



**MINNESOTA**

BOARD OF COSMETOLOGY

# Practical Skills Test Guide

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**Cosmetology, Esthiology, Nail Technology and  
Eyelash Technology**

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## About the Practical Skills Test

The Practical Skills Test is designed to assess the competency of cosmetology, esthiology, nail technology, and eyelash technology students. It is only offered by schools and skills course providers. This guide provides details on the Practical Skills Test. It 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. Information on the testing process, rules, and grading guidelines is provided below.

The Practical Skills Test for Cosmetology, Esthiology and Nail Technology test is divided into a Hair Care Segment, Skin Care Segment, and Nail Care Segment and has a total of 14 service sections. Each service section has a specific set of criteria and competency measures. Cosmetologists are required to pass the Hair Care Segment, Skin Care Segment, and Nail Care Segment, whereas estheticians and nail technicians are only required to pass their respective segments.

The Practical Skills Test for Eyelash Technology consists of one section including eyelash extension application and removal.

The Practical Skills Test and clinical service exercise requirements were developed by a task force of industry experts with the assistance of Board staff and approved by the Board. The test and clinical service exercises 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).

# Cosmetology, Esthiology and Nail Technology

## Rules of Testing

### **Test Scheduling and Completion**

The Practical Skills Test is scheduled at the will of the provider. Students may not take the exam before completing the following: 1,350 hours for cosmetologists, 500 hours for estheticians, and 315 hours for nail technicians.

The examiner determines the order in which the service sections are administered. 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.

### **General Rules**

- A ratio of at least 1 examiner to 8 students is required to ensure a comprehensive assessment. Schools are encouraged to have at least two examiners per test.
- Examiners may only administer one service section at a time. For example, the examiner may oversee Permanent Wave and Relaxer services simultaneously as both fall under the service category Chemical Texture. The examiner may not oversee services from different categories simultaneously, such as Layered Haircut and a Hair Color service.
- No written materials, handouts, textbooks, or electronic devices may be used by the student.
- Students may only speak to the examiner, unless completing a service task that requires communication between the student and their model. Any other conversation is prohibited and is considered an Automatic Fail Incident.
- Students may not observe each other during the test.
- Proper safety and infection control procedures must be followed and align to requirements set forth by industry standards, manufacturer directions, and the Board.
- Compliance with Minnesota Statutes Chapter 155A and Minnesota Rules Chapter 2105 and 2110 must be demonstrated at all times.

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

- All service sections must be performed on a live model unless noted otherwise within the service section directions. For sections which allow the use of a mannequin, the student must use a human hair mannequin with appropriately textured hair for the service being performed and appropriate real product.
- Students are responsible for finding a suitable model.
- Students can use the same model for multiple service sections, but each service section must be administered, timed and graded independently. All Set Up tasks must be completed for each service section even if the same model is used for more than one service section.
- Models must not be a current cosmetologist, esthetician, nail technician, advanced practice esthetician or barber licensee.
- Students must have supplies and tools prepared for the exam. Lists of suggested tools and supplies are provided within each service section.
- Supplies are to be stored in clean, closed containers, cupboards or drawers, or on a clean cloth towel under a clean drape. Plastic bags are not acceptable storage containers.
- Supplies cannot be shared.

- All supplies must be labeled, either by the student or with manufacturer labels.
- All products must be used according to manufacturer directions.
- Mock products are prohibited. If a mannequin is used, the student must use real product appropriate for the service being performed.

### **Administering the Test**

Each service section is administered, timed and graded independently. To begin each service, the examiner will read the service section directions. Timing for each service section begins after all students have concluded the Set Up portion of the service section.

Once timing starts, students are required to complete the remaining service section tasks in the time specified for the service section. The examiner will give warnings when there are five minutes and one minute remaining. Once a student has completed the service section, they must raise their hand for a final completion check by the examiner. If a student does not complete the service section, they must stop immediately when the time ends.

The examiner determines the order in which the service sections are administered and determines the time between each service section. To begin the next service section, the examiner will read the next section directions. This process repeats until all sections of the test are completed.

