


MUHLE
GLOW BEAUTY

BEAUTY ACADEMY



Professional Training Manual

ACRYLIC & GEL NAIL EXTENSIONS

FULL PROFESSIONAL STUDY &
PRACTICAL TRAINING MANUAL

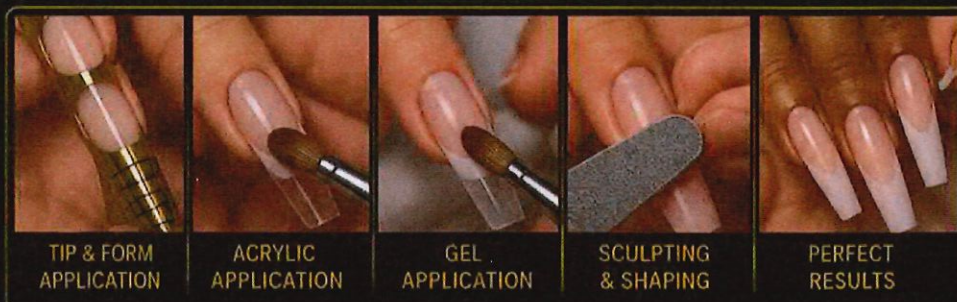
NIA

NAILS & LASHES
AI AVATAR

“Nails
are not
just an
accessory,
they are a
statement.”

WHAT YOU WILL LEARN:

-  NAIL ANATOMY & STRUCTURE
-  ACRYLIC NAIL APPLICATION
-  GEL NAIL APPLICATION
-  NAIL EXTENSION TECHNIQUES
-  SCULPTING & SHAPING
-  FRENCH, OMBRÉ & DESIGN APPLICATION
-  NAIL ART & EMBELLISHMENTS
-  HEALTH, SAFETY & SANITATION
-  CLIENT CARE & MAINTENANCE
-  PRACTICAL TRAINING & GUIDANCE



SKILL. PRECISION. PERFECTION. *Art in Every Set.* 


EXPERT
KNOWLEDGE


PRACTICAL
TRAINING


PREMIUM
PRODUCT
GUIDANCE


BOOST
YOUR CAREER


CLIENT
SATISFACTION


CERTIFICATION
OF EXCELLENCE

TRAINER: NIA – NAILS & LASHES SPECIALIST

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 PART IV — MAINTENANCE: infills • lifting • cracking • flooding • removal • aftercare • troubleshooting.
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1. Course Purpose

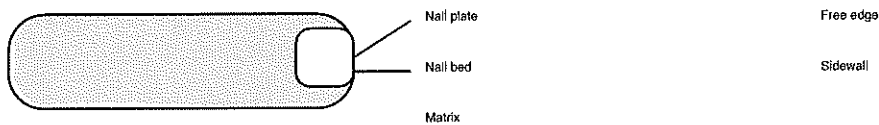
This manual trains students in the professional application, maintenance and safe removal of acrylic and gel nail enhancements. Students must understand the reason for every stage and be able to explain procedures in written examinations and demonstrate them practically.

- Cosmetic nail services must protect the natural nail and surrounding skin.
- Stay within the technician's scope; refer conditions that require diagnosis or medical treatment.

2. Learning Outcomes

Students should be able to identify nail anatomy, conduct consultation, recognise contraindications, prepare a hygienic workstation, select equipment, prepare the natural nail, apply tips and forms, perform acrylic and gel overlays/extensions, create balanced structure, cure or polymerise correctly, file and shape, maintain, troubleshoot, remove and provide aftercare.

LEARNING OUTCOMES



3. Nail Anatomy

The nail unit includes the matrix, nail plate, nail bed, lunula, proximal nail fold/cuticle area, lateral folds/sidewalls and free edge. The matrix produces the nail plate. Understanding anatomy helps the technician avoid trauma and excessive filing.

- The matrix is living tissue.
- Never aggressively thin the natural nail.

4. Consultation & Consent

Ask about previous services, sensitivities/reactions, lifestyle, occupation, nail biting/picking, desired length/shape and maintenance expectations. Inspect the nails and surrounding skin. Explain the proposed service, risks, maintenance, removal and aftercare, then obtain informed consent.

- Record relevant information before beginning.

5. Contraindications & Referral

Do not apply over suspected infection, open wounds, bleeding, severe inflammation, unexplained lesions, significant separation or a condition outside the technician's competence. When uncertain, postpone and refer.

- Do not cover a nail problem simply for cosmetic reasons.
- Pain, swelling, pus, marked redness or sudden separation require caution.

6. Hygiene & Infection Prevention

Clean and disinfect the workstation before and after every client. Wash/sanitise hands. Use clean implements and appropriate single-use items. Keep clean and used tools separate. Control dust with appropriate ventilation/extraction and clean surfaces after filing.

- Follow local salon infection-control requirements.

7. Equipment & Products

Equipment may include files, buffers, cuticle pusher, dust brush, tips, tip cutter, adhesive, forms, acrylic brush, monomer/polymer, dappen dish, dehydrator/primer if required, gel base/builder/colour/top, gel brush, compatible lamp, cleanser, lint-free wipes, removal materials, nail oil and PPE.

- Use compatible systems and current manufacturer instructions.
- Keep chemicals sealed, labelled and ventilated.

EQUIPMENT & PRODUCTS



Correct wavelength + lamp output

Correct layer thickness + cure time

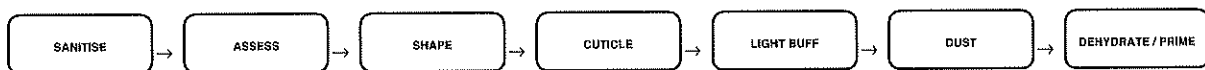
Never guess curing

8. Natural Nail Preparation — Full Method

1) Sanitise hands. 2) Remove old product safely. 3) Assess nail. 4) Shape lightly. 5) Gently push back non-living cuticle tissue. 6) Remove loose non-living tissue. 7) Lightly remove shine only if required. 8) Remove dust. 9) Apply dehydrator/primer if required. 10) Begin application without contaminating the nail.

- Preparation should remove contamination, not healthy nail thickness.
- Do not touch the prepared nail with oily fingers.

NATURAL NAIL PREPARATION — FULL METHOD



9. Acrylic Chemistry

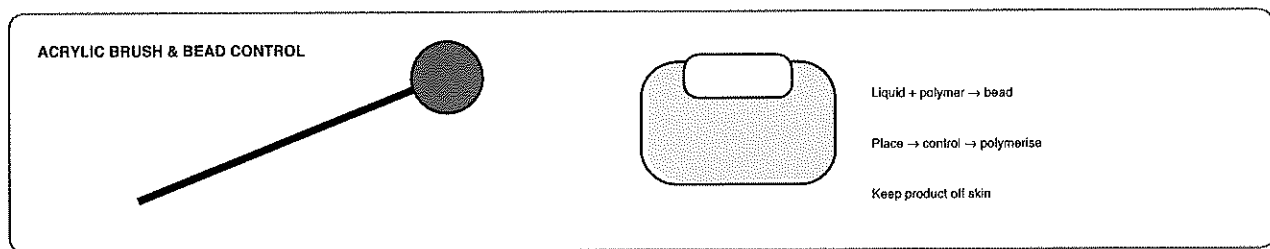
Acrylic systems generally combine liquid monomer with polymer powder to form a workable bead which polymerises into a solid enhancement. Correct liquid-to-powder ratio affects control, strength and appearance. Too wet may flood/shrink; too dry may be difficult to place and weak.

