blood spill procedures. Any time an accident happens where blood or body fluid is present the following procedures must be followed:

1. If a cut occurs during service, stop service immediately.
2. Always wear gloves to protect against yourself against contact with the blood or fluid.
3. Clean the injured area with an antiseptic.
4. Bandage the cut or abrasion
5. Discard all single-use contaminated objects (ex: cotton, wipes, etc.) by double bagging and placing in trash. Use a biohazard sticker (red or orange) to indicate the discarded material is contaminated or place in a container for contaminated waste. All sharp disposables should be placed in a “sharps box”.
6. Clean and disinfect work station with an EPA registered, hospital disinfectant.
7. Disinfect all tools/implements that came into contact with blood or body fluid before removing your gloves. Tools/implements should first be thoroughly cleaned with warm, soapy water. Second, tools/implements must be completely immersed in an EPA registered, hospital grade disinfectant or 10% bleach solution for a minimum of 10 minutes or time specified by manufacturers directions.

Standards for Wax Pot Use

The steps for a safe and sanitary waxing procedure:

- Sanitize the area that will be waxed.
- Use absorbent material to dry area.
- Remove wax from wax pot with a wooden spatula.
- Test the temperature of the wax on the wrist then dispose of the spatula.
- With a new wooden spatula apply the wax to the treated area in the direction of hair growth.
- Smooth fabric over wax in direction of hair growth.
- Hold skin taut.
- Pull fabric in opposite direction of hair growth
- Apply post-epilation product to treated area.
- Apply antiseptic to treated area.
- Dispose of all material(s) used.

- Always place used headbands, cloth draping, etc. in a closed hamper.
- All used disposable materials should be immediately discarded in a closed waste container.
- Used spatulas, muslin strips, or other used materials should never be placed on the work station. These items should be immediately discarded. Never reuse a spatula after wax has been applied.
- Wax pot should be kept in a sanitary condition at all times.
- Wax should be kept covered when not in use.

Procedures for Cleaning and Disinfecting Whirlpool Foot spas

AFTER USE BY EACH CLIENT

1. Empty all water
2. Remove any debris
3. Clean the basin with soap or detergent and water
4. Disinfect the basin with an EPA-registered disinfectant with demonstrated bactericidal, fungicidal, and virucidal activity (ability to kill bacteria, fungus and viruses), which must be used according to manufacturer's instructions.
5. Drain and dry the basin with a clean towel.

AT THE END OF EACH DAY

1. Remove the screen and all debris that is trapped behind the screen. Clean the screen and the inlet jet with soap or detergent and water.
2. Disinfect the screen by totally immersing (soaking) in an EPA-registered disinfectant with demonstrated bactericidal, fungicidal and virucidal activity (ability to kill bacteria, fungus and viruses), which must be used according to manufacturer's directions.
3. Flush the spa system with low suds producing soap and warm water for at least 10 minutes.
4. Rinse and drain the spa system.
5. Fill the basin completely with water and household bleach (1 teaspoon of 5.25% bleach for each gallon of water), or with a solution of sodium hypochlorite (50 parts per million)
6. Soak the spa basin with bleach and water solution for 6-10 hours.

FOLLOWING MORNING

1. Flush the spa system with bleach and water solution for 5 to 10 minutes.
2. Flush the spa with clean water before use by client
3. Make a record of the date and time this cleaning and disinfecting.

What should infection control mean to you? In order to fully understand all that infection control encompasses you must first be aware of where it all begins.

Keeping your license current and active- once you receive your license there are a few things to keep in mind in order to keep them in a current, active status. As a licensee of the Ohio State Board of Cosmetology you should become familiar with our website www.cos.ohio.gov this site is updated regularly and contains a great deal of valuable information. Whether you are in need of information to update your board photo, make an address change, need to know how to become an Independent Contractor, or just simply looking for what's new you can find it on our website.

