

# NORTH *Coast*

ACRYLIC

# *Training Manual*

BY JADE LEVITT



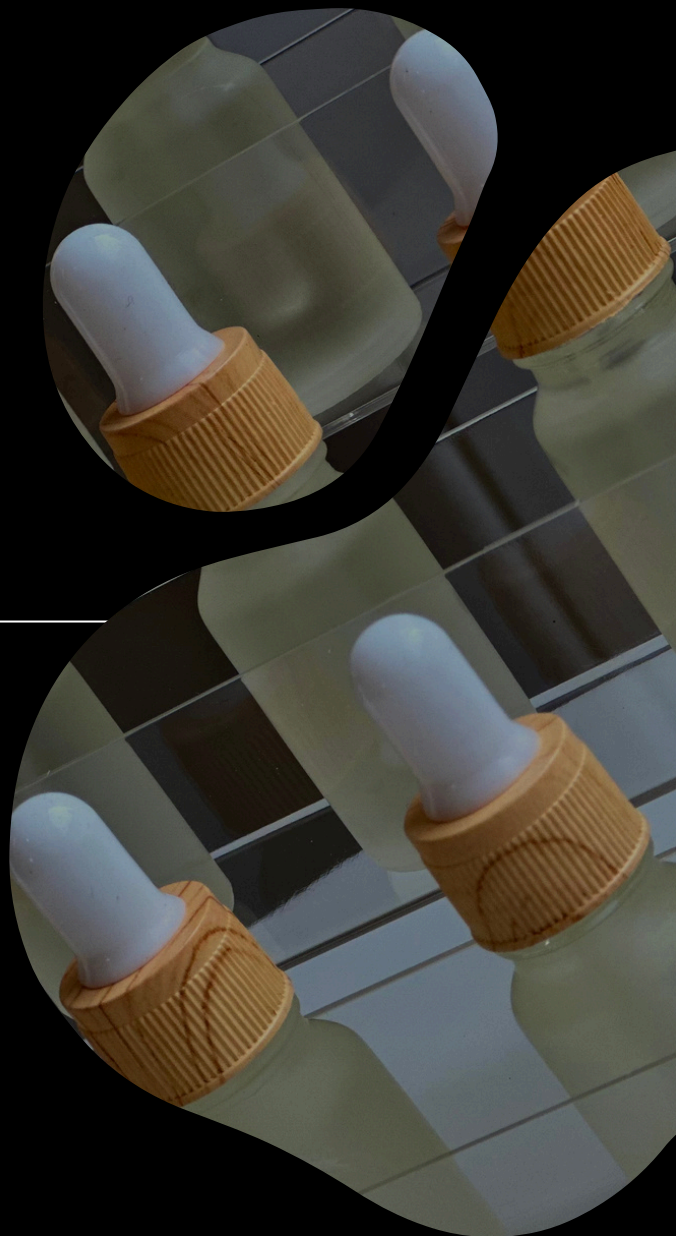
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ACRYLIC

# Training Manual

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JL



BY JADE LEVITT





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*Gel/polish*

# TRAINING MANUAL

*Ch. 1*



# WHAT ARE ACRYLIC NAILS?

Acrylic nails are made up of monomer & polymer powder to create durable long desirable nails, can also be used as an overlay.

Acrylic nails are great for adding strength and structure.

# WHAT IS IT

## Hygiene & disposables

If you are reading this you should have a minimum of a gel Polish accredited certificate therefore will already know salon essentials such as cuticle pushers ect..

Disposables are one use only and should be dissguarded after each use...



### **Monomer**

Liquid monomer is a chemical compound used by nail technicians to create acrylic nail systems.



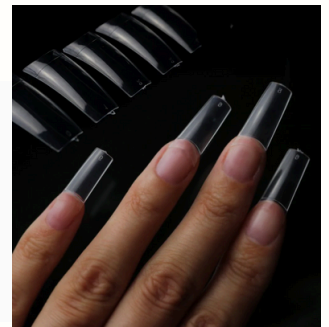
### **Polymer Powder**

This powder is an essential component of the acrylic nail enhancement system. Nail technicians combine polymer powder and monomer liquid to create good-looking acrylic nail systems.



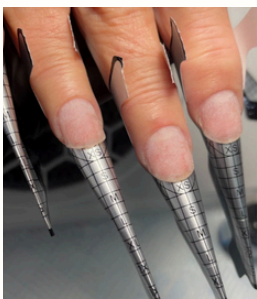
### **Acrylic brush**

Used to pickup acrylic beads.



### **Nail tips**

Glued to the natural nail to add length.



### **Nail forms**

Added under the natural nail to sculpt long nails without use of tips.

