

**8 HR. CONTINUING EDUCATION FOR
NORTH CAROLINA NATURAL HAIR CARE**



**Complete
All 8 Hrs.**

ONLINE

For

\$10.00

www.ceuapproved.com

Regular Price (\$25.00)

If Completed By Mail.

(See Page 15)

Find this course for a lower price we will match that price plus give you an additional \$3.00 off

CEU APPROVED CONTINUING EDUCATION

P.O. BOX 35606
FAYETTEVILLE NC 28303

WWW.CEUAPPROVED.COM

Get Help: www.CEHelpDesk.com or Chat us @ WWW.CEUCHAT.COM

Do you or another Natural Hair Care Specialist need 8 hrs. of Continuing Education to satisfy North Carolina Continuing Education requirement??

Please follow the instructions listed below to complete this 8 hr. program:

1. Read the course material. Answer the test Questions.
2. Go to WWW.CEUAPPROVED.COM
3. Select the test name to begin.
4. Pass the Test, Register and Make Payment.
5. Instantly print your certificate or pay an additional \$2.00 for a copy of your certificate to be mailed to you.
6. A copy of your certificate will be maintained on file for five years. Your certificate is proof of completion of the continuing education course(s) required for renewal of your license during an audit.

Always Keep A Copy of Your Certificate for your records.



Other ways to submit this course:

Internet-Online WWW.CEUAPPROVED.COM



Fax 1-877-290-5183

(An additional \$4.00 processing fee will be added if test is completed by fax.)

***Complete All 8 Hrs.
ONLINE For \$10.00***

NATURAL HAIR AND PROFESSIONAL IMAGE



Professional Image Definition

Professional Image- The impression projected by a person engaged in any profession, consisting of outward appearance and conduct exhibited in the workplace.

Your Professional Image

Good health, proper grooming, and good posture are essential ingredients for the success of the licensed professional especially in light of the fact that we, in fact represent the image industry.

The image you project on the phone, in your advertising, on your web site, and in your transactions with clients will directly influence the success of your practice.

The effort you put into getting ready for work reflects your pride in the job. Clients will initially judge your professionalism on how you present yourself. You are in an industry where image and appearance are important. It is fine for you to have your own individual look provided that you appreciate that there are professional standards of dress and appearance that must be followed.

Good health, fitness, and overall professional image is crucial to our business. If we want to enjoy financial success in this field, we must look the part, act the part, and live the part. Remember, however, that your personal image (that which you wish to project while at home or enjoying free time) may

not be the image required of you on the job. Your professional image is the impression you project and the conduct you exhibit in the workplace.

Maintaining a healthy body and mind are both critical for projecting the best possible image whether in your personal or your professional environment. There are some general guidelines that will help you do just that. We're going to discuss those guidelines and much more in today's lesson. By the time we conclude this class, there will be no doubt in your mind as to the importance of your professional image for the attainment of your success.

Balance

Real beauty begins with health and real beauty stays grounded in health. Good health greatly impacts your energy level, your attitude and ultimately your appearance. One of the most important factors in promoting and maintaining health is balance. Balance can be hard to achieve in this day and age. For many of us, it can be a challenge to manage stress. But when in balance, we are able to make the right choices for ourselves.

If you consistently undermine your well being with poor choices, you may be leading a highly unbalanced lifestyle and putting yourself at risk for disease. Eating poorly, smoking, drinking excessively, taking drugs, skipping exercise, holding on to toxic emotions and lacking a sense of purpose are just some of the ways in which we create a disconnect between the mind and the body.

Every thought you have sets off an emotional change in your body. It is up to you to make those choices that is most life affirming. Achieving balance in your life between what you want for yourself and what others want for you, between work and play, between self-interest and sensitivity to others is the key to leading a happy and productive life.

Healthy Mind and Body

Having focused on your external appearance, let us now look at the very important issues of how to protect and sustain the inner person. The goal is to achieve and maintain optimal health so that you can be the best you can be.

Reduce Stress



Stress is so present in our lives today that the World Health Organization (WHO) has classified it as a worldwide epidemic. Stress is defined as the inability to cope with a threat, real or imagined, to your well-being that results in a series of responses and adaptations by our minds and bodies.

Stress can also be thought of as any situation that causes tension. Some experts believe that up to 80 percent of visits to doctors are related to mind and /or body stress.

As you work in a salon environment (or even a spa environment whose very purpose is to reduce stress), you may often feel that you have selected a particularly stressful arena in which to work. In some ways it is true; you have. As a beauty professional, you have to deal with the high expectations of your clientele and your employer. You have to handle a wide range of personalities among clients and colleagues. You may be asked to work faster than you wish and standing on your feet all day does not help matters either.

Some individuals actually thrive on this kind of pressure whereas others may suffer. It all depends on your personality type, temperament, physical health, and on your coping skills.

For example, some of us may tend toward anxiety in a stressful situation, others may become angry, and still others may become withdrawn. Think about your own coping style when you are under pressure. Remember, in addition to the stress that comes with the workplace, there are other stressful factors that may affect your personal life, including exposure to chronically negative emotions, unhealthy relationships, and environment toxins.

The long-term effects of chronic stress can be very damaging to the body.

One way to alleviate stress is to carve out a small amount of time every day to go inward and connect with your spiritual side. Meditation, prayer, yoga walks in nature, and positive affirmations are methods by which you can quiet the mind. Deep breathing is another technique that will help you calm down and reduce the flow of stress hormones that may be circulating through your body.

Try to establish a daily routine. This helps promote balance and stability that can give great comfort in stressful times. Try to go to bed and wake up at the same time every day if possible. Eat your meals at regular times. Try not to take on more than you can handle. Connect with nature daily. Live a life of moderation, which means eating in moderation, working in moderation, sleeping in moderation, playing in moderation, watching TV in moderation, and so on. Such practices can bring balance and harmony into your life that will be reflected in your outer appearance.

