

## Eyelash Technology Practical Skills Test Guide

The Eyelash Technology Practical Skills Test (“Eyelash PST”) is designed to assess the competency of Minnesota eyelash technology students and is offered only by schools and skills course providers. This guide is intended to be used as a tool and offer insight into testing procedure, rules of the test, and grading criteria for students and test providers.

The test consists of one section including an eyelash extension application and removal. Once the test is passed, a Course Completion Certificate and a complete license application must be submitted to the Minnesota Board of Cosmetology for review.

The Practical Skills Test and quota requirements were developed by a task force of industry experts with the assistance of Board staff and approved by the Board. The test and quotas are expected to be updated as necessary and as significant changes occur within the eyelash extension industry. Any suggestions or questions may be sent to [cosmetology@state.mn.us](mailto:cosmetology@state.mn.us).

### Rules of Testing

#### **Test Scheduling and Completion**

The Practical Skills Test is scheduled at the will of the provider. Students must complete all required clinical service exercises (“quotas”) **before** taking the Eyelash PST. Required quotas are as follows:

- 3 eyelash extension applications with at least 45 extensions per eye, per quota
- 2 eyelash extension fills with at least 20 extensions per eye, per quota
- 1 eyelash extension set removal from two eyes
- 1 eyelash extension service patch test

Note: All quotas must be performed on live models and require correct and complete safety and infection control processes. Services performed in the Eyelash PST do not count toward minimum quotas.

#### **General Rules**

- Each test must have a ratio of at least 1 examiner to 8 students to ensure a comprehensive assessment. Schools are encouraged to have at least two examiners per test.
- The eyelash extension application must use a classic application technique of a single synthetic extension to one individual natural eyelash. Students must use synthetic extensions of .10 to .20 mm in thickness and must not use volume, cluster, 3D, tab, flare, strip, or animal hair extensions.
- A student could lose points or fail the test if the student has unresolved occurrences of extensions or natural eyelashes being improperly joined to neighboring eyelashes. These occurrences are commonly referred to as “stickies.” If a student has 1 to 3 total unresolved occurrences of this type, the student will lose 4 points in the application section. If a student has 4 or more total occurrences of this type, it is considered an Automatic Fail Incident and the student will fail the test.
- No written materials, handouts, textbooks, or electronic devices may be used by the student.
- Students may only speak to the examiner or to the model when discussion is required.

- Students may not observe each other during the test.
- Compliance with MN Statutes 155A and MN Rules 2105 and 2110 must be demonstrated at all times.
- Proper safety and infection control procedure must be followed and align to requirements set forth by industry standards and the Board.

### **Models, Tools, and Supplies**

- Students are responsible for finding a suitable model.
- Models must not be wearing any eyelash extensions when the test begins. Any previously applied extensions must be removed prior to the test. Models must not be a cosmetologist, esthetician, nail technician, eyelash technician, advanced practice esthetician or barber student or licensee.
- Models must be 16 years of age or older.
- Students must have supplies and tools prepared for the exam. Lists of suggested tools and supplies are provided below in each service section, but this list may not be comprehensive.
- Supplies are to be stored in clean, closed containers, cupboards or drawers, or on a clean cloth towel or clean drape. Plastic bags are not acceptable storage containers.
- Supplies cannot be shared during a service section.
- All supplies must be labeled, either by the student or with manufacturer labels.
- All products must be used according to manufacturer's directions.

### **Administering the Test**

To begin the test, the examiner will read the directions. The test contains four subsections: set up, service preparation, service (application and removal), and completion. The examiner must monitor each section thoroughly and may create a "checkpoint" after each sub-section, such as station set up or service preparation, where the examiner pauses to check student work. Additionally, the examiner must check the end result of the eyelash extension application before the student moves on to extension removal.

The service preparation includes discussion between the model and the student regarding the client consultation and assessment of natural eyelashes. The examiner must hear discussion of these two items for the student to receive points.

- For the client consultation, the student must offer a patch test if the manufacturer's directions require it or discuss the results of the patch test if it was previously given to this model. The student must also discuss any risk of potential adverse reactions and any contraindications of the model.
- For assessing the natural lashes and desired outcome, the student must discuss the desired end result including length, thickness, and curl selection.

Only the eyelash application subsection is timed. To pass the test, the student must complete at least 30 eyelash extensions per eye within 2 hours. All other sections of the test, including the extension removal, are untimed. The examiner will notify students when the service timing begins and will provide warnings when there are five minutes and one minute remaining. If a student does not complete the service section, they must stop immediately when the time ends.

