

School Memo

To: Cosmetology Schools, Designated School Managers, Instructors
From: Minnesota Board of Cosmetology Staff
Re: Practical Skills Test Updates, Practical Skills Test Guide, Course Completion Certificates
Date: October 30, 2019

This memo is being sent to notify schools of updates to the Practical Skills Test (PST) for initial licensure training programs. The new version of the PST must be implemented by your school by January 31, 2020.

Practical Skills Task Force

The Board's Practical Skills Task Force has concluded its work. The Practical Skills Task Force was comprised of 15 instructors and subject matter experts who were responsible for developing the PST and clinical service exercise criteria for eyelash technology and advanced practice esthiology training programs as well as updating the existing PST for cosmetology, esthiology and nail technology training programs.

Practical Skills Test Updates

At the October 7, 2019 Board meeting, the Board made a motion to implement the PST Guide as recommended by the Practical Skills Task Force.

Schools must implement the updated PST by January 31, 2020. This means any student who takes the test on or after January 31, 2020 must complete all applicable service sections as outlined within the updated PST Guide. Schools may choose to implement the exam prior to this date.

Practical Skills Test Guide

Please review the attached updated Practical Skills Test Guide.

Notable Changes – All Programs

- The PST criteria for all initial licensure programs are now combined into one master PST Guide. The PST Guide for cosmetology, esthiology and nail technology programs starts on page 8, and the PST Guide for eyelash technology programs starts on page 23. As a reminder, any student who started a cosmetology or esthiology training program on or after February 1, 2019 must receive training in eyelash extensions, complete eyelash extension clinical service exercises ("quotas") and complete the eyelash extension section of the PST.

Notable Changes – PST Guide for Cosmetology, Esthiology, Nail Technology Programs

- All service sections must be performed on a live model with the exception of the chemical texture service sections Relaxer and Permanent Wave. If a mannequin is used for either section, the student must use a human hair mannequin with appropriately textured hair for the service being performed and the appropriate real product.
- Students can use the same model for multiple service sections, but each service section must be administered, timed and graded independently. Tasks under Set Up must be completed for each service section even if the same model is used for more than one service section.
- Mock products are prohibited. If a mannequin is used, the student must use real products appropriate for the service being performed.
- Each service section is separate, independent from other sections and can be offered in any order.
- The Set Up portion of each service section is graded on a pass-fail basis. If a student does not correctly complete any task in Set Up, the entire service section is considered failed and the student must retake that section.
- Automatic Fail Incidents have been expanded.
- NEW service section: Artificial Nail Removal was added as a service section. This service section can be performed on the same model used for Artificial Nail Application or a different model.
- Any passed service section is valid for one year from the date passed. All service sections must be passed within one year of the initial test date or the test must be completely retaken. Previously, passed service sections were valid for 30 days and the entire PST must have been completed within 30 days.

Notable Changes – PST Guide for Eyelash Technology*

- The required number of eyelash extension clinical service exercises (“quotas”) was reduced. Now, students must complete two eyelash extension applications instead of three, and eyelash extension fills are no longer required. Students must also demonstrate chemical removal of eyelash extensions. The new requirements are outlined on page 23 of the PST Guide.
- The number of eyelash extensions required as part of the eyelash extension service section of the PST was also reduced. Now, students must apply 20 eyelash extensions per eye instead of 30.

*As a reminder, the PST Guide for Eyelash Technology is to be used for students in eyelash technology, cosmetology and esthiology training programs.

Practical Skills Test Results Form

The Practical Skills Test Results Form was updated to align with the test updates. Please review the attached updated PST Results Form. The updated form must be used when the updated PST is administered.

Course Completion Certificates

All Course Completion Certificates and the Skills Course Certificate have been updated to align with the test updates. **The updated certificates must be used for any student who takes the updated Practical Skills Test, and for all students as of January 31, 2020.**

Questions

For any questions related to this memo, please contact the Board office at cosmetology@state.mn.us or (651) 201-2742.

Attached: Practical Skill Test Guide, Practical Skills Test Results Form, Course Completion Certificate, License Transfer Course Completion Certificate, Foreign Transfer Course Completion Certificate, Skills Course Certificate