Rest and Relaxation (R & R)



One critical way to manage stress and gain wellness is to get a nurturing amount of rest every day and to build relaxation and leisure-time activities into your daily routine. Adequate sleep is essential. Without it, you cannot expect to function efficiently. The body should be allowed to recover from the fatigue of the day's activities and replenish with a good night's sleep. During sleep, tissues and organs are rebuilt and renewed. The amount of sleep needed to feel refreshed varies from person to person. However, medical professionals recommend at least seven to eight hours of sleep every night. For those who are particularly stressed, going to bed before 10 p.m. will normalize levels of stress hormones.

In addition to sleep, renew yourself with relaxation. Relaxation represents a very important change of pace from your day-to-day routine. Taking a movie, going to a museum, reading a book, seeing friends and family, biking or walking, dancing, and even watching a bit of TV (not too much though) are all ways for you to “get away from it all.” When you return to work, you will feel refreshed and eager to face the work at hand. Taking a few long weekends and yearly vacations is essential as well. This is part of living a balanced, joyful life.

Nutrition

Like stress reduction, good nutrition is a vital factor in your overall health picture. Food serves as fuel for our body by providing energy. It also provides the raw material that renews and repairs our body’s tissues and organs. The Surgeon General has said that 70 percent of all disease is related to deficiencies in our diet, and the National Academy of Sciences tells us that 30 percent of all cancer is diet-related. Every day, researchers discover chemical constituents in whole, nutritious foods that can help stave off a wide variety of illnesses.

There is a great truth in the old adage “We are what we eat.” There are 40 specific nutrients in our food that fall into the categories of carbohydrates, proteins, fats, vitamins, minerals, and water. All of these are part of a healthy diet. People vary, however, in the way they use these nutrients according to their height and weight, level of activity, and metabolism.

Some basic guidelines for good nutrition include:

- Eating a diet of nutrient-packed, whole (preferably organic) foods when ever possible. That means plenty of fruits and vegetables, beans, and whole grains.
- Eating a wide variety of foods to optimize your nutritional intake. Broaden your food horizons. Experiment. And, whatever you do, try not to make fast foods a habit. They tend to be packed with salt, sugars, and fat. Use sugar, salt or sodium, and alcohol only in moderation.
- Maintaining a healthy weight. Eat sensible portions; take your meals in a calm environment if possible, and chew each bite of food thoroughly do not eat when you are not hungry. Too many of us try to relieve stress by turning to food. Excessive eating at such times and the guilt that can result from such eating often aggravate our stress.

Staying hydrated. This is very important. Drink plenty of water every day, eight 8-ounce glasses at minimum. Take a large container of water with you to work if necessary. Our bodies are made up of 60 to 70 percent water that is responsible for a wide variety of metabolic functions. It also oxygenates your blood and gives you energy.

The Food Guide Pyramid, developed by the U.S. Department of Agriculture (USDA), is an efficient guide to selecting nutritious foods. The pyramid is divided into tiers, or levels. The bottom tier consists of bread, cereal, rice, and pasta (6 to 11 servings are recommended per day). Tier two is fruits and vegetables (3 to 5 servings of vegetables and 2 to 4 servings of fruits per day). Tier three includes meat, poultry, fish, dry beans, eggs, and nuts (2 to 3 servings per day). The fats, oils, and sweets at the top of the pyramid should make up only a small part of a healthy diet.

The best way to take charge of your diet and ensure proper nutrition is by preparing your own meals. Including those you have during the workday. Try bringing healthful lunches and snacks to work. You will save money and you will be getting wholesome and energizing food as well. The following discussion of the various food groups will help us understand what our bodies need.

- **Fats.** It is important to understand that there are good fats and bad fats. Saturated and hydrogenated fats, found in junk foods as well as red meats, whole-milk dairy, butter, and processed foods should be restricted in any diet. Fats from nuts, seeds, grains, fish, and liquid oils (olive, canola, peanut, and other vegetable oils) are a healthy choice. A no-fat or extremely low-fat diet can be detrimental to your health. Instead, try to make sure your fat calories come from healthy sources and comprise no more than 30 percent of your diet.
- **Carbohydrates.** The USDA Food Pyramid advises 6 to 11 servings of grain based carbohydrates a day. Whole-grain foods are considered more desirable in a healthy diet than refined foods. Whole-grain foods are digested more slowly, promote long-term health, and may provide some protection from diabetes, heart disease, certain cancers, and gastrointestinal problems. Excellent sources include brown rice, whole grain breads, oatmeal, kasha and buckwheat, barley and more.

- Protein. Although the USDA Food Pyramid advocates a daily protein intake, some of the recommended protein sources are now considered undesirable when consumed in large quantities, specifically red meats. Healthy alternative protein sources include beans and nuts, fish, poultry, and eggs.
- A diet rich in fruits and vegetables can help lower blood pressure, decrease chances of having heart disease or stroke, provide protection against certain types of cancer and gastrointestinal problems, and reduce the severity of age-related problems such as cataracts.

Get Up and Go

While good nutrition is vital to our overall well-being, the importance of regular physical activity cannot be overemphasized. If nothing else, the physical aspect of salon work can be intense, and you will need to be in shape to meet these demands. Therefore, it is essential that you begin a fitness program of some sort.

An adequate amount of physical activity ensures the proper functioning of organs such as the heart and lungs, strengthens muscles and bones, enhances immune function, and improves circulation. Improved cardiovascular and respiratory functioning will result in the enhanced transport of oxygen and nutrients to every cell in the body and facilitates the movement of carbon dioxide and waste products from body tissues into the bloodstream and on into the excretory organs.