## **Grading Guidelines**

To pass the test, a student must score at least 75% and not have any Automatic Fail Incidents. The grading structure is described below.

The set up and completion sections are not assigned a point value, as they each relate to an Automatic Fail Incident. If a student does not complete the set up or completion subsection according to the grading criteria, the student will fail the test.

The service preparation and service sections each have a point value assigned. A student will either receive the full point total or receive zero points for each item; no partial points are given. Any incorrect action within each item line will result in a score of "0" for that item. For example, cleansing the eye area and preparing the natural eyelashes is worth 3 points. Removing all makeup is included in the grading criteria, so if a student fails to remove all eye makeup, the student will lose all points for that item.

The determination of point values is as follows:

- Safety and infection control related tasks are assigned 2 points
- Simple technique related tasks are assigned 1 point
- Tasks that are both safety and infection control related and simple technique related are assigned 3 points.
- Substantial technique related tasks and tasks that show comprehension of the service are assigned varying point values depending on the total available points in the section. Receiving a score of zero for these types of tasks results in a failing, or near failing, score.

### **Automatic Fail Incidents**

Students may fail the test for the incidents listed below (A-L). For example, if a student injures uses a tool or implement that has not been cleaned and disinfected, the student will fail the test. If a student performs any Automatic Fail Incident, the incident must be recorded on the Results Form in the service section it occurred.

| <b>Automatic Fail Incidents</b> |                                                                                                                   |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------|
| A.                              | Injured client or self                                                                                            |
| B.                              | Failed to detect allergy or contraindication that would cause significant harm                                    |
| C.                              | Contaminated unused product                                                                                       |
| D.                              | Did not wash hands prior to service                                                                               |
| E.                              | Did not wash or sanitize hands or re-glove when contaminated                                                      |
| F.                              | Used a prohibited or unclean tool or implement                                                                    |
| G.                              | Improperly used tool or product                                                                                   |
| H.                              | Failed to complete service                                                                                        |
| I.                              | Service ended with 4 or more total unresolved occurrences of eyelashes improperly joined to neighboring eyelashes |
| J.                              | Talked unnecessarily                                                                                              |
| K.                              | Cheated                                                                                                           |
| L.                              | Violated Minnesota Statute 155A, Rules Chapter 2105, or Rules Chapter 2110                                        |

## Failing Score

A student can fail the test by scoring below 75% or performing an Automatic Fail Incident. In that case, the student will need to retest. Retests are scheduled at the discretion of the school or exam provider.

## Results Form

Each student will have a Practical Skills Test Results Form ("Results Form") for each test. This form requires the examiner to circle the points gained for each item, note any Automatic Fail Incidents, and calculate the total points. If a student needs to retest, a new Results Form must be used.

The form must be signed by the student and the examiner upon completion of each test. The school is required to keep all original Results Forms in accordance with MN Rule 2110.0670. Results Forms will not be submitted with the student's application unless specifically requested by the Board.

### When completing the Results Form, remember:

- A separate Results Form must be used for each test day or test attempt.
- The examiner must circle the points earned on each line of each section completed and note any Automatic Fail Incidents that occurred.
- No partial points can be given.
- The total points received must be calculated and entered in each section.
- Each Results Form must show accurate scores and be signed.

## Course Completion Certificate

Each student will have a Course Completion Certificate to submit to the Board with their application. This certificate is to be completed once the student has passed the entire Practical Skills Test, met their hour requirement, and completed all quotas; it must be reviewed for accuracy, then signed by the student and designated school manager or school owner, or skills course provider, and properly notarized.

The Course Completion Certificate must contain the following items:

- Date passed and total score for each service section
- Program type and total number of hours completed
- Date the total course was completed
- Clinical service exercises ("quotas") completed (not applicable for skills courses)
- Notarized signatures from the student and designated school manager or school owner, or skills course provider

## Test Procedure

### Service: Application and Removal of Eyelash Extensions

Directions: Perform an eyelash extension service for your model. You must complete a minimum of 30 individual eyelash extensions per eye within 2 hours. Cluster-like, volume, or 3D eyelash extensions must not be used. After the examiner has checked your application, you must demonstrate proper removal of at least 4 extensions using chemical and manual means.

