**Track and Sew Evaluation**

**Client Consultation:**

* Greet client and escort to work area
* Assess the client’s current style.
* Determine the client’s preferences.
* Assess client’s needs
* Assess client’s scalp, hair, and/or skin to ensure that there is no inflamed, infected, broken, raised, or swollen skin in the area to be worked on; or an open wound or sore in the area to be worked on, infection, or infestation (i.e. lice) to prevent student from safely performing service
* Recommend treatment/service options
* Discuss maintenance that will be required
* Review consultation

**Wash hands** **Procedure**:

* Wet hands with running water.
* Apply liquid soap.
* Wash palms to the end of wrist, back of hands to the end of the wrist, each finger, and thumb.
* Wash both hands while interlocking fingers.
* Rinse thoroughly with running water.
* Dry with a clean towel or disposable towel.

**Tool Setup Procedure:**

* Ensure all tools are clean and disinfected and single- use (porous) items are new
* Ensure electrical instruments are clean, disinfected and in good working order

**Tools/Implements/Products:**

* Blow dryer with nozzle attachment, disinfected combs, rattail comb, Wide-tooth comb, clips, shampoo cape, towels, rubber bands,
* Leave-in conditioner, moisturizing cream, oil, finishing spray, and shine spray.

**Client Preparation:**

* Drape Client for shampoo/conditioner
* Turn collar inside, if necessary
* Place towel lengthwise across the shoulders, cross under the client’s chin.
* Place cape over the towel and fasten securely.
* Drape does not touch the client’s skin on the neck.

**Shampoo/Conditioner Application:**

* Carefully position client’s neck in shampoo bowl
* Hold the shampoo hose and turn water on
* Adjust volume/temperature of water
* Wet hair thoroughly
* Selects the appropriate shampoo for client’s hair type and texture
* Dispense shampoo ensuring the tip of the nozzle does not come into contact with your hand.
* Apply shampoo. Begin at front hairline, using back and forth manipulations until entire head is shampooed.
* Rinse thoroughly.
* Dispense conditioner ensuring the tip of the nozzle does not come into contact with your hand.
* Apply conditioner evenly down the hair shaft to the ends without getting on scalp ensuring even distribution.
* Rinse thoroughly.
* Towel dry.
* Clean shampoo area and product dispensers.
* Return to work area.

**Service Performance:**

* Remove tangles from hair using a wide-tooth comb, starting at ends working up to the scalp
* Prepare hair by applying leave in conditioner using a spray. Hold the bottle 6-8 inches away from the hair. Shield the client’s eyes. If using a cream leave in moisturizer, dispense product using a disinfected or single use spatula, place on the back of your hand, return lid to original product container, and applying to the hair with fingers from root to ends.

**Cornrow/underhand braid**

* Part hair into sections based on the thickness of the hair. Sections may range from 2-6 sections depending on the density of hair. Begin blow drying at the nape section of the head and work your way up to the crown of the head.
* Directs airflow away from scalp, using back and forth motion
* Separate hair into multiple sections depending on the desired style. Multiple sections will be used to create multiple braids based on client consultation. The size of the parting will be determined by the size of the braid.
* With tail comb, part hair into 2-inch sections
* Remove oil, be sure the tip of the container does not meet your hands to avoid cross contamination, once oil is dispensed close lid on container
* Place the oil on your fingertip, and place the oil using your fingertip on each parting to distribute the oil on the scalp, if applicable.
* With a tail comb, part the hair into a panel starting in the nape, take two even partings ½ panel from ear to ear to form a neat row, use clips to keep the other hair pinned on both sides to maintain control.
* Evenly divide the ½ inch section into three strands from the beginning of the section.
* Make sure that strands are the same size. By visually checking before starting your braid. Place fingers close to the base.
* Cross the right strand under the center strand keep medium tension on the strand.
* Cross left strand under new center strand keeping medium tension on the strand.
* Pick up a new strand of equal size from the base of the panel and add it to the outer strand before crossing it under the center strand.
* Take the new right strand under the center strand.
* Continue adding to the outer strands and continue crossing them under the center strand making sure to keep all tension without stress on the scalp.
* Maintain medium tension throughout the entire braid ensuring you are not pulling too tight due to client’s comfort level and to prevent causing damage.
* Repeat the previous steps for each cornrow braid as listed above.
* Make cornrow braids as flat as possible.

**Preparation for Sewing-In**

* Use enough thread so an entire track can be sewn with one length
* Place thread in eye of needle and double loop.
* Tie two secure knots at the end of thread.
	+ Use the measuring tape to measure the length of weft needed.
	+ Cut the hair extensions equal to the sub-section underbraid/cornrow

**Sewing the weft**

* If the underbraid/cornrow extends beyond the scalp you will need to sew the excess underbraid/cornrow to the underbraid/cornrow using the steps below
* Place track flat along cornrow.
* Take the needle insert it into the front of the extension right below the seam go under the cornrow and pull the thread gently in an upward direction making sure you go through the braid and keep needle from touching the scalp.
* Take the hair weft up and cover the cornrow pull the thread gently, leaving a loop. The point of the needle should always be facing up towards you and loop needle through center of thread to secure & avoid track from moving.
* Continue sewing your extension along the part line keeping your stitches neat, uniform and ½ inches apart.
	+ During the last stitched and before the needle is pull out of the sub-section underbraid and the weft completely, rap the thread around the needle two to three times before pulling the needle out to create a secured knot.
	+ After the needle has been pull out of the braids, cut the thread 3 to5 inches from the base and make two double knots as close to the weft as possible and cut above the knot without cutting and hair.
	+ Make sure that all wefts are flat, sew on properly and secure.
* Repeat same method around the entire head in a circle until entire head is sewn down. Trim and style as desired.

**Post Service:**

* Client follow up: Discuss maintenance and after care
* Single use items are discarded
* Implements are placed in a closed container labeled “To Be Disinfected”
* Place cape and used towels into closed container until laundered
* Remove hair from work area

**Work area cleaned and disinfected:**

* Identify proper cleaning agent and reads manufacturer’s directions.
* Follow manufacturer’s directions for mixing/usage
* Wipe workstation/area with cleaning solution, to remove debris.
* Identify disinfectant that is bactericidal, viricidal and fungicidal; EPA approved for use in salon setting.
* Follow manufacturer’s directions for mixing and/or using appropriate aerosol disinfectant.
* Disinfect electrical equipment stored in clean area separate from other implements.

**Wash hands**