*Gel/polish*

# HEALTH & SAFETY

*Ch.2*



# HEALTH & SAFETY

## **HEALTH & SAFETY**

- Chemicals such as acetone, barbicide, monomer, alcohol... should be stored in a cupboard out of reach & handled with care.
- You must wear gloves for each client.
- All surfaces must be cleaned with disinfectant.
- No hazards, wet floor.....

## **COUNCIL REQUIREMENTS**

- You must have the following on site.
- First aid kit
- Fire extinguisher
- Accident book
- Secure lockable cabinets for client record cards.
- Clinical waste should be disposed of accordingly.
- Data protection act should be followed.
- Insurance

Health & safety is essential to a successful business, failing to follow regulations could risk a bad reputation and potential closure of business by your local council.

*Gel/polish*

# HYGIENE

*Ch.3*

# HYGIENE

## general hygiene

- All surfaces should be wiped down between clients using an anti bacterial spray. As the therapist you should be clean, presentable and washing your hands before touching a client.
- Hand sanitiser is essential before starting a treatment, you and your clients should sanitise before proceeding with any treatment.

## Sanatisation/Sterilisation

- All metal tools should be soaked in Barbicide & Barbicide should be changed every day. Please read manufacturers instructions on the bottle. This will keep your tools clean in between clients.
- Metal implements should be sterilised in a auto clave at the end of each day using rubbing alcohol.

Metal tools include your cuticle pusher, cuticle nippers, nail clippers, nail scissors & any additional metal tools you may use. You must use soap and a nail brush to scrub the tools spray with 100% rubbing alcohol. Place the tools carefully in the auto clave for the recommended time setting on your auto clave, be careful this will be very hot, this is to kill any bacteria. Once your autoclave has finished and cooled down you should then place the tools in diluted Barbicide see manufacturers instructions for measurements... This will keep your tools clean between clients.

Cleaning your tools is vital, failure to do so could result in infection, nail conditions & potential closure by your local council.

## Disposal of waste

Acetone should be disposed of in a bin of tissue or stored in a container and disposed of safely. Acetone should never poured down the sink as it could melt the plastics the plumbing system & it can be hazardous to the environment.

If your files, towels ect come into contact with blood they should be disposed of via clinical waste.

Diluted Barbicide can be disposed of down the drain.



Are nail files reusable?

No we do not recommend re using nail files



**A great way to remember is a 3 step system:**

- 1.Using a nail brush remove Debris from your tools using soap and water.**



- 2. Fully submerge tools in barbicide mixed with water for recommended time usually 10 mins.**



- 3.Place tools in a autoclave on recommended temperature for recommended time.**



*Gel/polish*

# ANATOMY

*Ch.4*



The skin bordering the lower end of the nail is called the proximal nail fold. A thin layer of skin, known as the cuticle, grows over the nail there. The cuticle function is to protect new nails from bacteria when they grow out from the nail root.

Your nail matrix is made of special cells whose main job is to make new fingernails or toenails. Each nail matrix produces 196 layers of cells that combine to make each of your fingernails and toenails. Each nail matrix is constantly making new nail cells, unlike your hair follicles, which go through periods of rest.

The lunula is the visible portion of the distal nail matrix that extends beyond the proximal nailfold. It is white, half-moon-shaped. The lunula has a primary structural role in defining the free edge of the distal nail plate. The shape of the lunula determines the free edge shape of your nail and damage to this will define the shape. If you've ever wondered if your natural nail shape is round or square, take a look at the lunula on your nails.

The cuticle is a layer of clear skin located along the bottom edge of your finger or toe. This area is known as the nail bed. The cuticle function is to protect new nails from bacteria when they grow out from the nail root.

The lateral nail folds or side walls, are the where the skin of the finger folds down along the side of the nail plate, providing protection as well as a groove to guide the growth of the nail.

The eponychium is the thick, layer of live cells present under the surface of the proximal nail fold on the ventral side that produces the cuticle. The visible 'lip' or the fold seen at the bottom (or the proximal) nail fold of the nail is eponychium. It forms a seal that prevents allergens, irritants, and pathogens from entering the potential space between the distal skin of the digit and the nail plate

**PROXIMAL NAIL FOLD**  
**EPONYCHIUM**  
**PERIONYCHIUM**  
The perionychium is the skin surrounding the sides of the nail plate. Also protects the very sensitive fingertip, and functions as a temperature regulator.

**NAIL PLATE**

The part that we call the nail is technically known as the "nail plate." The nail plate is mostly made of a hard substance called keratin. It is about half a millimeter thick and slightly curved. The nail is firmly attached to the nail bed beneath it. The nail plate both supports the underlying dorsal surface of the distal phalangeal pad.