The first step in ensuring your license remains in an active status is to renew your license in a timely manner. All license issued by the Ohio State Board of Cosmetology are subjected to renewal which includes continuing education hours and fee payment. This renewal period happens every two years ending on the odd numbered year. For example, the renewal period that we are in at this time will expire on January 31, 2011. Therefore, all license fees and continuing education hour requirements should be completed by January 31, 2011. Subsequently, the renewal period to follow will be from February 1, 2011 through January 31, 2013.

When the time comes to pay for renewal of your license there are two important pieces of information you will need. First, when you receive your license it is important to keep the top portion where your user id and password are located. The user ID and password will be needed for the renewal of your license therefore, should be stored where you can locate it. Second, the website: www.license.ohio.gov is where you should go to renew your license. Once on the website you will need to enter your user id and password and have a credit or debit card ready to make payment. Keep in mind that it is the responsibility of each individual licensee to comply with the laws and rules of the Ohio State Board of Cosmetology and this includes payment of renewal fees.

It is also important to remember that completing the continuing education (CE) hourly requirement and payment of the renewal fee(s) are two separate steps in the renewal process. **The renewal license fee can only be completed with the Ohio State Board of Cosmetology.** Completing course work, attending a seminar, workshop, or an online CE test is only one step in the renewal process. Keep the following steps in mind anytime renewal begins:

1. Complete the CE hour's requirement per license.
2. Keep certificate(s) from the CE classes attended.
3. Retain the Username and Password from your license.
4. Go to www.license.ohio.gov to complete payment of license renewal.

Continuing Education Hours and your license...each licensee is required to obtain eight (8) continuing education hours (CE) per renewal period, per license held. CE hours can be obtained by attending a hands on workshop, seminar, or by taking an online course. No matter what method is used to receive your hours there are some guidelines that must be followed. Any time a seminar or class room workshop is attended you must sign-in using your name, and board ID number. Upon completion of the course you should receive from the provider of the class a certificate of completion. This certificate should include the date, location, title of the class, and class approval number. It is the responsibility of the licensee to retain this certificate in your records for use if you are selected in the random CE audit.

The CE audit is conducted every renewal period. If your license is selected in the random audit it will be required that you submit proof of the continuing education classes taken. Once a copy of your certificate(s) of completion is received the information will be checked against the sign-in sheets required to be submitted by the provider(s). If all information is current and accurate the audit will be passed. However, if information is not provided or inaccurate information is provided this would result in a failed audit. If this should happen the licensee would receive a letter from the audit department. There would be fine(s) and/or penalties associated with a failed audit.

What licenses are required ...When working in a salon you should always be aware of the license that should be held for the job you are performing. For instance, did you know that to be left working alone in a salon you must hold an active managing license? For those that are working in or considering booth rental, you should know that an Independent Contractors (IC) license is required. An IC license allows a person who holds a current, active manager's license to rent space or a booth in an Ohio licensed salon. The type of license you hold determines the type of salon in which you are permitted to work. Your license must correspond with the salon's license. The only exception is Cosmetologists. Cosmetologists are permitted to work in any cosmetology licensed salon.

It is importance to remember that any time you have a change of address you must update the Board office directly. You can do this by calling the office at 866-642-6723 or by faxing in a completed copy of the name/address change form that can be located on our website. Keep in mind that by submitting an address change to your local post office **does not ensure you will receive important information from the Board.** All mail from the Ohio State Board of Cosmetology will be returned as undeliverable from the post office if the correct address is not on the document.

All Board approved photos must be updated every five years. To do this you will need to submit one recent photograph of yourself. The photo must be no smaller than 2 ½ x 3 ½ and no larger than a wallet size; one uncut passport photo is recommended. Digitally produced pictures must be printed on photographic paper. Polaroid or photos printed on basic printer paper will be rejected. On the back of the photo print your name, address, Ohio license ID#, email address and phone number including area code. **A stamped self addressed envelope must be provided to return your photo.** Mail your photo to:

Ohio State Board of Cosmetology
1929 Gateway Circle
Grove City, Ohio 43123

Your photo will be stamped, processed and returned within 7 days of receipt in our office. Any photo received without a self addressed stamped envelope cannot be returned or processed. Remember you can always visit the Board office in person and have your photo updated while you wait.