- Use only the manufacturer's specified system.

10. Acrylic Brush & Bead Control

Load the brush correctly, pick up powder and allow a controlled bead to form. Place the bead and guide it with controlled brush pressure. Work in zones, keeping the cuticle margin thin and the stress area adequately structured. Clean the brush according to the system.

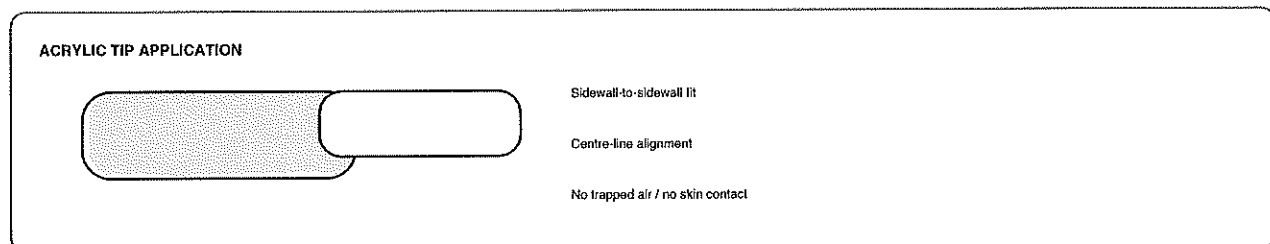
- The bead should be workable, not watery or crumbly.
- Keep product off skin.



11. Acrylic Tip Application

Choose a tip that fits sidewall-to-sidewall without force. Refine the fit if needed. Apply adhesive to the designated contact area, position accurately, avoid trapped air and hold according to instructions. Continue with the compatible acrylic system.

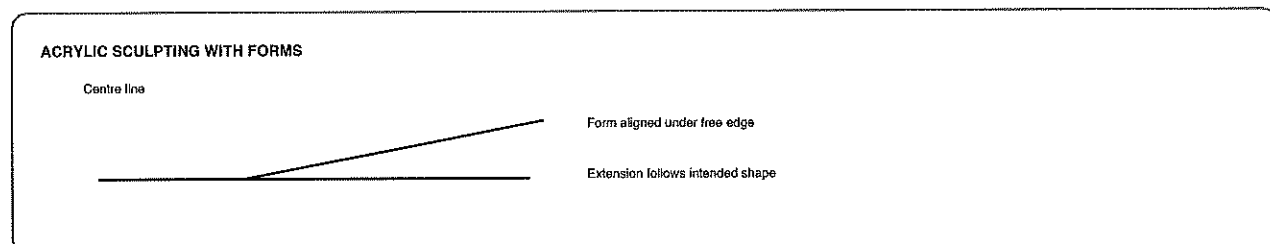
- Never glue product to skin.
- Length must suit the client's lifestyle.



12. Acrylic Sculpting With Forms

Fit the form securely under the free edge and align with the centre line. Apply acrylic to create the extension and structure. Allow polymerisation, then refine. Correct alignment is essential for symmetry and shape.

- Do not force a form into an unnatural angle.



13. Acrylic Overlay

After preparation, place controlled beads and guide them over the nail without touching skin. Build the stress area and maintain a thin, neat cuticle transition. Polymerise, then file sidewalls/free edge, refine and finish.

- Balanced structure is more important than excessive thickness.

14. Gel Systems

Gel services may include gel polish, builder/structured gel and hard or soft gel systems. Removal differs between products. Some soak off; some require controlled filing. Identify the exact system before removal.

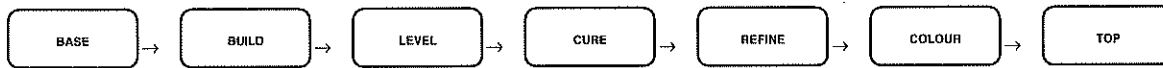
- Never assume all gels cure or remove identically.

15. Gel Application — Full Method

Prepare the nail. Apply compatible base thinly and avoid skin. Cure as specified. Apply builder/structured gel in controlled layers, establishing sidewalls and apex. Cure each layer. Refine if required. Apply colour and top coat with correct curing.

- Thin controlled layers improve application and curing.
- Do not cure visible product on skin.

GEL APPLICATION — FULL METHOD



Correct product + compatible lamp + correct layer thickness + manufacturer cure time.

16. Gel Extensions

For tips, choose and align the compatible tip system. For sculpting, fit the form and build the extension with controlled gel placement. Establish symmetry and structure, cure, refine and finish.

- Do not mix incompatible systems.

17. Curing & Lamp Safety

Gel polymerisation depends on product, lamp wavelength/output, layer thickness and cure time. Use the lamp specified by the system and follow exact cure instructions. Keep the lamp clean and serviced.

- Under-curing can contribute to service failure and increased exposure to reactive ingredients.
- Stop if significant burning/pain occurs.

CURING & LAMP SAFETY



Correct wavelength + lamp output

Correct layer thickness + cure time

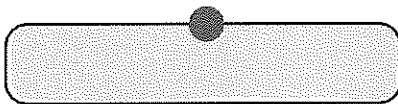
Never guess curing

18. Apex, Sidewalls & Free Edge

The apex/stress area is a structural high point that helps distribute force. Sidewalls should be balanced and the free edge should suit the chosen length and shape. Check from front, side and top.

- Excess bulk reduces professional appearance and may affect comfort.

APEX, SIDEWALLS & FREE EDGE



APEX / STRESS AREA

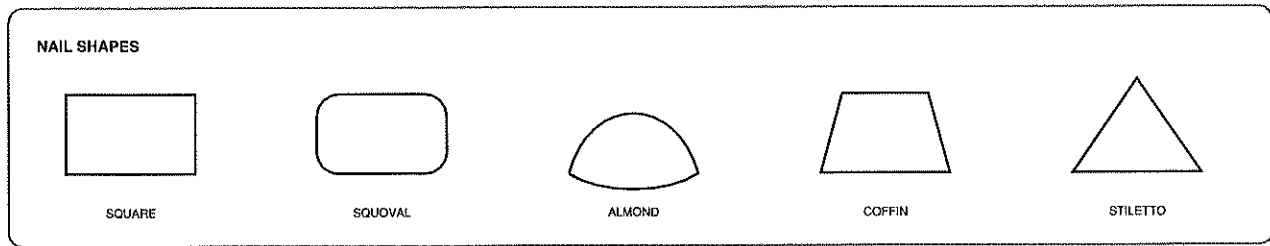
Balanced sidewalls

Appropriate free-edge thickness

19. Nail Shapes

Common shapes include square, squoval, round, oval, almond, coffin/ballerina and stiletto. Choose according to natural nail, requested style, proportions and lifestyle. File sidewalls evenly and check symmetry.

- Shape is created by controlled filing, not excess product.