The hyponychium is the thick skin under your nail tip. It can overgrow and become even thicker, making it painful to trim your nails. You're more likely to have overgrown hyponychium if you get gel manicures, wear acrylic nails, or bite your nails

**HYPONYCHIUM**

**LUNULA**

**CUTICLE**

**LATERAL NAIL FOLD**

**NAIL BED**

**FREE EDGE**

The nail tip or free edge is the free part of the nail bed and protrudes beyond the end of the finger. How far is a matter of taste. This is the most vulnerable part of the nail and can easily be damaged by impact, incorrect filing, etc.

The nail bed is the skin beneath the nail plate. It is the area of the nail on which the nail plate rests. Nerves and blood vessels found here supply nourishment to the entire nail unit. Like all skin, it is made of two types of tissues: the dermis and the epidermis.

*Gel/polish*

CONSULTATION

♦ ♦ ♦

*Ch.5*

# CONSULTATION

A consultation should be carried out before starting the treatment, a consultation is where you will discuss the treatment find out your clients expectations & see if there goals are achievable.

At a consultation you should have your client fill out a client record card where you will find out if your client is Eligible for the treatment (contra indications, allergy's, conditions, medications...) You can also use this card to take notes of any problems ect..

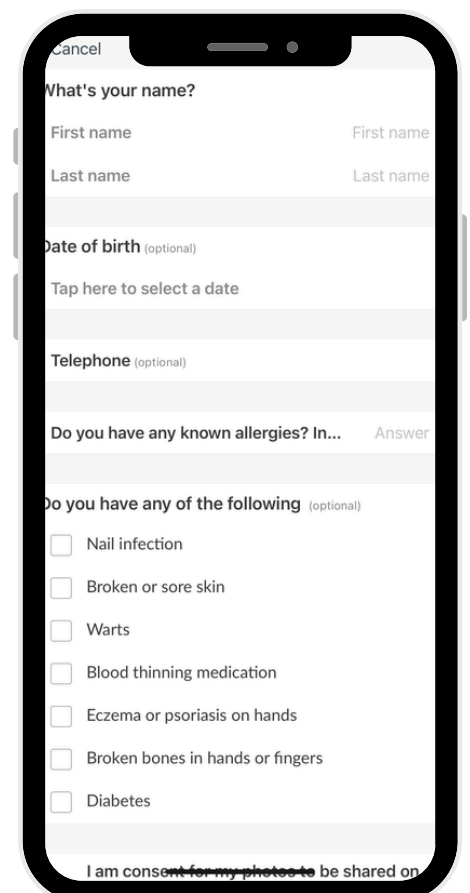
Client record cards should be stored in lockable storage such as a filing cabinet to ensure data protection... Client record cards should be kept for 7 years from there last treatment, once/if you ever dispose of these you should shred these cards.

You can purchase client record cards from any beauty supply store or you can make your own, there are many templates online if you wish to make your own.

There are many apps out there now such as timely & faces... you must make sure these forms are unreachable to anyone other than yourself... these forms are private and confidential and should not be shared with anyone else.

Data protection act must be followed.

Consent forms along side your consultation cards are perfect to cover your back! For insurance purposes we recommend you do this. Consent forms will allow the client to know of any treatement risks... you can do this via paper using online templates or you could make your own. The faces app or timely is a great option for online use. Failure to do this could leave your buisness vounerable.



Cancel

What's your name?

First name First name

Last name Last name

Date of birth (optional)

Tap here to select a date

Telephone (optional)

Do you have any known allergies? In... Answer

Do you have any of the following (optional)

- ☐ Nail infection
- ☐ Broken or sore skin
- ☐ Warts
- ☐ Blood thinning medication
- ☐ Eczema or psoriasis on hands
- ☐ Broken bones in hands or fingers
- ☐ Diabetes

I am consent for my photos to be shared on

# CONTRA INDICATIONS

## WHAT IS A CONTRA INDICATION?

A contra-indication is a pre existing medical condition that could put you or your client at risk if the treatment was carried out. Here is a list of contra-indications that may restrict treatment:

- Eczema
- Nail infections broken sore skin aras Athletes foot Psoriasis
- Dermatitis
- Damaged nails
- Cuts & abrasion Bruising
- Warts

Another contra indication would be certain medications the customer may be taking such as blood thinning medication or topical steroids which can cause the skin too thin meaning it could cause wounds easily.

Why is it important to find out any potential contra indications before starting a treatment?

- Skin conditions such as eczema, psoriasis ect the skin could be easily irritated if the products do touch the skin.
- Warts are contagious.
- Cuts and abrasions could become infected.
- Treating a infected nail could make the nail worse and it will contaminate your products....
- Medications that thin the skin can be very sensitive making it easy to cut the skin with files or metal tools which could then lead to infection as well as sore skin/nails.

You must protect yourself & your client !