Let's talk about ESCROW... When a licensee selects to place a license in escrow there are some points of significance to keep in mind. To begin with when a license is placed in escrow it is not an active license therefore, a licensee with an escrowed license cannot work in a salon/spa. Secondly, even though the license is in an escrowed status the **renewal fee must be paid each renewal period.** Not paying the license renewal fee can result in the license going into a lapsed status. Lastly, the eight (8) hour continuing education (CE) requirement per license, per renewal period does not apply when a license is in escrow. The continuing education requirement will take effect if and when a license is requested returned to an active status.

As you return to the industry, keep in mind that it is the responsibility of all licensees and the Ohio State Board of Cosmetology to ensure a safe and healthy salon environment for the public. This can be accomplished by understanding and putting to use the important infection control and safety information you have learned in this material.

Vision Statement

Leading the industry and elevating the professional standards in the art and science of cosmetology.

For use with Amnesty program ONLY.

Board Sanitation: Safety Review Exam

Please Complete: Follow the instructions at the end for submission.

Please circle one (A,B,C,D) per question.

1. What provides information on the potential hazards of chemicals?
 - A. OSBC
 - B. MMRD
 - C. MSDS
 - D. EPA

2. What type of container should be used to dispose of razor blades?
 - A. dust proof
 - B. trash can
 - C. puncture proof
 - D. original box

3. Porous items that become contaminated should be?
 - A. disinfected
 - B. washed
 - C. reused
 - D. disposed of

4. How many continuing education hours are required to renew a basic or managing license?
 - A. 2
 - B. 6
 - C. 8
 - D. 16

5. Items dropped on the floor should be?
 - A. kicked under the station
 - B. left for later
 - C. immediately picked up
 - D. reused

6. What is the definition of infection control?
 - A. Spreading a disease
 - B. Controlling the infection in one area
 - C. Prevention of the transmission of infectious and communicable diseases
 - D. Controlling a cold

7. When using a chemical disinfectant what guidelines should be followed?
- A. Always mix disinfectants according to manufactures directions.
 - B. Mix all disinfectants daily or more often if solution becomes visibly contaminated.
 - C. Leave surfaces wet or completely immersed for a ten-minute contact time or longer if required by the manufacturers' directions.
 - D. All the above
8. Sanitation is simply _____.
- A. Spreading germs
 - B. Disinfecting
 - C. Sterilization
 - D. Cleaning
9. MMA has been banned due to?
- A. how hard it makes the nail
 - B. it has an odor
 - C. health issues
 - D. it is expensive
10. How often does a licensee need to renew their license?
- A. Every year.
 - B. Every other odd numbered year.
 - C. Every other even numbered year.
 - C. On your birthday.
11. How often does an independent contractor's license need to be renewed?
- A. Every 4 years
 - B. Every 3 years
 - C. Every renewal period
 - D. One time only
12. What license does a licensee need to hold in order to work alone in a salon?
- A. Drivers License
 - B. Managing License
 - C. Florida License
 - D. Temporary License
13. If your license is selected in the random CE audit it will be required that you _____ proof of the continuing education classes taken.
- A. Deny
 - B. Submit
 - C. Copy
 - D. Call in

14. It is the responsibility of the _____ to retain the CE class certificate in case you are selected in the random CE audit.
 - A. Board
 - B. Licensee
 - C. Audit Department
 - D. All of the above

15. If a licensee is over the age of 65 they are exempt from _____.
 - A. Paying license renewal fee
 - B. 8 hours of continuing education
 - C. Escrow
 - D. Holding an active license