20. Gel Polish

Apply compatible base in a thin layer and cure. Apply thin colour layer(s), curing each as directed. Apply top coat and cure. Keep product away from skin.

- Thin coats are easier to control and cure correctly.

21. Filing & Finishing

Use the correct file grit for each stage. Refine sidewalls, free edge and surface gradually. Avoid aggressive filing over the natural nail. Remove dust before finishing and inspect symmetry, thickness and cuticle margins.

- File deliberately, not aggressively.

22. Infills & Maintenance

Inspect the enhancement. Shorten if required. Remove all lifting. Rebalance the structure as the natural nail grows. Add compatible product, cure/polymerise, refine and finish.

- Never seal over lifting or suspected infection.

INFILLS & MAINTENANCE

SHORTEN

REDUCE BULK

SOAK / FILE

GENTLY REMOVE

REFINE

CARE

23. Lifting

Common causes include poor preparation, contamination, product touching skin, incorrect ratio, incorrect curing, incompatible products, moisture/oil or mechanical stress. Remove lifted product completely and correct the cause.

- Never glue or gel over lifting.

24. Cracking & Breakage

Cracking can result from insufficient structure, excessive length, repeated impact, poor product control or incorrect cure/polymerisation. Assess the natural nail before repair.

- Extra bulk does not replace correct structure.

25. Flooding & Skin Contact

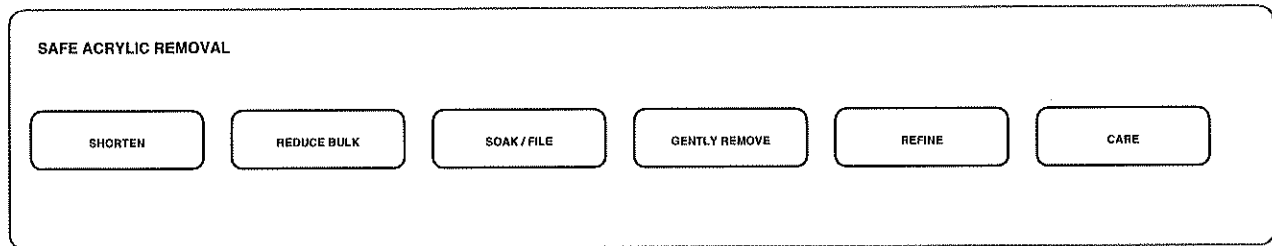
Flooding occurs when product runs into the cuticle or sidewalls. Remove excess before curing/polymerisation. Repeated contact with uncured gel or nail chemicals may cause irritation or sensitisation.

- Never deliberately cure product on skin.

26. Safe Acrylic Removal

Shorten the extension and reduce bulk. For soak-off systems, use the specified remover and time. For file-off systems, reduce product carefully. Gently remove softened material, never pry or peel, then refine and care for the nail.

- Stop if the natural nail becomes painful or visibly thin.



27. Safe Gel Removal

Identify soak-off versus file-off. Shorten and reduce bulk. Follow the manufacturer's removal procedure. Do not force product that has not softened sufficiently.

- Never guess the removal method.

28. Aftercare

Advise clients not to use nails as tools, not to pick/peel product, to protect hands during prolonged wet/chemical work, and to use suitable nail/cuticle care. Explain maintenance and warning signs.

- Good aftercare supports longevity and reduces mechanical damage.

29. Troubleshooting

Students must identify lifting, cracking, breakage, flooding, trapped air, poor tip fit, uneven structure, under-curing and excessive bulk. Correct the cause instead of repeatedly patching the symptom.

- Document significant service issues or reactions.

30. Complete Service Procedure

Consultation → consent → hand hygiene → workstation → assessment → removal if needed → shape → cuticle preparation → surface preparation → dehydrator/primer if required → tip/form → acrylic or gel → structure → cure/polymerise → file → finish → inspection → aftercare → records.

- Students must be able to explain why each stage is performed.

31. Theory Examination Preparation

Students should be able to answer in full: Define acrylic enhancement. Explain gel polymerisation. Name parts of the nail unit. Explain preparation. List hygiene rules. Explain bead consistency. Describe tip selection. Explain form alignment. Define apex. State causes of lifting/cracking. Explain safe removal and under-curing.

- Examinations require explanations and reasons, not headings only.

32. Practical Examination

Demonstrate consultation, contraindication screening, hygiene, equipment setup, natural nail preparation, correct product handling, tip/form application, acrylic or gel application, structure, curing/polymerisation, filing, shaping, finish, troubleshooting and aftercare.

- Assessment should cover safety, control, symmetry, structure, product handling and professionalism.

33. Trainer Competency Sign-Off

The student must perform a complete service under observation and explain the purpose of the major stages. Competence should be recorded only when the service is safe, technically controlled and professionally completed.

PRACTICAL COMPETENCY ASSESSMENT

Student must complete a full acrylic or gel service under trainer observation and explain the reason for each major stage.

Consultation & consent	■	■	
Contraindications	■	■	
Hand hygiene	■	■	
Workstation hygiene	■	■	
Equipment knowledge	■	■	
Natural nail assessment	■	■	
Preparation	■	■	
Tip selection/fit	■	■	
Form alignment	■	■	
Acrylic bead control	■	■	
Gel control	■	■	
Apex/structure	■	■	
Sidewalls/free edge	■	■	
Curing/polymerisation	■	■	
Filing & shaping	■	■	
Finish	■	■	
Troubleshooting	■	■	
Safe removal	■	■	
Aftercare	■	■	
Professional conduct	■	■	

Student: _____ Date: _____

Result: ■ Competent ■ Further Practice ■ Reassessment Required

Trainer: NIA — Nails & Lashes Specialist Signature: _____

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PROFESSIONAL TOES GEL & ACRYLIC APPLICATION STEP-BY-STEP METHOD

TRAINER: NIA
Nails & Lashes Specialist

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WHAT ARE TOE ENHANCEMENTS?

Toe enhancements are artificial nail systems applied to natural toenails to improve appearance, add strength and create beautiful, long-lasting results.

They can be done using Gel or Acrylic systems and are designed to fit the unique shape and structure of toenails.



BENEFITS

- ✓ Enhances natural appearance
- ✓ Adds strength and durability
- ✓ Corrects weak or brittle nails
- ✓ Creates even, beautiful shapes
- ✓ Long-lasting and low maintenance
- ✓ Boosts client confidence

CONTRAINDICATIONS

- Fungal nail infections
- Bacterial infections
- Open wounds or sores
- Psoriasis/eczema flare-ups
- Diabetes (without clearance)
- Poor circulation
- Pregnancy (1st trimester)
- Allergy to products used
- Recent foot surgery

Always obtain a consultation and written consent.

EQUIPMENT OVERVIEW

- Pedicure chair/bed
- Foot basin & liner
- Towels & blankets
- Drill machine & bits
- Files (100/180, 180/240)
- Buffers & blocks
- Cuticle tools
- Nail tips / forms (acrylic)
- Gels, liquids & powders
- UV/LED lamp
- Footsoak & applicators
- Toe separators
- Sanitiser bin

HYGIENE & SAFETY



- Clean and disinfect all tools before and after each client
- Use new files, buffers or implement where possible
- Keep work area clean and uncluttered
- Do not cross-contaminate clients
- Dispose of waste safely
- Follow universal precautions at all times

1 CONSULTATION & ASSESSMENT

1. Discuss client's needs and lifestyle.
2. Assess natural nail condition and foot health.
3. Check for contraindications.
4. Explain the service, maintenance and aftercare.
5. Provide price and obtain written consent.