# CONTRA ACTIONS

## **WHAT IS A CONTRA ACTION?**

A contra-action is something that occurs during or after the treatment, it is a adverse reaction to unforeseen conditions such as a unknown allergy.

It is important to establish any potential causes of contra-actions such as allergy's to products or substances such as latex during a consultation. If a reaction does occur you must make a note of this on the clients consultation card and advise them to seek medical advice.

If a client does have a reaction occur a curtousy call or text later on or 24 hours after would be a great way to show that you care for your client. After care is just as important as the service.

*Gel/polish*

# SHAPING

*Ch.6*



# SHAPING

## SQUARE

Shaping the natural nail you should use a 180/240 grit nail file. When creating a square with rounded edges you should file straight down the side walls making sure to keep your file straight, remember to blunt the edges of your file before you do this to make sure you do not cut the client... then straight across the free edge but rounding off the corners. super simple, If you struggle try a metal file they don't bend.

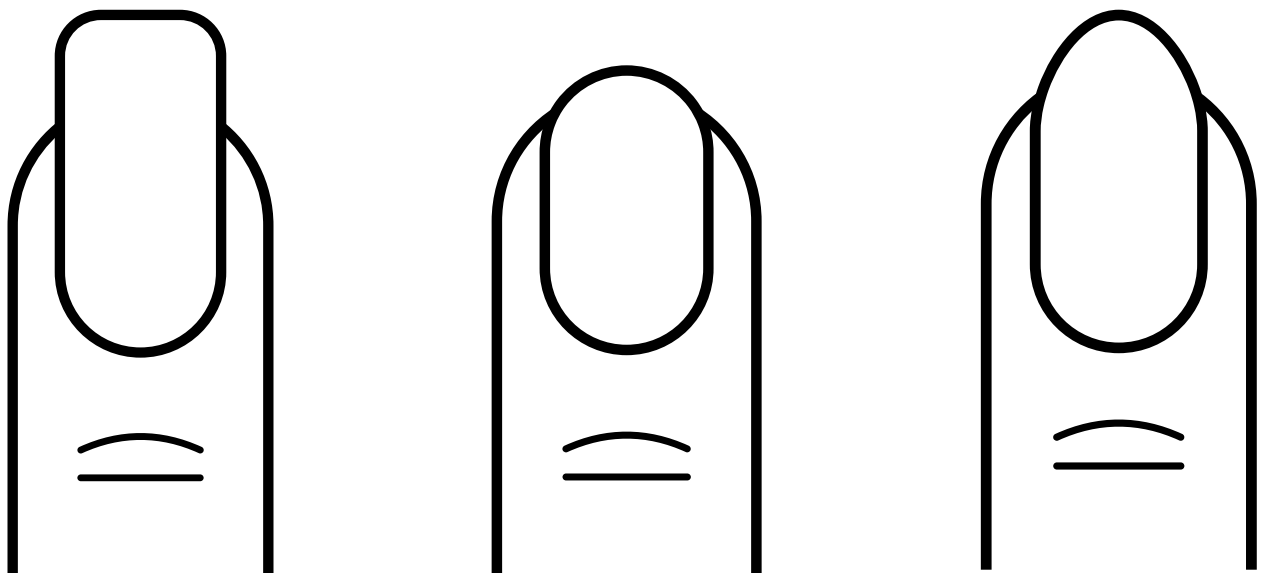
## OVAL

When creating oval nails you need to keep the side walls straight and round off the edge making sure not to point the tip. Not quite almond but almost.

## ALMOND

When creating almond nails it is important to meet the longest part of the nail in the middle rounding off the sides but not too round, the tip shouldn't be pointy but not rounded either it should shape perfectly like a real almond.

Trends change all the time so its important to keep with the trends... however these are the most universal shapes that never go out of fashion



# SHAPING

## SQUARE

Shaping the natural nail you should use a 180/240 grit nail file. Square When creating the perfect square in its most common/popular style right now its all about crisp sharp lines, definition! To create the perfect square you should file straight down the side walls making sure to keep your file straight, remember to blunt the edges of your file before you do this to make sure you do not cut the client... then straight across the free edge, super simple. If you struggle try a metal file they don't bend.