### **Grading Guidelines**

#### **General Grading**

Each of the 12 service sections are graded independently and must be passed with a minimum of 75%.

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.

Each task within the Service portion of each service section is assigned a point value, and a student will either receive the full point total or receive zero points; no partial points are given. Any incorrect action within each task line will result in a score of "0" for that task line. For example, discarding items appropriately is the final task of the Facial service section and is worth two points. If a student does not discard all items appropriately, the student will not receive any points for the "discarded items appropriately" task in that service section.

Point values are determined based on the following factors:

- Risk of the task on the health or safety of the client or practitioner.
- Level of technique required to successfully complete the task.
- Ability for the completed task to show comprehension of infection control or technique principles.
- Impact of lost points on the total score for the section – More substantial tasks are assigned higher point values so that if a student fails a substantial task, their overall score will be impacted accordingly.
- Set Up tasks pertain to infection control and client safety and are graded on a pass-fail basis.

#### **Automatic Fail Incidents**

In addition to the points gained and lost per service section, students may fail a service section for the incidents listed below (A-K). For example, if a student re-uses a single-use tool, the student will fail the service section in which a single-use tool was re-used. If the 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 model
B. Injured self and did not follow proper safety procedure
C. Failed to detect allergy or contraindication that would cause significant harm
D. Contaminated unused product
E. Did not wash hands or use hand sanitizer, or replace gloves, when contaminated
F. Used prohibited or unclean item
G. Re-used single-use item
H. Spoke unnecessarily
I. Cheated
J. Failed to complete service
K. Violated Minnesota Statutes Chapter 155A and/or Minnesota Rules Chapter 2105 and/or 2110

#### **Failing Score**

A student can fail a section by scoring below 75% or performing an Automatic Fail Incident. In this case, the student will need to retake that service section. For example, if a student fails “Layered Haircut”, the student will need to retake “Layered Haircut,” but would not need to retake any other service sections that were passed.

Retests are scheduled at the discretion of the school or exam provider. All service sections must be passed within one year of the initial test date or the test must be completely retaken.

#### **Results Form**

Each student will have a Practical Skills Test Results Form (“Results Form”) for each test date. This form requires the examiner to circle the points earned within each line of each service section, note any Automatic Fail Incidents, and calculate the total points earned for each service section.

If a student tests across multiple days, multiple Results Forms must be used. In this case, only the service section tested on that date must be filled in; all other service sections on the form must be stricken or crossed out. If a student passes all services sections in one day, the student will only have one Results Form.

The form must be signed by the student and the examiner upon completion of each testing day. The school is required to keep all original Results Forms in accordance with Minnesota Rule 2110.0670. Results Forms are not to be submitted with the student’s license application unless specifically requested by the Board.

#### **Course Completion Certificate**

Each student will have a Course Completion Certificate to submit to the Board with their license application. This certificate is to be completed once the student has passed all applicable sections of the Practical Skills Test and met their hour and clinical service exercise requirements. The certificate must be reviewed for accuracy, then signed by the student and designated school manager or school owner and properly notarized.

The Course Completion Certificate must contain the following:

- Student information and school information
- Course type and total number of hours completed
- Date the total course was completed
- Total number of Clinical Service Exercises completed (not applicable for Skills Courses)
- Date passed and total score for each PST service section
- Notarized signatures from the student and designated school manager or school owner

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#### **Test Segments**

Each test segment contains service sections which are listed below with directions, time limits, suggested tools and products, and grading criteria. It is up to the student to have the materials necessary to successfully

complete each service section.

## Hair Care Segment

The Hair Care Segment of the test contains four categories: Shampoo, Layered Haircut, Styling, and Chemical Treatments. Each category contains services which are timed and graded. Each service must be administered and timed independently.

### Shampoo

**Directions:** Perform a shampoo service on a model, including a scalp and hair analysis. You must use shampoo and conditioner. The model's hair may be left wet at the end of the service, as a blow dry or style is not included in this section. If you are performing the shampoo service on a model that was used for any other section of the Practical Skills Test, you must still follow all steps outlined in this section, including Set Up steps. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 15 minutes.