2 PREPARE THE WORKSTATION

1. Disinfect the working surface.
2. Prepare clean implements.
3. Arrange all products, files, drills, lamp and tools.
4. Prepare appropriate PPE and waste container.

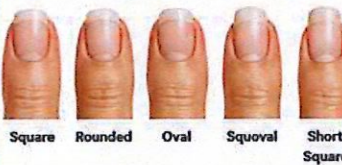


3 PREPARE THE NATURAL TOE NAIL

1. Remove any existing product safely.
2. Shorten toenails straight across.
3. Shape edges gently.
4. Push back cuticles gently.
5. Remove only non-living tissue.
6. Lightly buff the nail plate to remove shine.
7. Remove all dust.
8. Apply dehydrator and primer according to the system.



4 NAIL SHAPES FOR TOES



5 ACRYLIC TOE NAILS - FULL SET (STEP-BY-STEP)

1. Select correct tip size for each toe.
2. Apply tip adhesive or base gel.
3. Position tip without trapping air.
4. Hold until set and check alignment.
5. Create acrylic bead.
6. Apply bead to the nail.
7. Build structure and apex.
8. Allow to set (avoid movement).
9. File and shape.
10. Smooth surface and finish.



6 GEL TOE NAILS - FULL SET (STEP-BY-STEP)

1. Apply base coat and cure.
2. Apply builder gel (thin layer).
3. Build structure and apex.
4. Cure.
5. File and refine shape.
6. Apply top coat.
7. Cure.
8. Cleanse and apply cuticle oil.



7 GEL POLISH ON TOES

1. Apply base coat.
2. Cure.
3. Apply colour coat (1st layer).
4. Cure.
5. Apply colour coat (2nd layer).
6. Cure.
7. Apply top coat.
8. Cure.
9. Cleanse and apply cuticle oil.



8 ACRYLIC OVERLAY ON NATURAL TOENAILS

1. Prepare natural nail.
2. Apply dehydrator and primer.
3. Apply acrylic bead.
4. Smooth and build thin overlay.
5. Allow to set.
6. File and refine.
7. Smooth surface.
8. Apply top coat (optional).
9. Apply cuticle oil.



9 BUILDER / STRUCTURE GEL ON TOES

1. Prep natural nail.
2. Apply base coat and cure.
3. Apply builder gel.
4. Build structure and apex.
5. Cure.
6. File and refine.
7. Apply top coat.
8. Cure.
9. Cleanse and apply oil.



10 INFILLS (MAINTENANCE)

1. Assess regrowth and condition.
2. File product to blend.
3. Remove lifted product.
4. Rebalance apex if needed.
5. Apply builder/acrylic to regrowth area.
6. Smooth and refine.
7. Finish with top coat and oil.



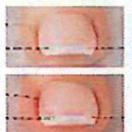
11 APEX, SIDEWALLS & STRUCTURE

APEX (STRESS AREA)
The highest point of the nail for strength and durability.



SIDEWALLS
Should be straight and parallel.

FREE EDGE
Not too thick or too thin.



12 COMMON PROBLEMS & SOLUTIONS

PROBLEM	CAUSE	SOLUTION
Lifting	Poor prep, oil, moisture	Improve nail prep, use primer
Cracking	Too thin, weak apex	Build correct apex, right thickness
Yellowing	UV exposure, smoking	Use top coat, avoid smoking
Bubbles	Air trapped	Use slow, even application
Product not curing	Wrong lamp, thick layers	Use correct lamp, thin layers

13 REMOVAL - ACRYLIC

1. File off top coat.
2. File product down (do not file natural nail).
3. Soak in acetone.
4. Wrap and leave 10-15 min.
5. Gently remove softened product.
6. Buff any residue.
7. Wash and apply hand and foot cream.



14 REMOVAL - GEL

1. File off top coat.
2. Soak in acetone.
3. Wrap and leave 10-15 min.
4. Remove gel gently with cuticle pusher.
5. Buff any residue.
6. Wash and apply hand and foot cream.



15 AFTERCARE ADVICE

- Keep feet clean and dry.
- Avoid tight shoes.
- Moisturise daily.
- Do not pick or peel product.
- Wear flip-flops in public areas.
- Return for infill every 3-4 weeks.
- Report pain, lifting or infection immediately.

16 THEORY EXAMINATION (SAMPLE QUESTIONS)

1. What is the difference between acrylic and gel?
2. List five contraindications for toe enhancements.
3. Explain proper preparation steps for toenails.
4. How do you create correct apex on toes?
5. What causes lifting and how do you prevent it?
6. How do you safely remove acrylic toe nails?
7. How do you safely remove gel toe nails?
8. What aftercare advice do you give to clients?
9. Why is hygiene so important in nail services?
10. How often should clients return for infills?



PRACTICAL ASSESSMENT CHECKLIST

- ☐ Prepare workstation and client
- ☐ Perform consultation
- ☐ Practise hygiene and use PPE
- ☐ Prepare toenails correctly
- ☐ Apply acrylic / gel with correct technique
- ☐ Create structure and apex
- ☐ File and refine to shape
- ☐ Apply gel polish neatly
- ☐ Maintain hygiene throughout
- ☐ Provide aftercare advice



PRACTICAL COMPETENCY REQUIRED

- ☐ Full Set Acrylic Toes (Tips or Forms)
- ☐ Full Set Gel Toes
- ☐ Gel Polish Toes
- ☐ Infill / Maintenance
- ☐ Acrylic Removal Toes
- ☐ Gel Removal Toes
- ☐ Safe, Professional & Hygienic Service



TRAINER SIGN-OFF

I confirm that the student has completed all theoretical and practical training for the Application of Toes Gel & Acrylic Nails as per MUHLE Glow Beauty standards.

Trainer: NIA
Nails & Lashes Specialist

Signature: _____ Date: _____



PROFESSIONAL APPLICATION OF ACRYLIC & GEL NAILS TRAINING MANUAL

TRAINER: NIA
Nails & Lashes Specialist

MANUAL OVERVIEW

This manual provides the theory and practical knowledge required to perform safe, effective and professional nail enhancement services using Acrylic and Gel systems. It covers nail anatomy, consultation, techniques, full application methods, maintenance, removal and aftercare. Use this manual together with practical training and assessment.

BENEFITS OF NAIL ENHANCEMENTS

- Enhances natural nail appearance
- Adds strength and durability
- Corrects weak, brittle or damaged nails
- Creates length and beautiful shapes
- Boosts client confidence
- Long-lasting and low maintenance

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1. INTRODUCTION & LEARNING OUTCOMES

Nail enhancements are artificial products applied to the natural nail to add length, strength and beauty. The two most common systems are Acrylic and Gel.

