

School Memo

To: Cosmetology Schools, Designated School Managers, School Email List

From: School Liaison Alex Herbert and Chief of Staff Catrina Mairose

Re: Eyelash Technician and Salon Licensing Information

Date: November 16, 2017

Enclosed: Eyelash Practical Skills Test Guide Draft

The Minnesota Board of Cosmetology has several upcoming changes related to eyelash technicians and eyelash technology training requirements. This memo is intended to notify schools and their staff of these changes. We strongly encourage you to distribute this memo to your school staff and any other interested party.

Eyelash Technology Rules Adopted

The expedited rules on eyelash technician licenses (RD4479) have been approved and go into effect on Monday, November 20th. These rules incorporate recent legislative changes to provide for eyelash technician licenses, training requirements, and infection control standards. The new rules will be incorporated into online versions of Chapter 2105 and 2110 early next week at mn.gov/boards/cosmetology/ in the "Laws and Rules" section. Rule books for purchase will include an insert of the changes.

Eyelash Technician Training Requirements

By February 1, 2018, a person who wishes to perform eyelash extensions for compensation and is not licensed as a cosmetologist or esthetician will need an eyelash technician license. Those not eligible for the one-time grandfathering process (described below) will need to follow the standard training and licensing process for eyelash technicians, which includes a 38-hour training in a licensed cosmetology school.

As a licensed cosmetology school, you may be eligible to provide the 38-hour eyelash technician training. Training requirements are as follows:

- 24 hours of preclinical theoretical instruction in structure; function, and disorders of the eye and orbital area; eyelash growth cycles; contraindications and allergic reactions; infection control; eye shapes and eyelash evaluation; product ingredients; health and safety; and laws and rules. Clinical instruction must not begin until the student has completed all theoretical instruction hours.

- 14 hours of clinical instruction in the practical application of eyelash extensions, including client consultation; design; cleansing the eye area; applying eyelash extensions; and removing eyelash extensions.
- Eyelash technician training must not include field trips or guest presenters.

If you wish to provide the eyelash technician training course for licensure, you must submit a [School Curriculum Change Form](#). Any questions may be directed to Alex at Alex.Herbert@state.mn.us.

Note: At this time, there is not a specific requirement to incorporate eyelash extension training and quotas into current or existing cosmetologist or esthetician curriculums. However, the Practical Skills Task Force is currently re-developing the Practical Skills Test and clinical service exercise requirements for cosmetologists and estheticians. It is expected that the Board will require eyelash extension training to be included in cosmetologist and esthetician curriculums in the future.

Infection Control Requirements

The new eyelash technician rules have additional requirements specific to eyelash extension services. Anyone providing eyelash extension services must:

- Clean and disinfect eyelash stands, holders, pallets, and trays before use with each client.
- Clean and disinfect glue pallets and holders before use with each client.
- Store eyelash extensions in a clean, closed container or in the closed original packaging. Eyelash extensions that are removed from the container or original packaging for a service and not used must be disposed of and must not be used for another client. When removing eyelashes from the container or package to portion out for a service, a disinfected scissors, blade, or other tool must be used to snip a portion of a strip. Or, a technician may use a disinfected tweezer to portion out the lashes for each service.

Salon Licensing Changes

The new rules also create a new approach for salon licensing in which salon licenses are not issued by service type (cosmetologist, esthetician, nail technician, eyelash technician). Instead, there will be a single “salon license” type and the services offered in each salon will be based solely on the practitioner license type, rather than on both the salon license type *and* the practitioner license type. This eliminates the requirement for one salon to hold two licenses (e.g. esthetician salon and nail salon licenses) and allows for any salon manager to be the Designated Licensed Salon Manager for any licensed salon. Additional information regarding this change will be sent to practitioners and salons in the coming weeks.

Eyelash Technology Practical Skills Test and Quotas

The Eyelash Subcommittee of the Board’s Practical Skills Task Force is looking for your feedback! The subcommittee has developed a draft of the Eyelash Technology Practical Skills Test and clinical service exercises (“quotas”). The Practical Skills Test and quotas described in the following document would be

required as part of eyelash technician training offered in licensed schools. Please know that this document is not final and is likely to be updated or amended based on feedback.

If you have any feedback or suggestions regarding the test, guide, or quotas, please send them to Catrina.Mairose@state.mn.us no later than Sunday, November 26th at noon. The Eyelash Practical Skills Test and quotas for eyelash technician students are expected to be reviewed at the Board meeting on December 4th. If the Board approves these two items, they will be required for use in all eyelash technician training curriculums.

Note: The Practical Skills Test Task Force is also currently developing updates to the Practical Skills Test for cosmetologists, estheticians, and nail technicians. The cosmetologist and esthetician Practical Skills Tests are likely to include the eyelash technology section. Once developed, the draft requirements will be sent to schools for feedback.

Eyelash Technician Grandfathering

By February 1, 2018, all eyelash extension services must be provided by licensed individuals in licensed salons*. Unlicensed eyelash extension service providers have a unique opportunity to become licensed as Eyelash Technician Operators or Salon Managers through grandfathering. The grandfathering period is open until January 31, 2018. If a complete and accurate application is not received by the Board during that timeframe, a person will not be eligible for grandfathering and would need to take the 38-hour eyelash technician training course described above. A “How to Apply” guide for grandfathering is available [here](#).

If you know someone who may be interested in eyelash technician grandfathering, please direct them to mn.gov/boards/cosmetology to view the “Eyelash Technician Information” section. Currently licensed cosmetologists and estheticians do not need an additional eyelash technician license to perform eyelash extension services.

**This does not include eyelash extension services provided by students in licensed school clinics.*

Any questions or comments regarding this memo can be sent to Alex at Alex.Herbert@state.mn.us.

Eyelash Technology Practical Skills Test Guide

DRAFT

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 was developed by a task force of industry experts with the assistance of Board staff. The test is 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.

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; services performed in the Eyelash PST do not count toward minimum quotas. 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 models and require correct and complete safety and infection control processes.

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.
- 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 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 completes 30 extension per eye and still has time remaining, the student must continue to apply extensions as is reasonable for the model. If a student does not complete the service section, they must stop immediately when the time ends.

Grading Guidelines

General Grading

To pass the test, a student must have 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 makes a mistake in the items for set up or completion, 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; 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 section.

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 a service section for the incidents listed below (A-K). 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.

Automatic Fail Incidents
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. Talked unnecessarily
J. Cheated
K. Violated Minnesota Statute 155A, Rules Chapter 2015, or Rules Chapter 2110

Failing Score

A student can fail the test by receiving 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, they will need a new Results Form.

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.
- 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 and 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
- Quotas, or number of services, 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. You must continue with your application as time allows. 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
Set Up		
Wash hands	Wash hands 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
Service Preparation		
Perform client consultation	Discuss 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
Service: Extension Application and Removal		
Application <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 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 were applied to each eye	3
Removal <i>This removal 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
Completion		
Discard items appropriately	Place items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	P F

Total Points 41
Minimum Passing Score 31