#### Time

2 hours for application service; removal service is untimed

#### Format

Face of model

**Tools**

Eye pads, tweezers, disposable tools such as cotton swabs or applicators, tape, water mister, glue pallet or holder, scissors, fan or air pump, wand or “spoolie”

**Products**

Eyelash extensions, adhesive, cleanser, primer, remover, saline, sealer

| Task                                                                | Grading Criteria                                                                                                                                                                                                                                                                                                              | Points |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Set Up</b>                                                       |                                                                                                                                                                                                                                                                                                                               |        |
| Wash hands                                                          | Wash hands with soap to be free of residue and debris                                                                                                                                                                                                                                                                         | P   F  |
| Gather and set up tools and products                                | Tools are clean, covered, and match desired end result                                                                                                                                                                                                                                                                        | P   F  |
| Set up station                                                      | Station is clean and safe; station is disinfected or a protective covering is used                                                                                                                                                                                                                                            | P   F  |
| <b>Service Preparation</b>                                          |                                                                                                                                                                                                                                                                                                                               |        |
| Perform client consultation                                         | Discuss or perform patch test and provide information to model regarding the risk of potential adverse reactions, per manufacturer’s directions; determine any contraindications and adjust accordingly                                                                                                                       | 2      |
| Assess natural eyelashes                                            | Assess model’s natural eyelashes; discuss and determine end result including length, thickness, and curl selection                                                                                                                                                                                                            | 1      |
| Drape model                                                         | Drape model; maintain draping throughout service; hair and clothing do not interfere with service                                                                                                                                                                                                                             | 2      |
| Cleanse eye area and prepare natural eyelashes                      | Use cleanser to clean natural eyelashes and surrounding eye area; remove any makeup; apply primer or saline to natural eyelashes using applicator according to manufacturer directions; do not apply excessive product.                                                                                                       | 2      |
| Apply eye pads                                                      | Apply eye pads and/or tape to lower eyelash line; ensure eye pads or tape does not go beyond mucosal layer into the eye and all lower eyelashes are covered                                                                                                                                                                   | 2      |
| Portion extensions and adhesive to be used in service               | Remove extensions from container to portion out extensions for the service using a disinfected scissors, blade, or other tool to snip a portion of a strip, or a disinfected tweezer to portion out the extensions for the service. Extensions and adhesive placed on clean and disinfected surface.                          | 2      |
| <b>Service: Extension Application and Removal</b>                   |                                                                                                                                                                                                                                                                                                                               |        |
| <b>Application</b> <i>Complete your application within 2 hours.</i> |                                                                                                                                                                                                                                                                                                                               |        |
| Isolate natural eyelashes                                           | Select appropriate growth phase of natural lash; ensure only one natural eyelash is in isolation at a time                                                                                                                                                                                                                    | 3      |
| Choose appropriate extension                                        | Select appropriate extension according to natural eyelash growth phase and design pattern; ensure extension length can be worn safely and will not cause damage to natural eyelash                                                                                                                                            | 3      |
| Apply adhesive to extension                                         | Apply adhesive to extension using motion according to manufacturer directions; avoid excessive amount of adhesive                                                                                                                                                                                                             | 3      |
| Apply extension to natural eyelash                                  | Hold tweezers safely; place extension no less than 1 to 2 millimeters from base of natural eyelash; ensure at least 2 millimeters of the extension is attached; ensure adhesive is smooth                                                                                                                                     | 4      |
| Brush and separate eyelashes                                        | Ensure extensions are applied correctly, not snagging or catching on the brush; adhered extensions and natural eyelashes are not glued to neighboring extensions or natural lashes, no “stickies”; eyelashes or extensions not adhered to eye pad; corrections made prior to end result; model’s eyes open without difficulty | 4      |
| Ensured result is balanced and appropriate for model                | Ensure end result is balanced, matches intended design and eyelashes are correct length, thickness, and curl; a minimum of 30 extensions applied to each eye                                                                                                                                                                  | 3      |
| <b>Removal</b> <i>This removal subsection is not timed.</i>         |                                                                                                                                                                                                                                                                                                                               |        |

|                                 |                                                                                                                                                                                   |       |
|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Remove 4 extensions             | Demonstrate proper manual and chemical removal of 4 extensions; for chemical removal, follow product manufacturer's directions; ensure no adhesive remains on the natural eyelash | 8     |
| Remove tape and eye pads safely | Tape and eye pads completely removed, no adhesive residue left on model                                                                                                           | 2     |
| <b>Completion</b>               |                                                                                                                                                                                   |       |
| Discard items appropriately     | Place items to be washed and disinfected, or to be disposed of, in properly labeled receptacles                                                                                   | P   F |
| <b>Total Points</b>             |                                                                                                                                                                                   | 41    |
| <b>Minimum Passing Score</b>    |                                                                                                                                                                                   | 31    |