A Sound Fitness Program



The optimal fitness program includes three main areas of activity.

1. Aerobic activity that includes brisk walking, jogging, swimming, biking, cross-country skiing, and dancing. This activity pays off in cardiovascular health, increased immune system function, greater endurance, stress reduction, and overall improved quality of life. Start your program with a reduction, and overall improved quality of life. Start your program with a brisk 20-minute walk before work or in the middle of the day and see the difference it makes in your energy level.
2. Stretching activities enhance flexibility. Stretching movements (no bouncing!) ease physical tension, improve range of bodily motion and agility, and act as a warm-up or cool-down from aerobic activity. Stretching activities may include yoga or tai chi, forms of movement that connect the mind-body with its energy source. Try to build stretching movements into the workday, even after every client. All it takes is a few movements into the workday, even after every client. All it takes is a few stretches done in less than a minute, and the payoff can be immense.
3. Weight-bearing activities to build strength and endurance. In building muscle, you develop a leaner, fat burning body, and help to prevent osteoporosis. Consider a program that includes the use of free weights or weight machines. Brisk walking and yoga can also provide weight-bearing benefits.

A good, attainable goal is to have now fewer than three 30-minute sessions of aerobic activity a week. Ideally, though, it is best to make exercise a part of your daily routine. Long walks, stretching, and light weightlifting will do wonders. If you have been sedentary, consult your doctor before beginning a regular physical activity program.

BEAUTY AND WELLNESS

Because you are in the image business, how you look and present yourself has a big influence on whether you will be successful working in your chosen career path within the field of cosmetology. If you are talking style, then you need to look stylish; if you are advising your clients about makeup, then your makeup must be current and beautifully applied. If you are recommending hand care services, it is critical that your hands and nails are well manicured.

When your appearance and the way that you conduct yourself are in harmony with the beauty business, your chances of being successful in any area of cosmetology increase by as much as 100 percent! After all, when you look great, your clients will assume that you can make them look great, too.

Appearance and Personal Hygiene



Your appearance should reflect your professional skills and knowledge. Clients will have confidence in your abilities if you always look smart, clean and well groomed.

Good personal hygiene is essential, as your work will bring you into very close contact with clients and colleagues. Good personal hygiene also helps to keep the body healthy. Here are some general rules.

Personal hygiene is the daily maintenance of cleanliness and healthfulness through certain sanitary practices. It is customary to learn many of these principles as a child. Today as an adult, sticking to these principles will help you maintain and project your best image.

The basics of personal hygiene include; daily bathing or showering, shaving for men and freshening up throughout the day as necessary, washing your hands throughout the day as required, such as when beginning a service with a new client or after visiting the bathroom, using underarm deodorant or antiperspirant and brushing and flossing your teeth as well as using a mouthwash or breath mints throughout the day as needed. Remember that offensive odors can be quite a turnoff for the clients, it can event keep them from returning.

We all have different body chemistries, one person may sweat profusely in stressful circumstances while another remains as cool as a cucumber. Be mindful of your personal hygiene.

This means doing self checks periodically during the day to make sure that everything is as it should be.

The skin is the body largest organ and is responsible for eliminating toxins from the system through perspiration. In order to perform it many jobs properly, the skin deserves special daily care to keep bacteria in check. Cleanse moisturize, exfoliate and protect your bodily and facial skin with a regular skin care regimen

Wearing clothing that express your personal style and is also appropriate for your surroundings is key to looking your best. Your clothing is your packaging. Anybody who has ever tried to sell something knows packaging counts for a lot.

Body Freshness

- Have at least one bath or shower each day and use an antiperspirant.
- One of the best ways to ensure that you always smell fresh is to create a hygiene pack to keep in your station or locker.
- Brush and floss teeth regularly throughout the day as needed.
- Wash hands thoroughly before and after each client.

Dress for Success



At the salon, strive to have your hair, makeup, and clothing style blend harmoniously with the surroundings. Although your self-expression may be a big part of who you are, it is not always wise to have your attire become the topic of conversation with your clients or your fellow beauty professionals. If you want to go out on the weekend and wear something wild and crazy, this is your choice. But while you are at your place of employment, you will need to consider whether your wardrobe selection expresses a professional image that is consistent with the image of the salon.

Common sense as well should rule when it comes to choosing clothes to wear at work.

To a large degree, your clothing should reflect the fashions of the season by embodying current styles, colors, textures, and so forth. Depending on where you work, you may be encouraged to wear stylish torn jeans and faded tees, or they may be expressly forbidden.

Just remember to “tune in” to your salon’s energy and clientele so that you can make the best clothing choices that promote your career as a promising stylist nail technician.

You should always be guided by your salon’s dress code with regard to these matters, but the following guidelines are generally appropriate:

- Make sure that your clothing is clean, fresh, and in step with fashion.
- Choose clothing that is functional, as well as stylish.
- Accessorize your outfits, but make sure that your jewelry does not clank and jingle while working. This can be irritating to fellow professionals and drive clients to distraction.
- Wear shoes that are comfortable, have a low heel, and good support. Ill-fitting shoes, and any type with high heels, are not the best choices to wear when performing pedicures and portable services within the salon.
- Working in high heels can throw off the body’s balance.

Jewelry

Keep jewelry to the minimum. Ideally a pair of small earrings and, if you are married, a flat wedding ring. Avoid wearing bracelets, necklaces and watch straps that may get in the way during the service or that could catch the client’s skin. Do not wear loose fitting chains and necklaces that could make contact with the client’s skin during the service. This is both unhygienic and uncomfortable for the client.