<b>Time</b> 15 minutes	<b>Format</b> Model (entire head)
<b>Suggested Tools</b> Cape, towels, neck strip, clips, comb	<b>Products</b> Shampoo, conditioner

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required	P   F
Perform scalp and hair analysis	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis	P   F
<b>Service (timed section)</b>		
Position model at shampoo bowl	Guide model to shampoo bowl; position model at shampoo bowl appropriately; use towel between neck and shampoo bowl; towel remains between model and shampoo bowl throughout shampoo service; new towel(s) used, if necessary	2
Monitor temperature and pressure of water	Monitor water temperature and pressure by placing own wrist or finger in water flow prior to wetting hair; adjust temperature and/or pressure as needed	3
Wet hair	Wet model's hair; protect model's face, ears and neck from water spray; clean up any excess water from work area immediately and safely	2
Apply shampoo	Apply shampoo to cover model's scalp and hair evenly, using correct manipulations; product does not come into contact with model's eyes or face	3

Rinse hair	Rinse hair thoroughly; water or product do not come into contact with model's eyes or face; shampoo is completely rinsed from hair; clean up any excess water from work area immediately and safely	2
Apply conditioner	Apply conditioner evenly throughout model's hair, using appropriate manipulations; product does not come into contact with model's eyes or face	3
Rinse hair	Rinse hair thoroughly; water and product do not come into contact with model's eyes or face; conditioner is completely rinsed from hair; clean up any excess water from work area immediately and safely	2
Position model away from shampoo bowl, remove hair from shampoo bowl, rinse shampoo bowl	Position model away from shampoo bowl; remove all hair from shampoo bowl rinse shampoo bowl thoroughly; clean up any excess water from work area immediately and safely	2
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 21  
**Minimum Passing Score** 16

### Layered Haircut

**Directions:** Perform a layered haircut on a model that removes at least one inch of hair from the entire haircut. You may choose to begin the service on wet or dry hair. Styling products are optional. If you are performing the haircut on a model that was used for any other section of the Practical Skills Test, you must still follow all steps outlined in this section, including Set Up steps. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 30 minutes.

**Time**

30 minutes

**Format**

Model (entire head)

**Suggested Tools**

Towels, spray bottle, hair clips, cape, neck strip, shears, razor, comb, broom and dust pan

**Products**

Styling product (optional)

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Perform scalp and hair analysis	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis	P   F
<b>Service (timed section)</b>		
Section hair	Part model's hair into working sections	1

Create guide	Cut correct type of guide	1
Create partings	Create partings based on density of hair and desired outcome; use well defined and appropriately sized partings throughout haircut	1
Maintain proper elevation	Maintain proper elevation throughout haircut	1
Follow established guidelines	Follow established guidelines throughout haircut	1
Use implements correctly and safely	Use shears and/or razor correctly and safely throughout haircut	2
Remove at least one inch of hair	Remove at least one inch of hair from entire haircut (interior and exterior)	1
Create balanced and blended final contour	Final contour is balanced and blended	10
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
Remove hair from floor	Sweep hair from floor and discard into properly labeled receptacle	2

**Total Points** 22  
**Minimum Passing Score** 17

## Styling

The Styling category of the test contains two sections: Blow Dry Style and Thermal Style. Students must complete both sections. The two sections must be administered, timed and graded independently.

### Service: Blow Dry Style

**Directions:** Use a blow dryer and a brush to complete a blow dry style on a model. You may use a styling brush to create a smooth, beveled under style, or you may use a round brush to create a voluminous style. Your model must begin with wet hair, and you must use at least one styling product. The result should be a completely dry and smooth style. If you are performing the style on the same model that was used for any other section of the Practical Skills Test, you must still follow all steps outlined in this section, including Set Up steps. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 30 minutes.