By the end of this module, the student will be able to:

- Explain acrylic and gel systems and their differences
- Prepare natural nails safely and professionally
- Apply acrylic and gel enhancements using correct techniques
- Create beautiful shapes with balance and structure
- Maintain and repair enhancements
- Remove products safely
- Provide aftercare and retail knowledge

WHAT IS ACRYLIC?

Acrylic is a combination of liquid monomer and polymer powder which hardens to form a strong enhancement.

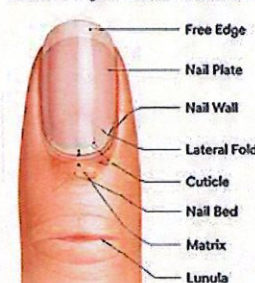
WHAT IS GEL?

Gel is a pre-polymerised product that cures (hardens) under UV/LED light. It comes in different viscosities for overlays, extensions and gel polish.



2. NAIL ANATOMY

Understanding nail structure is essential.



3. CONTRAINDICATIONS & PRECAUTIONS

DO NOT TREAT

- Fungal infections
- Bacterial infections
- Open wounds
- Psoriasis/eczema flare-ups
- Nail biting (severe)
- Recently cut cuticles
- Allergies to products
- Chemo/radiotherapy clients (doctor's approval)
- Pregnancy (1st trimester)
- Severe diabetes
- Poor circulation

USE CAUTION

- Weak or damaged nails
- Hormonal changes
- Medical conditions
- Taking blood thinners
- Nail biting (severe)
- Sensitivity to chemicals
- Clients under 16 (parental consent)

Always obtain a consultation and written consent.

4. NAIL SHAPES



5. CONSULTATION & CLIENT ASSESSMENT

- Discuss client's needs and lifestyle
- Assess natural nail condition
- Check for contraindications
- Explain the service, maintenance and aftercare
- Provide clear pricing
- Obtain written consent

6. EQUIPMENT CHECKLIST

- Nail table & lamp
- Drill machine & bits
- Files (100/180, 180/240)
- Buffer, block
- Cuticle pusher, nippers
- Nail brush
- Tip cutters, scissors
- Dappen dish, spatula
- Dust brush
- Disinfectant, sanitiser
- Lin-free wipes, paper towels

7. HYGIENE & SAFETY

- Wash Hands
- Wear Gloves
- Wear Mask
- Good Ventilation
- Disinfect Tools
- Use Dust Bin
- Clean and disinfect all tools before and after each client
- Never share files, buffers or implements
- Keep work area clean and uncluttered
- Use new files for each client
- Do not touch face or phone during service
- Dispose of waste safely

8. PRODUCTS & WHAT IS USED

- | ACRYLIC SYSTEM | GEL SYSTEM |
|----------------------------|---------------------------------|
| • Acrylic Liquid (Monomer) | • Base Coat |
| • Acrylic Powder (Polymer) | • Builder Gel / Hard Gel |
| • Primer/Dehydrator | • Top Coat |
| • Nail Tips/Forms | • Gel Polish (colours) |
| • Cuticle Oil | • Cleanser or Wipe Off Solution |
| • Top Coat (optional) | • Primer/Dehydrator |

9. NAIL PREPARATION (NATURAL NAIL)

1. Remove any existing product safely.
2. Shorten and shape natural nail.
3. Push back cuticles gently.
4. Remove non-living tissue only.
5. Lightly buff the nail plate to remove shine.
6. Clean nail with nail dust brush.
7. Apply dehydrator – let dry.
8. Apply primer (acid or non-acid) according to system.



10. ACRYLIC APPLICATION – FULL SET (TIPS METHOD) STEP-BY-STEP

1. Select the correct tip size for each nail.
2. Apply tip adhesive.
3. Press tip at 45° angle and adjust.
4. Hold in place until set.
5. Blend the tip to the natural nail with file.
6. Create acrylic bead – dip brush in liquid, then powder. Allow bead to form.
7. Place bead at the cuticle area (not on skin).
8. Pat and guide product down to free edge.
9. Build apex in the stress area for strength.
10. Repeat beads until full coverage is even.
11. Allow to set (air dry). Do not blow.
12. File and shape as desired.
13. Refine surface and sidewalls.
14. Apply cuticle oil and clean.
15. Apply top coat (optional) and finish.



11. ACRYLIC SCULPTING – FORMS METHOD

1. Apply nail form under natural nail.
2. Secure form tightly.
3. Create and place acrylic bead.
4. Build the extension to the desired length.
5. Finish the sides to create C-curve.
6. Build apex for strength.
7. Allow to set.
8. Remove form.
9. File and shape.
10. Smooth surface and finish.



12. GEL APPLICATION – HARD GEL

1. Prepare natural nail as per steps above.
2. Apply thin base coat and cure.
3. Apply builder gel (thin layer) – cure.
4. Apply second layer to build apex – cure.
5. Shape with file if necessary – cure.
6. Apply top coat – cure.
7. Cleanse if needed.
8. Apply cuticle oil.



13. GEL POLISH APPLICATION

1. Prepare natural nail.
2. Apply base coat – cure.
3. Apply first thin colour coat – cure.
4. Apply second coat – cure.
5. Apply top coat – cure.
6. Cleanse if needed.
7. Apply cuticle oil.



15. APEX, SIDEWALLS & STRUCTURE

- APEX (STRESS AREA)**
- The highest point of the nail.
 - Provides strength and prevents breakage.
- SIDEWALLS**
- Should be straight and parallel.
 - Gives strength and guides the shape.
- FREE EDGE**
- Should be the correct thickness.
 - Not too thick or too thin.



16. COMMON PROBLEMS & SOLUTIONS

PROBLEM	CAUSE	SOLUTION
Lifting	Poor prep, oil, moisture	Proper nail prep, use primer
Cracking	Too thin, weak apex	Build correct apex, right thickness
Yellowing	UV exposure, smoking	Use quality products, Top coat
Bubbles	Air trapped	Do not overwork product
Gel not curing	Lamp, thick layers	Use correct lamp, thin layers
Flooding	Too much product on cuticle	Apply thinner, clean cuticle area

17. REMOVAL – ACRYLIC

1. File off top coat and shine.
2. File product down (do not file natural nail).
3. Soak cotton in acetone.
4. Apply on nail and wrap with foil.
5. Leave for 15-20 minutes.
6. Remove softened product gently.
7. Buff remaining residue gently.
8. Apply oil and hand cream.



17. REMOVAL – GEL

1. File off top coat.
2. Soak cotton in acetone.
3. Wrap and leave 10-15 minutes.
4. Remove gel gently with cuticle pusher.
5. Buff any residue.
6. Apply oil and hand cream.



18. AFTERCARE ADVICE

- Keep nails clean and dry
- Avoid using nails as tools
- Wear gloves when cleaning
- Apply cuticle oil daily
- Return for infill every 2-3 weeks
- Do not pick or peel product
- Report lifting, pain or infection

19. WHO CAN HAVE ACRYLIC/GEL NAILS?

- Anyone with healthy nails
- Clients who want length, strength and beautiful nails
- Weak, brittle nails can benefit
- People with active infections or medical conditions must avoid

20. THEORY EXAMINATION (Sample Questions)

1. What is acrylic and how does it work?
2. What is gel and how does it cure?
3. List five contraindications.
4. Explain nail preparation steps.
5. What is the purpose of dehydrator and primer?
6. Describe the acrylic application steps.
7. How do you prevent lifting?
8. What is the apex and why is it important?
9. How do you remove acrylic safely?
10. What aftercare advice would you give a client?