Hands and Feet

Keep your hands clean and smooth. Wash your hands regularly throughout the day.

Breaks in the skin provide a route for bacteria. Use hand cream regularly to prevent the skin from cracking. Wear protective gloves when cleaning and when mixing chemicals.

Wear correctly fitting shoes. You will spend a lot of time on your feet. Wear low-heeled shoes that are clean, smart and comfortable and appropriate for wearing with your overall.

A clean pair of tights or stockings should be worn each day. They should be a natural color, plain and not pulled or laddered. Keep a spare pair at the salon for ‘emergencies’.

Care of the Feet

On average, your feet will carry you more than 115,000 miles in your lifetime. Such faithful servants deserve to be treated with care and attention. But the fact is that most people do not spend a lot of time thinking about their feet until they begin to hurt. The human foot is a complex creation. It contains 26 bones, 20 muscles, and 114 ligaments. Therein lays the potential for many foot problems.

As a stylist, you will no doubt be spending a great deal of time on your feet. Proper foot care will help you maintain good posture and a cheerful attitude. Sore feet and/or ill-fitting shoes can cause great discomfort that will, in turn, affect your posture and well-being.

Shoes



Foot and leg problems generally stem from wearing improper shoes and standing for long periods, particularly on hard floors. High heels are particularly bad for you, whether they are chunky or narrow. Scientists have found that both types of heels apply pressure to the knees. High heels throw off your

center of gravity, creating or aggravating a variety of musculo-skeletal problems, including back and knee pain and arthritis.

For your work, wear low-heeled, wider shoes that spread shock absorption on the foot and give the toes more room. These shoes will give you the support and balance that will help maintain good posture and offset fatigue. Carpeted or cushioned mats made specifically for the purpose of reducing fatigue are available for use in salons.

Daily Foot Care

Exercise, massage, and comfortable, well-fitting shoes encourage healthy blood circulation to the feet. Give your feet some tender loving care by massaging them for a few minutes with oil or lotion before showering. Afterwards, thoroughly dry the feet, especially between the toes, and apply an antiseptic foot lotion or a natural foot powder. Try massaging your feet with a moisturizing lotion or oil before going to bed at night. Slip on cotton socks to preserve the moisturizing effect.

Regular pedicures are well worth the investment. A pedicure that includes cleansing, removal of callused skin, massage, and toenail trims will keep your feet at their best. Also, make an effort to put your feet up at intervals throughout the day. This will give the vascular system in the legs a much-needed rest, however brief, and may help prevent varicose veins.

Oral Hygiene

Brush your teeth thoroughly after every meal as well as in the morning and last thing at night. Rinse the toothbrush well afterwards. Use dental floss regularly to remove plaque from between your teeth and under your gums. Keep a spare toothbrush at work, and have a breath freshener or mouthwash on hand just in case.

Hair Care

Have clean, shiny hair dressed in a smart, manageable style. Make regular visits the hairdresser to keep your style in shape. Long hair should be worn up or secured back off the face.

Just as your clothing can reflect who you really are, so can your hair and makeup choices. As with your clothing, one of your first considerations should be comfort and utility. You will want your haircut to work with your own texture and wave pattern (natural or artificial), and be easy to maintain.

With this in mind, trim your hair every six to eight weeks (as often as every four weeks for men), so that the line and shape

of the cut looks fresh and defined. Stay abreast of hairstyles that are in fashion, both for yourself and your client. Use liquid styling tools to achieve the effect you are looking for in textural definition, volume enhancement, or contoured closeness. Light hold gels and foams will give the hair a polished and defined edge, while keeping the hair fluid and touchable. Medium-to firmer-hold products will help you maintain your style throughout the day. Of course, your product selection will depend in large part on your hair type and condition.

Hair color and texture services can be important part of your personal hairstyle statement and image as well. Dimensional coloring, blonding, highlights, and gray hair coverage are enhancements you might wish to consider. Using these services on yourself will also work as an excellent advertisement to help sell these services to your clients.

A note on personal grooming for male cosmetologists: if you wear any form of facial hair, you will want to keep you beard, goatee, and/or mustache regularly trimmed.



Single Braids with Extensions

Supplies Needed:

- Blow-drying cream or lotion with oil or glycerin base
- Bobby pins
- Butterfly clips
- Conditioner (protein or moisturizing)

- Detangling solution in spray bottle
- Drawing board
- Extension fibers
- Hair accessories or ornamentation (if desired)
- Neck strip
- Oil sheen
- Rubber bands, fabric-covered elastics, or other implements for securing the ends
- Shampoo
- Shampoo cape
- Styling and finishing products
- Tail comb with large rounded teeth
- Towels

Technique:

Basic Cornrows



Supplies Needed:

- Blow-drying cream or lotion with oil or glycerin base
- Bobby pins
- Butterfly clips
- Conditioner (protein or moisturizing)

- Detangling solution in spray bottle
- Drawing board
- Extension fibers
- Hair accessories or ornamentation (if desired)
- Neck strip
- Oil sheen
- Rubber bands, fabric-covered elastics, or other implements for securing the ends
- Shampoo
- Shampoo cape
- Styling and finishing products
- Tail comb with large rounded teeth
- Towels

Technique:

1. Drape the client for a shampoo. If necessary, comb and detangle the hair before shampooing.



2. Shampoo and comb, then blow-dry the hair completely.
3. Prepare the extension fibers.
4. Apply a light essential oil to the scalp and massage the oil into the scalp and throughout the hair.
5. Part the hair across the crown from ear to ear. Clip away the front section.



6. Part a diagonal section in the back of the head, at about a 45-degree angle, from the ear to the nape of the neck. For a medium-size braid, this section can be from $\frac{1}{4}$ -inch (0.6 centimeters) to 1-inch (2.5 centimeters) wide, depending on the texture and length of the client's hair.