**Time**

30 minutes

**Format**

Model (entire head)

**Suggested Tools**

Cape, towels, neck strip, blow dryer, styling brush or round brush, clips

**Products**

Styling product

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F

Perform scalp and hair analysis	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis	P   F
<b>Service (timed section)</b>		
Apply styling product	Remove product from container without contamination; apply product appropriately; product matches intended result	2
Section hair	Sectioned hair to be dried and styled	1
Style hair using blow dryer and styling brush or round brush	Create and use subsections systematically throughout service; subsections match size of brush and hair density; if using a styling brush, proper technique is used to achieve a smooth, beveled under style; if using a round brush, proper technique is used to achieve a voluminous style; airflow from blow dryer is directed away from model throughout service	4
Ensure style matches intended result	Hair is smooth from base to ends; final style matches intended result	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
<b>Total Points</b>		14
<b>Minimum Passing Score</b>		11

### Service: Thermal Style

**Directions:** Use a flat iron or a curling iron to complete a thermal style on a model. You may use a flat iron to create a straight style or you may use a curling iron to create a voluminous style. Your model must begin with dry hair, and you must use at least one styling product. The result should be a completely smooth style without indentations or fishhooks. If you are performing the style on a model that was used for any other section of the Practical Skills Test, you must still follow all steps outlined in this section, including Set Up steps. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 30 minutes.

**Time**

30 minutes

**Format**

Model (entire head)

**Suggested Tools**

Cape, towel, neck strip, curling iron or flat iron, heat-proof comb, clips

**Products**

Styling product

Task	Grading Criteria	Point
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and matched desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Perform scalp and hair analysis	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis	P   F

<b>Service (timed section)</b>		
Apply styling product	Remove product from container without contamination; apply product appropriately; product matches intended result	2
Section hair	Section hair to be styled	1
Style hair using flat iron or curling iron	Create and use subsections systematically throughout service; subsections match size of tool and hair density; if using a flat iron, proper technique is used to achieve a smooth and straight style from scalp to ends; if using a curling iron, proper technique is used to achieve a voluminous style from scalp to ends; model's skin is protected from heat as necessary	4
Ensure style matches intended result	Hair is smooth from base to ends; no indentations or fishhooks; final style matches intended result	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
<b>Total Points</b>		<b>14</b>
<b>Minimum Passing Score</b>		<b>11</b>

## Chemical Treatments

The Chemical Treatments category of the test contains two sections: Hair Color and Chemical Texture. Students must complete one service in each section. For Hair Color, students may choose to perform a single-process color or a foil. For Chemical Texture, students may choose to perform a permanent wave or a relaxer. The Hair Color service sections must be performed on a model. Human hair mannequins are permitted for the Chemical Texture service sections if the hair texture of the mannequin is appropriate for the service being performed and if real products appropriate for the service are used. Mock products are prohibited. The Hair Color and Chemical Texture sections must be administered and timed independently.

### Hair Color

#### Service: Foil

**Directions:** Perform a foil service on a model. The test assumes you have performed a patch test on your model prior to the test, according to manufacturer directions. You must apply at least 12 foils to a top and/or side section of your model's head. You may choose to use a lightener product or color product, and the service should result in foiled sections that are distinct from your model's existing hair color. You may use a weave and/or slice technique and any type of parting. The model may start with wet or dry hair, dependent on product manufacturer directions. The model's hair may be left wet at the end of the service, as a blow dry or style is not included in this section.

Timing will begin after all students have concluded Set Up. The only timed portion of this service is Service: Application. Do not start the Service: Application section until directed. When timing begins, you must complete all Service: Application steps within 30 minutes. The last section, Service: Processing and Completion, is untimed.

#### Time

30 minutes

#### Format

Model (top and/or side section of model's hair)