PRACTICAL ASSESSMENT CHECKLIST

- ☐ Prepare workstation and client
- ☐ Perform consultation
- ☐ Sanitise hands and wear PPE
- ☐ Apply natural nails correctly
- ☐ Apply tips/forms correctly
- ☐ Apply acrylic / gel with correct technique
- ☐ Create pleasing apex and structure
- ☐ File and shape accurately
- ☐ Apply gel polish correctly
- ☐ Maintain hygiene throughout
- ☐ Complete aftercare advice



PRACTICAL COMPETENCY REQUIRED

- Full Set Acrylic (Tips or Forms)
- Acrylic Overlay
- Hard Gel / Builder Gel
- Gel Extensions
- Gel Polish Application
- Infill / Maintenance
- Safe Removal – Acrylic & Gel
- Professional Finishing & Aftercare



TRAINER SIGN-OFF

I confirm that the student has completed all theoretical and practical training for the Application of Acrylic & Gel Nails as per MUHLE Glow Beauty standards.

Trainer: NIA
Nails & Lashes Specialist

Signature: _____ Date: _____



PROFESSIONAL TOES CARE & ENHANCEMENT TRAINING MANUAL

TRAINER: NIA
Nails & Lashes Specialist

MANUAL OVERVIEW

This manual provides the theory and practical knowledge required to perform safe, effective and professional toenail care and enhancement treatments. It covers anatomy, consultation, hygiene, nail preparation, application methods, maintenance and aftercare. Use this manual together with practical training and assessment.

BENEFITS OF PROFESSIONAL TOE SERVICES

- Improves nail health and appearance
- Prevents problems and infections
- Corrects shape, strengthens nails
- Enhances confidence and wellbeing
- Provides relaxation and relief
- Long-lasting, low maintenance results

MUHLE GLOW BEAUTY ACADEMY
RESOURCE LIBRARY

1. INTRODUCTION & LEARNING OUTCOMES

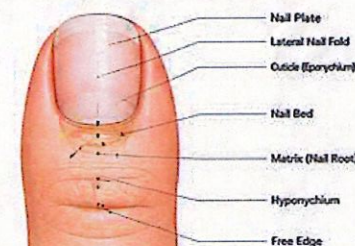
Toe care and enhancement is an important part of nail technology. Healthy nails and surrounding skin improve comfort, prevent complications and provide beautiful results.

By the end of this module, the student will be able to:

- Explain toe anatomy and nail structure
- Prepare toes safely for treatment
- Perform professional toenail care and enhancement
- Apply acrylic or gel to toes with correct techniques
- Maintain and repair enhancements
- Advise clients on aftercare and foot health

2. TOE ANATOMY

Understanding toe structure is essential for safe work.



3. CONTRAINDICATIONS & PRECAUTIONS

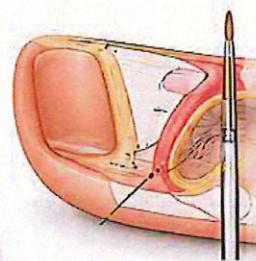
DO NOT TREAT

- Fungal nail infections
- Bacterial infections
- Open wounds or sores
- Ingrown toenails
- Psoriasis/eczema flare-ups
- Nail biting (severe)
- Recent foot surgery
- Diabetic ulcers or poor circulation (refer)
- Pregnancy (1st trimester)
- Severe varicose veins
- Allergy to products used

USE CAUTION

- Diabetes (with clearance)
- Blood thinning medication
- High blood pressure
- Hormonal changes
- Taking medication
- Sensitivity to chemicals
- Bruising easily
- Poor circulation

Always obtain a
consultation and
written consent.



4. EQUIPMENT CHECKLIST

- Pedicure chair/bed
- Foot basin & liner
- Towels & blankets
- Nail clippers & nippers
- Cuticle pusher & cleaner
- Foot file / pumice / buffer
- Drill machine & bits
- 180/240 grit files
- Buffers & blocks
- Dust brush
- Disinfectant & sanitiser
- Cotton & lint-free wipes
- Toe separators



5. HYGIENE & SAFETY



- Clean and disinfect all tools before and after each client
- Use new files, buffers or implements where possible
- Keep work area clean and uncluttered
- Do not cross-contaminate clients
- Dispose of waste safely
- Follow universal precautions at all times

6. PROFESSIONAL TOE CARE (BASIC PEDICURE)

- Consultation – Discuss concerns, nail condition and desired results. Obtain consent.
- Soak – Soak feet in warm water with foot soak for 5-10 minutes to soften skin and nails.
- Cleanse – Remove feet, dry and cleanse with sanitizer.
- Nail Trim – Trim nails straight across. Do not cut too short.
- Cuticle Care – Gently push back cuticles. Remove only non-living tissue.
- Exfoliate – Remove hard skin using file or pumice. Treat heels and sides.
- Buff – Lightly buff nails to smooth surface.
- Massage – Apply lotion or cream and massage feet and lower legs.
- Finish – Apply cuticle oil and advise aftercare.



7. ACRYLIC TOE NAILS – FULL SET (STEP-BY-STEP)

- Prepare Natural Nail – Cleanse, trim and gently push back cuticles. Remove shine with 180 grit file. Allow to air dry.
- Dehydrate & Prime – Apply dehydrator and primer. Allow to air dry.
- Select Tip or Use Form – Tips recommended for toes. Select correct size for each toe.
- Apply Tip – Apply nail glue to tip and adhere. Check alignment.
- Create Bead – Dip brush in liquid and powder. Form a medium bead.
- Place Bead – Place bead at stress area (just past cuticle).
- Build Nail – Pull product towards free edge. Build thin cuticle area, thicker stress area.
- Shape – Allow to set. File shape and refine. Check from all angles.
- Smooth & Finish – Refine surface with buffer. Remove dust and apply top coat (optional).



8. GEL TOE NAILS – FULL SET (STEP-BY-STEP)

- Prepare Natural Nail – Cleanse, trim and remove shine.
- Dehydrate & Prime – Apply dehydrator and primer. Allow to air dry.
- Base Coat – Apply thin base coat. Cure.
- Builder Gel Application – Apply a thin layer, cure. Build structure with builder gel. Cure.
- Shape & Refine – File into shape. Smooth surface.
- Colour Gel – Apply thin colour coat. Cure. Apply second coat if needed. Cure.
- Top Coat – Apply top coat. Cure. Wipe if required.
- Cuticle Oil – Apply cuticle oil and massage.
- Aftercare Advice – Advise on maintenance.



9. GEL POLISH ON TOES

- Prepare Nails – Cleanse, shape and buff lightly.
- Dehydrate & Prime – Apply dehydrator and primer.
- Base Coat – Apply base coat. Cure.
- Colour Coat – Apply thin colour coat. Cure. Apply second coat. Cure.
- Top Coat – Apply top coat. Cure. Wipe if needed.
- Cuticle Oil – Apply cuticle oil.
- Aftercare Advice – Advise on care and removal.