7. Using vertical parts to separate the base into subsections, create a diamond-shaped base.

8. Select the appropriate amount of extension fibers from the drawing board. The extension should always be proportional to the section that it is being applied to. For tapered ends, gently pull extension fibers at both sides so that the ends are uneven. Then fold the fibers in half.



9. Divide the natural hair into three equal sections. Place the folded extension on top of the natural hair, on the outside and center portions of the braid. If desired, wrap one side of the extension two or three revolutions around the base of the natural hair and re-divide into three equal sections.



10. Once the extension is in place, begin the underhand braiding technique. Remember that the outer strands should cross under the center strand. Each time you pass an outer strand under the center strand, bring the center strand over tightly so that the outside strand stays securely in the center. As you move down the braid, keep your fingers close to the stitch, so that the braid remains tight and straight.



11. Continue braid to the desired length. Small rubber bands can be used to hold the ends in place, or you can tie them off with string and cut off the ends of the string. Other optional finishes, such as singeing (heat sealing), are considered advanced methods and require special training.

12. The next section should be above the previous section on a diagonal part, moving toward the ear.



13. After several sections have been completed, alternate the direction of the diagonal partings so that a V-shaped pattern forms in the back of the head.

14. Once the back is finished, create a diagonal or horizontal parting above the ear in the front. As you get closer to the hairline, be aware of the amount of extension hair

that is applied to the hairline. Do not add excessive amounts of fiber into a fragile hairline. The fiber should always be proportionate to the hair to which it is being applied.



15. After the entire head has been braided, remove all loose hair ends from the braid shaft with scissors.

16. If using human hair, spray hair ends with water to activate the wave in the extensions. The finished braids will look quite natural.



Tree Braids



Tree braiding is a newer way to add hair for a longer look. The client's hair is braided along with an extension, but the finished look shows mostly faux hair. Braiders report that tree braids take about four hours, making them faster than some other techniques. Tree braiding techniques are still evolving, and there are many ways to do them.

Some braiders add individual strands of hair, which are braided along with the natural hair and tied in place about half an inch from the root area. In this technique, a few very short braids can be seen standing up along the front hairline, then the hair extension (long and unbraided) flows freely to create the look of naturally long, straight hair.

Tree braids can also be created by adding long, loose pieces of hair to cornrows. After a few sections are braided together, a small section of the extension is pulled out and left to hang free. This technique continues all along the cornrow. When the look is completed, the free-hanging sections of the extensions completely conceal the cornrows, creating the look of naturally long, straight or wavy hair, depending on the texture of the extensions.

Locks



Locks, also known as dreadlocks, are separate networks of curly, textured hair that have been intertwined and meshed together. Hair locking is done without the use of chemicals. The hair locks in several slow phases, which can take from six months to a year depending on the length, density, and coil pattern of the hair

Locks are more than just a hairstyle; they are a cultural expression. There are several ways to cultivate locks, such as double twisting, wrapping with cord, coiling, palm rolling, and braiding. Locks will also form themselves in textured hair that is not combed or brushed out. As demonstrated by the Rastafarians of Jamaica, leaving coily hair to take its own natural course will cause it to intertwine and lock. Cultivated African locks have symmetry and balance.

The three basic methods of locking are:

The Comb Technique



Particularly effective during the early stages of locking while the coil is still open, this method involves placing the comb at the base of the scalp and, with a rotating motion, spiraling the hair into a curl.

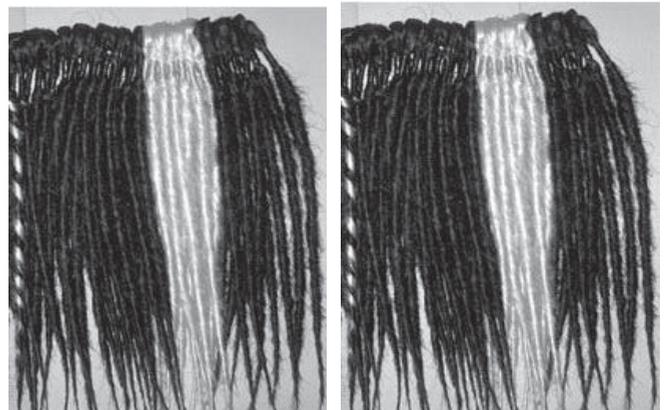
With each revolution, the comb moves down until it reaches the end of the hair shaft. It offers a tight coil and is excellent on short (1-inch to 3-inch) hair.

The Palm Roll



This method is the gentlest on the hair, and it works through all the natural stages of locking. Palm rolling takes advantage of the hair's natural ability to coil. This method involves applying gel to dampened subsections, placing the portion of hair between the palms of both hands, and rolling in a clockwise or counterclockwise direction. With each revolution, as you move down the coil shaft, the entire coil is formed. Partings can be directional, horizontal, vertical, or brick-layered. Decorative designs and sculpting patterns are some of the creative options you can choose.

Braids or Extensions



Another effective way to start locks involves sectioning the hair for the desired size of lock and single braiding the hair to the end. Synthetic hair fiber, human hair fiber, or yarn can be added to a single braid to form a lock. After several weeks, the braid will grow away from the scalp, at which time the palm roll method can be used to cultivate the new growth to form a lock.

Shaping dreadlocks takes patience and commitment on the part of clients. In the beginning, clients must have frequent professional hair shaping to ensure a good outcome.

Sanitation Practices

Sanitation is a set of plans and practices designed to protect the public health through disease and infection prevention and control.

Most states have their own set of regulations related to sanitation, but there are many things that are just standard.