#### Suggested Tools

Bowl, applicator brush, tail comb, plastic clips, foils, towels, timer

#### Suggested Products

Lightener or color product, shampoo, conditioner

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F

Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Complete scalp and hair analysis, complete color consultation	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis; examiner overhears discussion regarding color patch test results and desired result of foil service; student's proposed color formulation is appropriate for intended result	P   F
Prepare lightener or color product	Mix lightener or color product according to manufacturer directions; product is mixed to match desired result	P   F
<b>Service: Application (timed section)</b>		
Section hair	Section hair to isolate a top and/or side section of model's hair to be foiled; secure remaining hair out of the way	1
Apply foils, set timer	Apply at least 12 foils according to manufacturer directions to the sectioned hair using a weave and/or slice technique; foils are applied systematically to match desired result; product is applied neatly and accurately; foils are secured neatly; product remains in secured foil; foils are positioned and/or secured away from model's face and eyes; set timer	10
<b>Service: Processing and Completion</b>		
Process lightener or color, monitor progress	Process lightener or color product according to manufacturer directions; monitor color progression by checking foils periodically	3
Discard product and used single-use items	Discard unused and contaminated product safely; discard all used single-use items in properly labeled receptacle	2
Remove product	Position model at shampoo bowl appropriately; towel is used between model's neck and shampoo bowl throughout shampoo service; new towel(s) used, if necessary; remove foils one at a time; rinse product from hair; shampoo and condition hair (if required per manufacturer directions)	2
Evaluate service result	Final color matches desired result; foiled sections are distinct from surrounding hair; no evidence of product seepage to surrounding hair; no product remains on model's hair or skin	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 25  
**Minimum Passing Score** 19

### Service: Color

**Directions:** Perform a single-process color service on a model. The test assumes you have performed a patch test on your model prior to the test, according to manufacturer directions. You may demonstrate a virgin application or retouch application. The result should be one consistent color from base to ends and should enhance or darken your model's existing hair color. You may use a brush and/or bottle application technique. The model may start with wet or dry hair, dependent on product manufacturer directions. The model's hair may be left wet at the end of the service, as a blow dry or style is not included in this section.

Timing will begin after all students have concluded Set Up. The only timed portion of this service is Service: Application. Do not start the Service: Application section until directed. When timing begins, you must complete all Service: Application steps within 30 minutes. The last section, Service: Processing and Completion, is untimed.

<b>Time</b>	<b>Format</b>
30 minutes	Model (entire head)
<b>Suggested Tools</b>	<b>Suggested Products</b>
Bowl, applicator brush or bottle, tail comb, plastic clips, gloves, towels, timer	Color product, protective product for skin, color stain remover, shampoo, conditioner

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Complete scalp and hair analysis, complete color consultation	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis; examiner overhears discussion regarding color patch test results and desired result of color service; student's proposed color formulation is appropriate for intended result	P   F
Prepare color product	Mix color product according to manufacturer directions; color product is mixed to match desired result	P   F
<b>Service: Application (timed section)</b>		
Section hair	Section model's hair into four quadrants	1
Protect skin	Apply skin protectant to model's entire hairline and ears in a single-service manner	2
Apply color, set timer	Put on gloves if required by manufacturer; apply color to model's hair according to manufacturer directions using ¼ inch to ½ inch subsections; if demonstrating a virgin application, color is applied evenly from base to ends and complete saturation is achieved; if performing a retouch application, color is applied from scalp to line of demarcation, avoiding overlap, and complete saturation is achieved; color is applied systematically to all four quadrants; colored hair is positioned and/or secured away from model's face and eyes; remove excess product from model's skin, as necessary; set timer	8
<b>Service: Processing and Completion</b>		
Process color, monitor color progress	Process color according to manufacturer's directions; monitor color progression by checking color periodically	3
Discard product and used single-use items	Discard unused and contaminated product safely; discard all used single-use items in properly labeled receptacle	2
Remove color	Position model at shampoo bowl appropriately; towel is used between model's neck and shampoo bowl throughout shampoo service; new towel(s) used, if necessary; rinse color from hair; remove any color stains from model's skin with shampoo or color stain remover; shampoo and condition hair (if required per manufacturer directions)	2

Evaluate service result	Final color matches desired result; color result is consistent from base to ends; no color product remains in model's hair or on model's skin	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 25  
**Minimum Passing Score** 19

## Chemical Texture

Human hair mannequins are permitted for the Chemical Texture service sections. If a mannequin is used, the hair texture of the mannequin must be appropriate for the service being performed and real products appropriate for the service must be used. Mock products are prohibited.