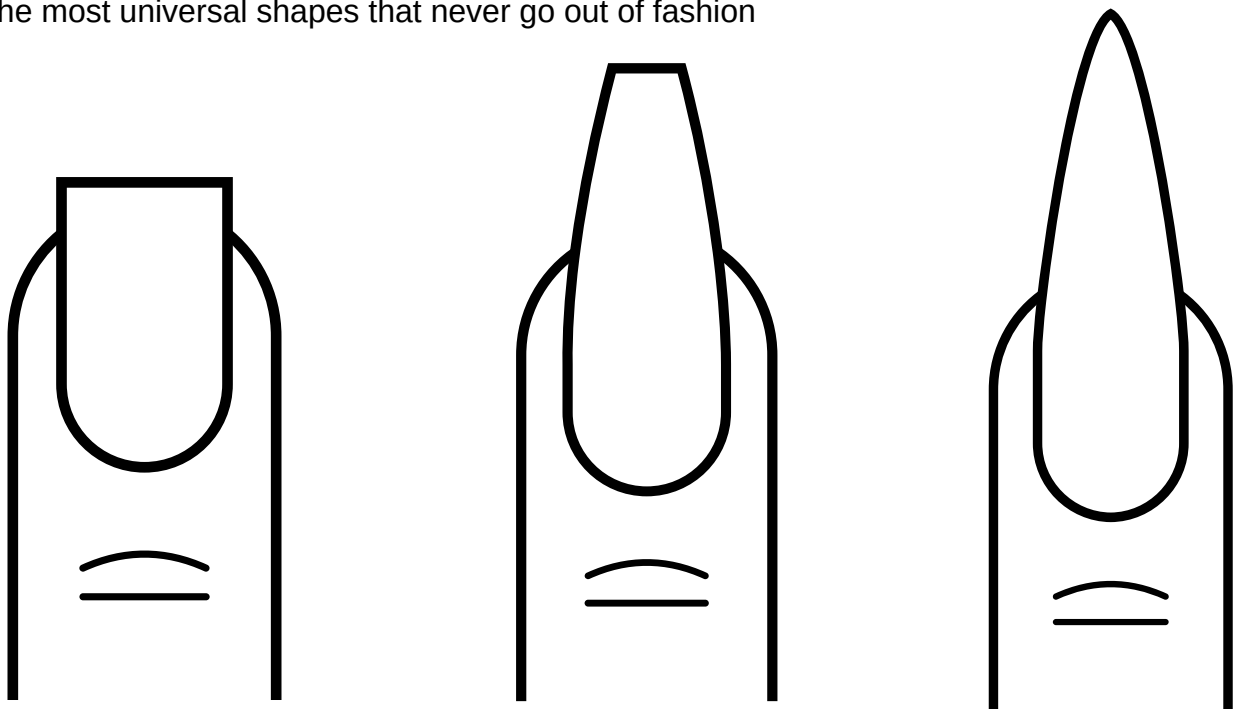
## COFFIN

Coffin, to create coffin nails i like to clip away the corners as if I'm about to create a almond nail but instead of curving the nail around I keep my file straight to create a tapered square then file flat on the top to give the coffin shape

## STILLETTO

Again I clip the sides of the free edge as if I am creating a almond shape but instead of rounding the edges I carry on creating a point by having the side walls meet in the middle.

Trends change all the time so its important to keep with the trends... however these are the most universal shapes that never go out of fashion



*Gel/polish*

# NAIL STRUCTURE

*Ch.7*

# NAIL STRUCTURE

While a nail enhancement featuring beautiful embellishments and nail art may look good to the eye at first glance; if the enhancement's foundation isn't sound then it will not have longevity and could cause damage to the underlying natural nail.

Consider the following for best results:

## Form and tip fit

Forms or tips should be aligned perfectly with the side and the middle of the finger, regardless of the nail shape. Sometimes it is necessary to cut your form to tailor it to fit securely. Adhere tips completely flush to the free edge of the natural nail without any gaps. Tips should always be oversized rather than undersized as you can bring these in with a file. If you use a tip which is too small for the nail, as well as being uncomfortable to the client, a weakness is created.

## Apex

There's an even, gradual ascend from the cuticle area to the apex and then straight out or down to the free edge, depending on the nail shape that is being created. The apex is the highest point and thickest part of the enhancement; where the enhancement's strength is. The apex should be visible from every angle. A properly built arch will allow the free edge and lateral structure to remain as thin as a credit card yet unbreakable. As the nail grows, the apex will move which is why maintenance appointments are crucial to adjust it accordingly.

## Lateral Structure

Believe it or not, many expert nail techs have problems with their structure and achieving even sides. A nail tech can build a strong sidewall and then undo it with improper filing techniques. Files are intended to smooth and shape the nail surfaces as overfilling can create a weakness. Ideally, you should sculpt the nail with your brush and then use a file to level the product not to correct mistakes.

Sidewalls support the structure of the nail extension. First, a sidewall must extend straight out from the cuticle to the free edge on both sides. When you look at the nail from the side or the top, the sides should be straight. This means that you can't favour one side or the other if you're right- or left-handed; both sides must look the same.

*Gel/polish*

# TIPS & V FORMS

*Ch.8*

# TIPS V FORMS



## What are nail tips?

Nail tips are perhaps what comes to mind when thinking about fake nails. They are made out of acrylic plastic and act as – you guessed it!– your nail tips. They're glued onto the nail plate and form a base for applying gel or acrylic to. You can choose nail tips that cover the full nail plate or ones that just partially cover the nail.