Proper sanitation involves:

- The use of disinfected tools and implements.
- Keeping the work area clean.
- Having good personal hygiene in order to prevent being a public health risk.
- Mindfulness of communicable diseases, and preventing their transmission.
- Mindfulness of allergies and other non communicable conditions and diseases, and preventing their exacerbation.
- Having a good knowledge of your craft and profession so that you are not the cause of health problems, or can help others to solve theirs.
- ...and finally, though people don't often think of this as part of sanitation, serving and informing the community.

Though many of the methods we will deal with in this section are common knowledge in certain families and communities, we will go into them anyway. There are special concerns that have to do with the situation and technique that some state rules do not cover because they were designed for a salon situation.

The methods of disinfection for a hair care or salon situation are similar to those in a hospital situation.

Even the best disinfectants will not work well if mixed or used incorrectly. All implements should be thoroughly cleaned before soaking to avoid contaminating the disinfecting solution. Besides, a dirty jar of disinfectant would not fill your clients

with confidence. Implements must be completely submerged for proper disinfection.

To be safe, whether you use more or less natural chemicals for sanitation, whatever you use should be an **EPA (Environmental Protection Agency) registered substance that will kill any bacteria, fungi, or viruses that you or the client may be exposed to in that situation.**

You must also obtain **Material Safety Data Sheets** on any chemicals that you will be using. This will keep a handy reference available in case of an accident, so that you and the paramedics will know what to do.

Keeping a **first aid kit** handy is also a necessity. It is best to keep a few small but complete kits so that a new one can be used for each person without distraction. In some places this is not so crucial, but in others it is. Salons are not immune to bombings, shootings, and other tragedies that may require immediate first aid for multiple people at the same time.

It is also a good idea to keep sanitary emergency clean-up kits in clearly labeled closed or vacuum sealed containers with manufacturer prepared ready to use disinfecting solution.

On that note, **ALWAYS** follow the manufacturer's instructions for use of their cleaning products.

Disinfection of Tools

The basic rules for tools are:

- Tools and implements must be disinfected after every use.
- Disinfection is not just using a disinfectant for it. It is cleaning and then disinfecting it.
- Anything made of wood or paper should be disposed of after one use.
- Always disinfect your tools or other implements according to the guidelines listed for EPA wet disinfectants. This means complete immersion for the required amount of time.

Remove Dirt and Debris First!

Before disinfecting an item, you'll need to wash it in very warm soapy or detergent water well enough to remove any dirt, oils, or other debris that you can see or feel is here.

Generally this means that you will use a half a cup of soap flakes or a quarter cup of dish washing detergent (preferably antibacterial). Wash the tools using a brush to remove dirt and debris, while submerged completely in the wash water. Then rinse them with warm water.

Disinfecting Method

There is one main method of disinfecting tools: **wet solution**.

Wet Solutions

The most effective, albeit wet sanitizers are ten percent chlorine bleach solution, and most importantly a hospital grade disinfectant.

Both are effective in killing microbes of all kinds. Both require that the tools be submerged in them in a covered container for a minimum of 10 minutes.

Prepared solutions are available in beauty supply stores. This may help to limit your and your clients' contact with them considerably. Always follow the manufacturer's directions with these products.

Tips

It's a good idea to keep a handy supply of new combs and brushes that are still in the package, especially if you're a somewhat infrequent natural hair care worker who is only doing it for family and friends, and not as a business.

Make sure to wash your tools separate from your household dishes. There are also special small washers for tools that are about the size of a large microwave oven.

Check your state natural hair care laws. They may have specific requirements and recommendations that you'll need to adhere to. If you live in a regulated state you will need to be licensed.

Proper Laundering

Most states require the use of both detergent and chlorine bleach to sanitize cloth materials. Follow the manufacturer's instructions for sanitizing, not just cleaning.

The steps to proper laundering are:

- disposal of soiled items (which means anything that has been used or dropped on the floor) in a closed hamper

- a sanitizing wash in a washing machine using chlorine bleach and a detergent
- thorough drying on medium or high heat in a dryer
- storage of the clean items in a closed cabinet or container until use

Work Area

Your work area should be organized and free of dust and dirt. It should not be carpeted. If it is a wood floor, it should be well finished so that nothing can be absorbed even into the cracks.

Your work surface should also be non porous. Most coverings for kitchen counters will do. Stainless steel is another good option.

Hair products and disinfection chemicals should be kept in totally separate areas. Everything should be clearly labeled.

Chairs, couches, or pillows where the client will be sitting, and the places where you'll be setting the combs and brushes or other tools while they are in use, should be covered with a clean, disposable plastic sheet or a towel. Disposable sheets should be thrown away after each use. Towels should be sanitized after each use.

The procedure for cleaning work surfaces is:

1. Clean the work surface using a sanitary cloth with warm soapy or detergent water.
2. Wet the work surface with a disinfectant solution.
3. Leave the surface wet with the sanitizing solution for 10 minutes or for as long as the manufacturer's instructions say.
4. Remove the disinfecting solution using sanitary absorbent sponges or cloths.
5. Air-dry the surface on a high setting until it is completely dry.

This must be done at least once a day and after any tool or implement that has come in contact with the patron touches the work surface.

Shampoo Bowls and Sinks

Your sink or shampoo bowl must be sanitized after each use. The procedure is as follows:

1. Find out how much the sink will hold.
2. Clean the sink including the area around it and/or the outsides, with soap or detergent and warm water.
3. Rinse.
4. Make a disinfecting solution based on the amount the sink will hold.
5. Spray the sink with the disinfecting solution and let it sit for 10 minutes or as long as the manufacturer of the disinfectant recommends.
6. Wet the surface around the sink and/or the outsides with the disinfecting solution, and leave it for 10 minutes...
7. Wipe out the sink with a sanitary towel.
8. Allow it to dry or air-dry.