10. NAIL SHAPES FOR TOES

Shapes should suit the natural nail and client lifestyle.



11. COMMON TOE NAIL PROBLEMS & SOLUTIONS

PROBLEM	CAUSE	SOLUTION
Lifting	Poor prep, moisture, oil, trauma	Proper prep, use primer, avoid water before appointment
Cracking	Top thin, weak application	Build correct apex, use quality products
Yellowing	UV exposure, smoking	Use top coat, avoid smoking, SPF
Bubbles	Air trapped	Use slow, even application
Product not curing	Wrong lamp, thick layers	Use correct lamp, thin layers
Discolouration	Poor hygiene, staining products	Use clean tools, cleanse well

12. INFILLS (MAINTENANCE)

- Assess regrowth and condition.
- File remove shine.
- Rebalance apex if needed.
- Refine shape.
- Apply new product to regrowth area.
- File, smooth and finish.
- Apply top coat and cuticle oil.



14. GEL REMOVAL (TOES)

- File top coat.
- Soak in acetone.
- Wrap toes with foil.
- Leave for 15-20 minutes.
- Remove softened acrylic with cuticle pusher.
- Buff any residue.
- Apply oil and cream.



15. AFTERCARE ADVICE

- Keep toes clean and dry
- Wear breathable shoes and socks
- Avoid tight shoes
- Don't pick or peel product
- Moisturise daily
- Apply cuticle oil
- Return for infills every 3-4 weeks
- Report any pain or infection



WHO CAN HAVE ENHANCEMENTS?

- Healthy feet and nails
- Good circulation
- No active infections
- Realistic expectations
- Commitment to aftercare

WHO SHOULD NOT?

- Active infections
- Poor circulation
- Uncontrolled diabetes
- Open wounds
- Severe allergies



17. PRODUCTS USED

ACRYLIC SYSTEM

- Monomer (liquid)
- Polymer (powder)
- Primer
- Dehydrator
- Tip Adhesive
- Brushes
- Top Coat (optional)



GEL SYSTEM

- Base Coat
- Builder Gel
- Colour Gel
- Top Coat
- Dehydrator
- Primer



16. COMMUNICATION & CLIENT CARE

- Greet warmly and professionally
- Listen to client needs
- Explain the process and aftercare
- Check client comfort throughout treatment
- Maintain privacy and dignity
- Provide honest advice
- Thank the client and invite them back

19. THEORY EXAMINATION (SAMPLE QUESTIONS)

- What is the difference between acrylic and gel?
- List five contraindications for nail services.
- Explain how to prepare natural nails for enhancement.
- Describe the steps for acrylic application on toes.
- Describe the steps for gel application on toes.
- What causes lifting and how do you prevent it?
- How do you safely remove acrylic on toes?
- How do you safely remove gel on toes?
- What aftercare advice do you give to clients?
- Why is hygiene so important in nail services?



PRACTICAL ASSESSMENT CHECKLIST

- Prepares workstation and client
- Performs consultation
- Practices hygiene and uses PPE
- Prepares natural nails correctly
- Applies acrylic or gel correctly
- Shapes and files correctly
- Applies polish neatly
- Maintains hygiene throughout
- Provides aftercare advice



PRACTICAL COMPETENCY REQUIRED

- Full Set Acrylic Toes (Tips)
- Full Set Gel Toes
- Gel Polish Toes
- Infills (Acrylic or Gel)
- Acrylic Removal Toes
- Gel Removal Toes
- Safe, Professional & Hygienic Service



TRAINER SIGN-OFF

I confirm that the student has completed all theoretical and practical training for the Application of Acrylic & Gel Nails (Toes) as per MUHLE Glow Beauty standards.

Trainer: NIA
Nails & Lashes Specialist

Signature: _____ Date: _____



ACRYLIC FULL-SET APPLICATION STEP-BY-STEP METHOD

PROFESSIONAL APPLICATION OF ACRYLIC NAILS
TRAINER: NIA | NAILS & LASHES SPECIALIST

1 CONSULTATION

- Discuss the client's desired length and shape.
- Ask about previous enhancements and sensitivities.
- Inspect the natural nails and surrounding skin.
- Identify contraindications.
- Explain the treatment, maintenance and aftercare.
- Obtain consent.



LISTEN



ASSESS



EXPLAIN



CONSENT

2 PREPARE THE WORKSTATION

- Disinfect the working surface.
- Prepare clean implements.
- Arrange files, buffer, brush, tips/forms and acrylic system.
- Prepare appropriate PPE and waste container.



CLEAN



ORGANISE



PROTECT



DISPOSE

3 HAND HYGIENE

- Wash/sanitise technician's hands.
- Ask the client to sanitise their hands.
- Maintain clean-to-dirty workflow throughout.



CLEAN HANDS



CLEAN CLIENT



CLEAN WORKFLOW

4 PREPARE THE NATURAL NAIL

1. Remove existing product safely.
2. Shorten and shape the natural nail.
3. Gently push back the cuticle area.
4. Remove only non-living tissue.
5. Lightly remove surface shine where required.
6. Remove all dust.
7. Apply dehydrator/primer according to the system.



5 SELECT AND FIT THE TIP

1. Select the correct size.
2. Check sidewall-to-sidewall fit.
3. Adjust the tip if necessary.
4. Apply the correct adhesive.
5. Position without trapping air.
6. Hold securely according to product instructions.
7. Check alignment before proceeding.



6 CREATE THE ACRYLIC BEAD

1. Prepare the brush correctly.
2. Pick up the correct amount of liquid and powder.
3. Allow the bead to develop.
4. Assess whether the consistency is workable.
5. Place the bead in the correct area.
6. Control it with the brush rather than repeatedly adding product.



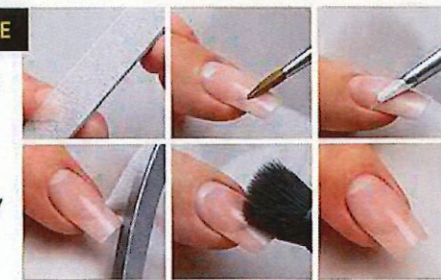
7 BUILD THE NAIL

1. Establish the cuticle area thinly.
2. Build the body of the nail.
3. Create appropriate strength through the stress area/apex.
4. Maintain balanced sidewalls.
5. Keep product away from skin.
6. Allow correct polymerisation.



8 FILE AND REFINE

1. Establish the selected shape.
2. Refine sidewalls.
3. Refine the free edge.
4. Smooth the surface.
5. Check thickness and symmetry from different angles.
6. Remove dust.



9 FINISH

1. Apply the selected finishing system.
2. Cure if applicable.
3. Apply cuticle/nail care product where appropriate.
4. Inspect the complete service.



10 AFTERCARE

1. Explain maintenance interval.
2. Tell the client not to use enhancements as tools.
3. Explain what to do if lifting, cracking, pain or other problems occur.
4. Explain safe removal and follow-up.