## How to apply nail tips

It's important to ensure that the nail tip perfectly fits the size and shape of the natural nail plate in order to ensure they remain on securely and also to prevent damage to the natural nail. Nail tips come in a number of different sizes, and you can also shape them to custom-fit the shape of the nail using a file and buffer.

Once you've confirmed the sides of your nail tips align perfectly with the natural nail, nail tips are stuck down using a small amount of nail glue at the point it meets the nail bed. Hold for 10 seconds then you are able to take down length & shape.

## Nail Tip Pros:

- Using nail tips is easy to master for beginners
- Nail tips create a very uniform look on each nail
- They create a strong and sturdy foundation

## Nail Tip Cons:

- The application process is time-consuming due to each precise step
- Nail tips can create pressure on the nail bed, resulting in damage
- They can look thicker and have a less natural aesthetic

## What are nail forms?

Nail forms are used for the sculpting method of nail extensions and can be used with gel or acrylic. They sit under the nail and act as a temporary base for applying gel or acrylic, helping you build the nail to the desired length and shape. They are removed once the nail is built.

## How to apply nail forms

While nail tips are glued on top of the nail, nail forms are placed directly under the nail. They are like stickers that are designed to be wrapped around each finger to keep them securely in place. The nail form should be snug around the finger and fit the shape of the nail perfectly before you start any application.

Nail forms have a handy guide on them which allows you to determine the length and shape of your acrylic or gel extensions. It's important to line them up perfectly and secure them in place before applying. No glue is needed; once they're in place, you can start your gel or acrylic application!

## Nail Form Pros:

- Once you've mastered nail forms, they are generally considered easier to apply than nail tips
- Fewer steps also mean they are quicker to apply once you've got the hang of it.
- Sculpting with nail forms requires fewer products and kit
- The finished look is generally thinner and more natural than using nail tips

## Nail Form Cons:

- Sculpting with nail forms can be harder to master
- Because of this, it can be more time-consuming at first
- Clients may be less familiar with nail forms than classic nail tips





*Gel/polish*

# FILES & BUFFERS

*Ch.9*

# FILES & BUFFERS

1. Coarse files (80-100 grit) for shaping acrylic and taking the length or surface down quickly.
2. Medium files (180-220 grit) for smoothing artificial nails and shaping artificial and natural nails.
3. Fine files (240-600 grit) are best for removing small bumps, ridges or discolorations and for shaping the free edge of natural nails.
4. Ultra fine files - buffer or microabrasive (600-2400 grit) are used for buffing and shining all types of nails.



*Gel/polish*

# PRODUCT APPLICATION

*Ch.10*

# NAIL PREP

Nail prep is essential to creating the perfect base for your enhancement, failure to correctly prep the nails can result in lifting, chips or breaks...

Cuticles should be pushed back & any overgrown cuticle should be nipped away avoiding damaging the eponichium remember to only remove what is necessary.

You must remove the shine from the natural nail plate to encourage the product to adhere using a 180 grit file.

You can then apply your tips or forms. if you are using tips you should blend the tip with the natural determine length & shape, we advise clients nail tips or forms to be no longer than the length of the nail bed.

You will now need to dehydrate the nail plate using a dehydrator & then apply primer making sure not to touch the skin as it could cause irritation.

# ***What should I cut when it comes to cuticles?***

Cuticles should only be cut if they present white in colour & are overgrown. The Proximal nail fold is also known as the cuticle, cuticles are there to protect against infection therefore should only be cut when necessary.



*Gel/polish*

# PRODUCT RATIO

*Ch.10*



# RATIO

## Acrylic application/ ratio

### Mix Ratio

Creating the perfect set of L&P acrylic enhancements is often considered an art, but the foundation behind it is in the science. In this blog, I will break down the chemistry behind getting the perfect bead.

When the monomer (liquid) polymerises, it surrounds each bead of polymer (powder). This powder works to stop cracks and reinforces the enhancement. When you work with the correct ratio, you will create a strong – yet flexible – enhancement.



*Bead too wet*

What if your mix ratio is too wet?

If you use too much monomer, then your mix ratio will be too wet. As well as this being likely to flood the skin and cuticle while revealing your client to overexposure, you can also create a weak nail structure. When the monomers link to each other during the chain reaction, they knit to each other tightly, causing the nail enhancement to shrink. When you work with too much monomer, all of that extra monomer links together and you have excessive shrinkage of the enhancement, which in turn can make it prone to lifting and breaking.

# RATIO



*Bead too dry*

What if your mix ratio is too dry?