Floors and Walls

Your work area floor must be swept after each patron. It should be mopped at least once a day or whenever there is visible dirt on it. It is helpful to have a doormat just outside the entrance.

The procedure for mopping the floor is:

1. Using the proper equipment. A sponge mop with a replaceable sponge or a cloth based mop that can be properly laundered is best.
2. Sweep the floor first.
3. Mop the floor with a disinfecting solution that is suitable for floors.

In the case of a large spill of blood, urine, or other body fluids, you should use a towel or disposable paper towels to soak it up and then mop the floor afterwards. The things you use to clean up the spill should be disposed of in a special hazardous waste container.

It is not necessary for walls to be disinfected, but they should be clean. Mirrors should also be clean.

Waste Disposal

You need to have two kinds of waste containers in your work area; a regular waste container and a hazardous waste container.

Both should be covered containers that allow a trash bag to fit inside. The hazardous waste container should be clearly marked and double-bagged.

Waste that is normally incidental to hair care, such as paper towels used for wiping your hands, neck protectors, and things that have not come into contact with the body fluids can be put in the regular waste container. Anything with sharp or pointy edges, though, should be placed in two "zip lock" bags or in a hard plastic box.

Hair from combs or brushes, tissues that people have blown their noses on, and things used to soak up a body fluid or floor spill, should be placed in the hazardous waste container. Anything with sharp or pointy edges, and broken needles and the like, should be placed in a hard plastic container and then into the main hazardous waste container.

Public sanitation workers and/or cleaning staff should be aware of what they are dealing with.

You can buy special hazardous waste containers and other disposal equipment at most warehouse, larger beauty supply, or hospital supply stores.

At the end of the work day, any unused disinfecting solution that you have prepared must be poured down the drain. Never simply pour it out onto the ground or the street because it will not get properly treated or neutralized as it will in the sewage system.

Product Use

To avoid contamination of your products, nothing that has come into contact with the client's body should ever get inside of a jar or bottle. So for products in jars, a spatula should be used to dip out enough the product for that session, and you should draw from what you've taken out. If it turns out not to have been enough, then another spatula should be used to take out more.

TEST ANSWER SHEET

ONLINE PRICE: \$10.00**MAIL IN PRICE: \$25.00****www.CEUAPPROVED.com**MAIL IN OPTION IS REGULAR PRICE: \$25.00 OR (Complete ONLINE for \$10.00)We will email your Certificate for FREE Add additional \$2.00 to have a hard copy of your certificate Mailed to you.

Make Payable to: C.E.U. APPROVED (Complete online for a lower price)

Check# _____ Money Order# _____ Total Amount Enclosed: \$ _____

(Pay with CREDIT CARD at the bottom of the next page)

Please use the area below to complete the True or False Test questions:

- | | |
|--|---|
| <p>1. Good health, fitness, and overall professional image is crucial to our business. _____</p> <p>2. One critical way to manage stress and gain wellness is to get a nurturing amount of rest every day and to build relaxation and leisure-time activities into your daily routine. _____</p> <p>3. Tree braiding is a newer way to add hair for a longer look. _____</p> <p>4. Braiders report that tree braids take about four hours, making them faster than some other techniques. _____</p> <p>5. Locks, also known as dreadlocks, are separate networks of curly, textured hair that have been intertwined and meshed together. _____</p> | <p>6. Another effective way to start locks involves sectioning the hair for the desired size of lock and single braiding the hair to the end. _____</p> <p>7. Sanitation is a set of plans and practices designed to protect the public health through disease and infection prevention and control. _____</p> <p>8. Tools and implements must be disinfected after every use. _____</p> <p>9. Make sure to wash your tools separate from your household dishes. _____</p> <p>10. Your work area floor must be swept after each patron. _____</p> |
|--|---|

PARTICIPANT INFORMATION SUBMISSION OPTIONS



Internet-Online \$10.00: Submit on the Internet at: www.CEUAPPROVED.com If charging the course fee on a credit card, you may complete the entire process online and print your certificate immediately, for a much lower price.



C.E.U. FAX EXPRESS \$14.00: Fax both sides of this form to 1-877-290-5183 (\$10.00 + \$4.00)
(An additional \$4.00 processing fee will be added if test is completed by fax)



MAIL \$25.00: Mail this form along with the Regular payment to *CEU APPROVED, P.O. BOX 35606, FAYETTEVILLE NC 28303*

KEEP A COPY OF YOUR CERTIFICATE FOR YOUR RECORDS.

(\$25.00 fee will be added for all checks that are returned for insufficient funds.)

What do I do after I complete the Course Participation Sheet?

*Go to WWW.CEUAPPROVED.COM to receive this course for half of the regular price.

* Courses completed by MAIL are regular price.

* (Courses completed ONLINE at WWW.CEUAPPROVED.COM are Half Off the regular price)

NATURAL HAIR (8 HRS. NATURAL HAIR & PROFESSIONAL IMAGE)

North Carolina

Please use the space below to neatly print your information by using CAPITAL LETTERS in each block. Use Black or Blue Ink Only

For Office Use Only	
Test Score _____	Mail out Certificate: <input type="checkbox"/>
Check or Money Order # _____	

Today's Date _____

Professional License # (Include Letters and Numbers)

First Name

M.I.

Last Name

All Certificates will be Emailed to you for FREE.

What is your Email Address:

Your Full Address /Apt #

CITY

STATE

ZIP

Your Telephone number (Include Area Code)

By checking this box, I hereby verify that I have completed this educational activity _____

Participant Initials

Pay with Credit Card

Circle One : Visa / Master / American Express / Discover / Debit

Name as it appears on the card (If not the same as above) _____

Billing Address for the Card. (If not the same as above) (Include State & Zip) :

Card Number

Expiration Date / Year

I authorize CEU Continuing Education to charge my credit card in the amount listed.