IMPORTANT REMINDERS

- ☒ Work clean and safely
- ☒ Use correct products
- ☒ Do not rush the process
- ☒ Maintain product ratios
- ☒ Practice perfect technique
- ☒ Educate your client



COMMON MISTAKES

- ☒ Too much product
- ☒ Product on skin
- ☒ Poor apex placement
- ☒ Uneven sidewalls
- ☒ Rushing the process
- ☒ Incorrect filing



MUHLE PROMISE

We are committed to excellence in training, empowering nail professionals to deliver safe, beautiful and long-lasting results every time.

Perfect Your Look

GEL FULL-SET APPLICATION STEP-BY-STEP METHOD

PROFESSIONAL APPLICATION OF GEL NAILS
TRAINER: NIA | NAILS & LASHES SPECIALIST

1 WHAT IS GEL?

Gel is a pre-polymerised "Builder Gel" product that cures (hardens) under UV/LED light. It is stronger, flexible and lighter than traditional polish and can be used for overlays, extensions and sculpting.

- ✓ Lightweight & natural look
- ✓ Flexible and durable
- ✓ No strong odour
- ✓ Long-lasting shine
- ✓ Ideal for overlays, extensions and gel polish



2 GEL SYSTEM PRODUCTS



3 GEL TYPES

- 1 Base Coat
Creates adhesion
- 2 Builder / Hard Gel
Strength & structure
- 3 Colour Gel
Beautiful colour
- 4 Top Coat
Seal & high-gloss shine

BUILDER GEL VISCOSITY



4 BENEFITS OF GEL NAILS

- ✓ Natural & elegant finish
- ✓ Flexible, less prone to cracking
- ✓ No chipping like normal polish
- ✓ Longer wear (2-4 weeks)
- ✓ Suitable for natural nails
- ✓ Odour free
- ✓ Wide range of creative finishes



CONTRAINDICATIONS & PRECAUTIONS

- ✗ Fungal nail infections
- ✗ Bacterial infections
- ✗ Open wounds or sores
- ✗ Allergies to gel products
- ✗ Psoriasis / eczema flare-ups
- ✗ Chemotherapy clients (doctor's approval)
- ✗ Pregnancy (1st trimester)

EQUIPMENT CHECKLIST

- ✓ LED / UV Lamp
- ✓ Gel system products
- ✓ Nail files and buffers
- ✓ Manicure tools
- ✓ Gel brushes
- ✓ Lint-free wipes
- ✓ Cleanser / Remover
- ✓ Nail dust brush



7 HYGIENE & SAFETY



- ✓ Wash & sanitise hands
- ✓ Wear gloves
- ✓ Disinfect tools & surfaces
- ✓ Use fresh files if possible
- ✓ Never share tools
- ✓ Work in a clean, calm environment

8 GEL APPLICATION - FULL SET METHOD

1 CONSULTATION

Discuss needs, assess nails, obtain consent.



2 PREPARE WORKSTATION

Disinfect surfaces and arrange products.



3 PREPARE NATURAL NAIL

- Trim & shape
- Push back cuticles
- Remove shine
- Clean dust



4 DEHYDRATOR

Apply thin layer. Air dry.



5 PRIMER

- Apply acid-free primer.
- Air dry.



6 BASE COAT

- Apply thin layer and cure.
- (30-60 sec).



7 BUILDER GEL

- Apply small bead. Shape and build nail structure.



8 CURE

Cure under LED lamp (60 sec) or UV (2 min).



9 REPEAT LAYERS

Build required apex and strength. Cure each layer.



10 FILE & SHAPE

Refine shape, sidewalls and surface.



11 COLOUR GEL

- Apply thin colour layer.
- Cure.
- Repeat if needed.



12 TOP COAT

Apply glossy or matte top coat. Cure (60 sec).



13 CLEANSE

Remove sticky layer with cleanser (if required).



14 CUTICLE OIL

Apply nourishing oil and massage.



15 FINISH

Perfect, long-lasting, high-gloss gel nails!



9 GEL EXTENSIONS - TIPS METHOD

1. Select and fit correct gel tip.
2. Prepare natural nail.
3. Apply dehydrator and primer.
4. Apply gel to tip and secure.
5. Cure in lamp.
6. Blend and refine.
7. Build builder gel if needed.
8. File and shape.
9. Apply colour and top coat.



10 GEL SCULPTING - FORMS METHOD

1. Apply nail form.
2. Prepare natural nail.
3. Apply dehydrator and primer.
4. Build gel onto form.
5. Shape while curing.
6. Remove form.
7. File and refine.
8. Add colour and top coat.



11 GEL POLISH ON NATURAL NAILS

1. Prepare nail.
2. Base coat - cure.
3. Thin colour layer - cure.
4. Repeat colour layer.
5. Top coat - cure.
6. Cuticle oil.



12 NAIL SHAPES



13 COMMON PROBLEMS & SOLUTIONS

PROBLEM	CAUSE	SOLUTION
Lifting	Poor prep	Improve prep, use primer, dry nail well
Bubbling	Thick layers	Apply thin layers
Cracking	Weak apex	Build correct apex
Dull finish	Not enough cure	Full cure time
Flooding	Too much product	Less product
Gel not curing	Weak lamp	Check lamp, clean light, thin layers

14 REMOVAL - GEL

1. File top coat.
2. Apply acetone-soaked cotton wraps.
3. Wrap with foil.
4. Leave 10-15 min.
5. Remove gently with cuticle pusher.
6. Buffer residue.
7. Apply oil and hand cream.



15 AFTERCARE ADVICE

- ✓ Keep nails clean and dry
- ✓ Avoid harsh chemicals
- ✓ Wear gloves when cleaning
- ✓ Moisturise daily
- ✓ Return for infill every 2-3 weeks
- ✓ Do not pick or peel gel
- ✓ Report any pain or lifting early



16 THEORY QUESTIONS (SAMPLE)

1. What is gel and how does it work?
2. Name the types of gel used.
3. List five benefits of gel nails.
4. What are contraindications?
5. Explain the preparation steps.
6. Describe the gel application method.
7. Why must each layer be cured?
8. How do you prevent lifting?
9. How do you remove gel safely?
10. What aftercare advice do you give?



PRACTICAL ASSESSMENT CHECKLIST

- ☐ Prepares workstation & client
- ☐ Performs consultation
- ☐ Prepares nails correctly
- ☐ Applies gel with correct technique
- ☐ Creates apex & structure
- ☐ Files and shapes neatly
- ☐ Applies colour and top coat
- ☐ Demonstrates safe removal
- ☐ Provides aftercare advice



GEL NAILS - STUDENT LEARNING SUMMARY

- ✓ Understand what gel nails are
- ✓ Know the products and equipment
- ✓ Work safely and hygienically
- ✓ Apply gel nails professionally
- ✓ Create strong, beautiful structure
- ✓ Troubleshoot common problems
- ✓ Provide long-lasting, flawless results

Perfect Your Look!

TRAINER SIGN-OFF
I confirm that the student has completed the Gel Nail Application Training as per MUHLE Glow Beauty Academy standards.

Trainer: NIA
Nails & Lashes Specialist

Signature: _____ Date: _____