If you use too little monomer, then your mix ratio will be too dry. When it polymerises, the monomer holds everything together. When you don't have enough, it's like trying to make a cake with not enough milk.

using a acrylic ratio sheet laminated is a great way to practice ratio, your bead should stay perfect;y in the circle without being too dry or too wet.



# RATIO / APPLICATION

## Bead Pick Up

- Fill dappen dish with monomer.
- Place the acrylic brush into the dappen dish in a gentle 'L' position in the bottom of the dish. This will load the body of the brush with monomer and remove air bubbles, which could compromise the strength of the enhancement and lead to service breakdown.
- By pressing the tip of the brush against the side of the dappen dish, the monomer will drain from the body.
- Use this touch with different pressures to determine how much monomer the brush will hold. The more monomer in the body of the brush, the larger the acrylic bead you will pick up. The less monomer in the body of the brush, the smaller the acrylic bead you will pick up.
- To pick up the acrylic powder, lay the flat tip of the brush to, not into the flat surface of the acrylic powder. The less monomer in your brush, the shorter period of time you hold in the acrylic powder.
- Whatever the size of the bead, it should have the appearance of a wet pearl. When it is placed in its sculpting position, it should start to flow but hold itself without running into the skin and cuticle.

## Practice makes progress

The practice of creating acrylic beads may sometimes seem tedious and frustrating at time but time spent practicing the perfect mix ratio is a good investment of time and developing important acrylic skills.

When applying your bead I recommend starting in the mid section of the nail where your apex would be, working quite fast pushing into the cuticle area imagine your brush is going down a hill... then feather the rest of the bead into the tip. Then apply another bead to build the tip ensuring your keeping the Bulk of the product in the mid section of the nail and feathering it through the tip to create a seamless nail.

Once your acrylic has hardened it will be ashy and dull in colour, you may now refine & smooth the nail creating a perfect base for polish or art.

*Gel/polish*

# AFTERCARE

*Ch.11*

# AFTERCARE



Aftercare may vary depending on the brand you use, this is a list of basics... it is so important to check with the system you are using.

- Be especially careful the first 24 hours after application avoid intense heat during this time.
- Use cuticle oil daily to prevent lifting and promote healthy nail growth.
- Always return to the salon for maintenance or removal.
- Avoid long periods of time in water.
- Do not use your nails as tools.
- Never pick or peel product as this could damage your natural nail.

*Gel/polish*

# REMOVAL

*Ch.12*



## Removal

### method

To complete a removal you must remove the shine off the enhancement using a file, saturate a cotton pad in acetone, apply the cotton pad to the nail and wrap foil around to secure the pad & lock in any heat. Leave for 15 minutes and the acrylic should look flake off, encourage removal, repeat the wrap if necessary, .



*Gel/polish*

# PHOTOGRAPHY

*Ch. 14*

# Photography

- Taking photos with a clean clutter free background is asthetic to people so making sure to have a tidy background is a great start.
- Clean your camera lense! So many people just don't think to clean there camera!!
- Lighting, natural lighting is stunning to showcase your work but failing that a great option is a ring light.
- Take photos from all angles, close to the nails, away from the nails & then you can crop in your camera roll later, using different angles is so eye catching to create those professional photos.
- Add rings and accessories to stand out.
- Use a micro lense & play with your phone settings.