Signature _____

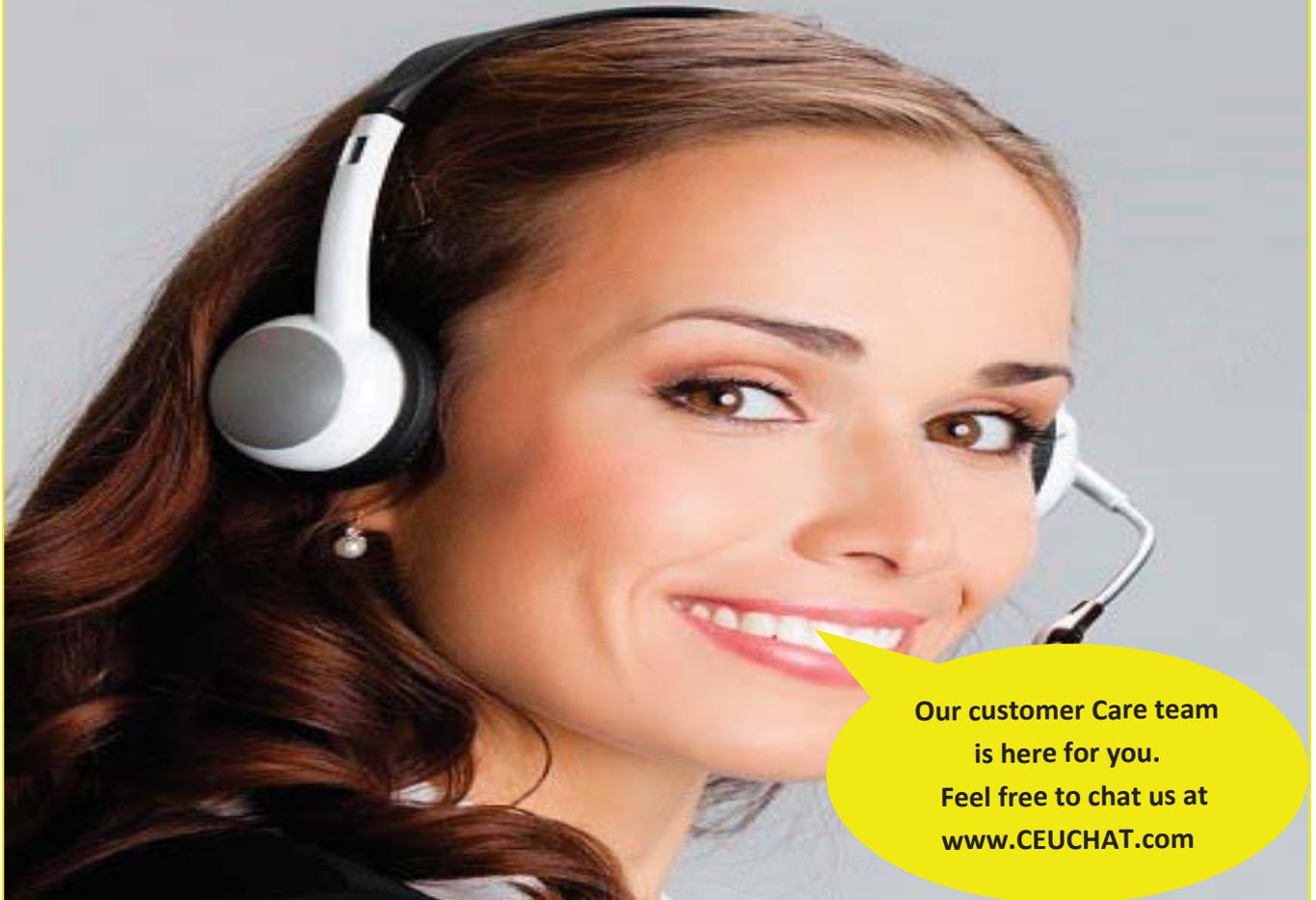
Card I.D. _____

Know someone that needs to complete their CE's, but don't have a booklet?

Tell them to go to www.CEUAPPROVED.com

Complete the Test, Register and Make Payment. Instantly Print your Certificate.

(Get this class for a much lower price when you complete this class online)



Our customer Care team
is here for you.
Feel free to chat us at
www.CEUCHAT.com

Chat us @ WWW.CEUCHAT.COM

**We will accept all competitor's Coupons, Post Cards or Specials if they
beat our price plus give you an additional \$3.00 off.**

**Simply enter the lower price in the Promotion code box when you complete
this course online.**

(Competitors course must be equivalent to our course content)

All Rights Reserved. Materials may not be copied, edited, reproduced, distributed, imitated in any way without written permission from
CEU APPROVED CONTINUING EDUCATION. It is not meant to provide medical, legal or professional services advice.
If necessary, it is recommended that you consult a medical, legal or professional services expert licensed in your state.

CONTINUING EDUCATION
P.O. Box 35606
Fayetteville NC 28303

PRSR STD
U.S. POSTAGE
PAID
DURHAM, NC
PERMIT NO. 109

WWW.CEUAPPROVED.COM
Customer Service:
Chat@ www.ceuchat.com

Complete your entire 8 hours through
Correspondence by Online at
WWW.CEUAPPROVED.COM

"Customer Care Team"



Chat@ www.ceuchat.com

Continuing Education For North Carolina NATURAL HAIR CARE

**Take your Course with a North Carolina provider so that your
Certificate and CE Hours can easily be Tracked and Verified by the
NC State Board of Cosmetology**