TRUE/FALSE

1. Products should be removed from a container with a disposable, single-use applicator. **TRUE OR FALSE**

2. Single-use, porous items can be disinfected. **TRUE OR FALSE**

3. A safe environment is the responsibility of the licensee. **TRUE OR FALSE**

4. The common cold, gastrointestinal infections, influenza and AIDS are caused by a virus. **TRUE OR FALSE**

5. A 10% bleach solution can be used as a disinfectant. **TRUE OR FALSE**

6. A contagious infection is one that can be passed from person to person. **TRUE OR FALSE**

7. Often in a salon environment infections are spread through clean hands and implements. **TRUE OR FALSE**

8. Pediculosis Capitus is the technical term for head lice. **TRUE OR FALSE**

9. A wax pot should left uncovered when not in use. **TRUE OR FALSE**

10. If a cut occurs during a service you should continue with service and care for the wound when style is finished. **TRUE OR FALSE**

11. Disconnect or turn off all electrical appliances when not in use. **TRUE OR FALSE**

12. Board photos must be updated every 7 years. **TRUE OR FALSE**
13. The post office will forward mail from the Ohio State Board of Cosmetology if the Board does not have your current address on file. **TRUE OR FALSE**
14. A household cleaner can be used as a disinfectant in a salon. **TRUE OR FALSE**
15. After a license has been put in escrow, the licensee must continue to pay the renewal fees for subsequent renewal periods. **TRUE OR FALSE**

Fill in the blank.

1. Items that can be cleaned and disinfected are considered _____ and can be used on more than one person.
2. Porous items can not be _____ once the item becomes soiled. The items should be disposed of.
3. The word germ is another word for _____.
4. A virus can only be seen under a _____.
5. Disinfectants are not effective when they are visibly _____.
6. In order to disinfect implements, they should be fully _____ in a disinfectant for _____ minutes or time specified by manufacturer's directions.
7. The _____ stage is when bacteria grow and _____.
8. The most _____ way to store porous items are to keep them in a dry container or drawer until ready for use
9. What is the website for the Ohio State Board of Cosmetology? _____
10. When washing hands a _____, liquid soap should be used.
11. A _____ license is required prior to applying for an Impendent Contractor's (IC) license?
12. Licensee's that have their license in escrow are required to _____ the renewal fee each renewal period.
13. Alcohol is considered to be a _____ disinfectant and should not be used to disinfect implements, tool, stations, etc.

14. Infection control begins by simply washing _____.
15. Disinfection is the level of _____ that should be used in a salon environment.

Sanitary	Ten	Active
Decontamination	Antibacterial	Bacteria
Disinfected	Reproduce	Pay
Hands	Low-Level	Immerse
Managing	Contaminated	www.cos.ohio.gov
Microscope	Multi-Use	

Number the steps (1- 10) of how to properly disinfect implements.

- ___ Completely immerse implement in to disinfectant
- ___ Store implements in a closed, dry container or drawer
- ___ Remove all debris from implements
- ___ Allow implements to soak in the disinfectant according to manufactures directions
- ___ Mix disinfects according to manufactures directions
- ___ Allow implements to soak in hot water/soap according to manufactures directions
- ___ Mix hot water and soap according to manufactures directions
- ___ Rinse
- ___ Remove implements from disinfectant with gloves or tongs
- ___ Rinse thoroughly and pat dry

COMPLETE THE FOLLOWING STEPS:

1. Print **Safety Review Exam** pages 12-16.
2. Enclose pages 12-16 of exam along with **COPIES** of your certificate(s) of completion from the other CE classes taken. Be sure the hourly totals meet the minimum stated in the application packet.
3. Include your completed lapsed license application form.
4. One photo 2x3 (passport size) with Name, Phone Number, and Email on back.
5. Fee amount in the form of a certified check or money order made Payable to: Treasurer State of Ohio, Kevin Boyce.