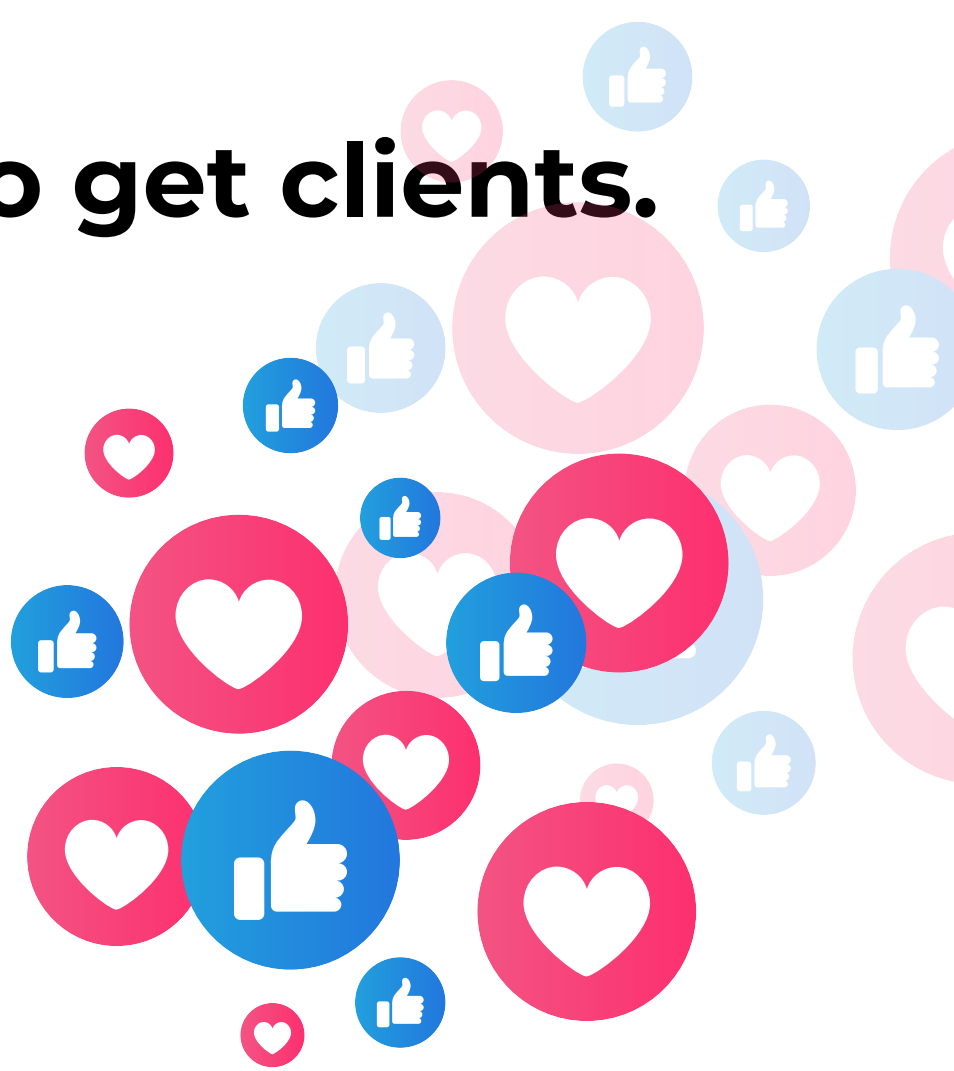


*Gel polish*

# HOW TO GET CLIENTS

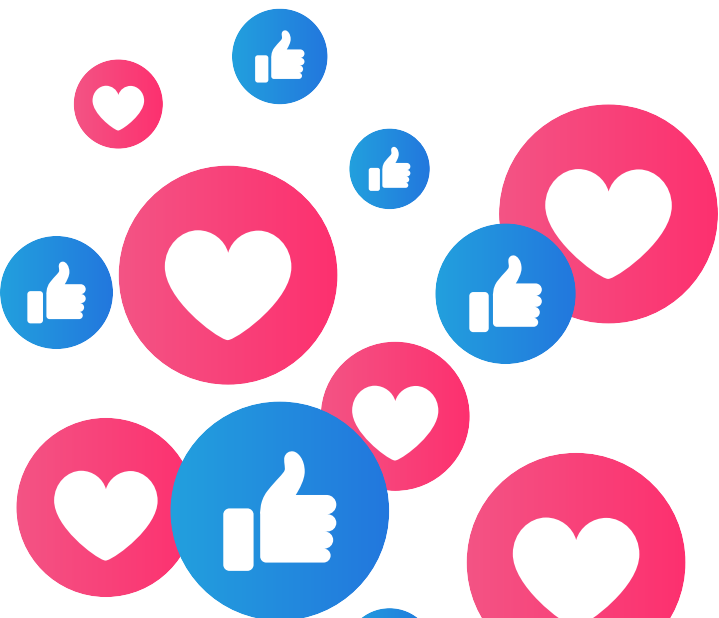
*Ch. 15*

# How to get clients.



There are many ways to get new clients & returning clients, here are my top tips...

- Social media is a great way to spread the word about your business. Post photos of your work regularly you can even sponsor your posts to reach more people.
- Ask family & friends to share your business on their social media.
- Flyers & leaflets.
- Loyalty cards are a great way to have clients return because they know they will get a discount once they have filled their card, it also makes them feel loyal.
- When a client's treatment is finished offer/advise to book their next few appointments..



*Gel/polish*

USEFUL LINKS  
&  
DISCOUNTS

*Ch.17*

# USEFUL LINKS & EXCLUSIVE CODES

## *Insurance providers:*

- Salon gold
- ABT
- INSYNC

## *Retailers*

- Salon services
- Salons direct
- The gel bottle inc
- Glossify
- Glitterbels
- Navy pro tools
- Amazon
- dali

## *Online Support groups & useful sites*

- Facebook - Nail tech safety net
- website - Scratch magazine
- Website - The nail tech org

## *Exclusive discounts*

Take full advantage using my one time exclusive north coast discount code

***Navy pro tools Student Code - NRTACD15***

***Receive 10% off any north coast training  
courses use code - LEV10***



# NORTH — COAST

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