### Service: Relaxer

**Directions:** Perform a relaxer service on a model or a mannequin. The test assumes you have performed a strand test on your model or mannequin prior to the test, according to manufacturer directions, and that the hair has been shampooed if required by manufacturer directions. You may demonstrate a virgin application or retouch application and may use a thio relaxer product or a sodium hydroxide relaxer product. The service should result in curl reduction, and the integrity of the hair must be maintained. The model or mannequin may start with wet or dry hair, dependent on product manufacturer directions. The hair may be left wet at the end of the service, as a blow dry or style is not included in this section.

Timing will begin after all students have concluded Set Up. The only timed portion is Service: Virgin Application or Service: Retouch Application. Do not start the Service portion until directed. When timing begins, you must complete all Service steps within 50 minutes. The last section, Service: Processing and Completion, is untimed.

#### Time

50 minutes

#### Format

Model or human hair mannequin (entire head)

#### Suggested Tools

Bowl, applicator brush, hard rubber comb, tail comb, plastic clips, spray bottle, gloves, towels, timer

#### Suggested Products

Relaxer product, protective product for skin, neutralizer, normalizing lotion, shampoo, conditioner

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Complete scalp and hair analysis, complete consultation, complete porosity and elasticity test	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis; examiner overhears discussion regarding the relaxer service, and sees the student perform a porosity and elasticity test	P   F
<b>Service: Virgin Application (timed section)</b>		
Section hair	Section model's hair	1
Protect skin	Apply skin protectant product to model's entire hairline and ears; apply skin protectant to model's scalp if required by manufacturer directions; apply product in a single-service manner	2

Apply relaxer product to mid-strands, smooth hair, set timer	Put on gloves; begin product application on most resistant area on head; use ¼ inch to ½ inch subsections when applying product; apply relaxer product systematically to mid-strands of all sections of model's hair (starting ¼ inch to ½ inch away from base, stopping at porous ends); product does not touch scalp or porous ends of model's hair; using the back of a comb, systematically smooth each section of model's hair; product-covered hair is positioned away from model's face and eyes; remove any excess product from model's skin, as necessary; set timer for processing time recommended by manufacturer	5
Complete relaxer application process, smooth hair, perform strand tests	Following manufacture directions, complete relaxer application process by applying product to entire hairline, including the base and ends of model's hair; using the back of a comb, systematically smooth each section of model's hair, from base to ends; model's hair is completely saturated with relaxer product; remove any excess product from model's skin, as necessary; perform periodic strand tests to monitor processing progression	5
<b>Service: Retouch Application (timed section)</b>		
Section hair	Section model's hair	1
Protect skin, protect previously relaxed hair*	Apply skin protectant product to model's entire hairline and ears; apply skin protectant to model's scalp if required by manufacturer directions; *apply protectant product to previously relaxed hair, from base to previously relaxed hair (if desired, or if required by manufacturer directions); apply product in a single-service manner	2
Apply relaxer product, set timer	Put on gloves; begin product application on most resistant area on head; use ¼ inch to ½ inch subsections when applying product; apply relaxer product systematically to from base to previously relaxed hair, avoiding overlap; product does not touch scalp; product-covered hair is positioned away from model's face and eyes; remove any excess product from model's skin, as necessary; set timer for processing time recommended by manufacturer	6
Smooth hair, complete relaxer application process, perform strand tests	Using the back of a comb, systematically smooth each section of model's hair from base to previously relaxed hair, ensuring complete saturation; remove any excess product from model's skin, as necessary; perform periodic strand tests to monitor processing progression; gently work product down to model's scalp during the last few minutes of processing	4
<b>Service: Completion</b>		
Rinse, neutralize, shampoo/condition hair	Position model at shampoo bowl appropriately; towel is used between model's neck and shampoo bowl throughout service; new towel(s) used, if necessary; rinse model's hair thoroughly to remove all traces of relaxer product; neutralize hair according to manufacturer directions; use timer to monitor neutralizer processing time recommended by manufacturer; shampoo and/or condition hair, according to manufacturer directions	5
Evaluate service result	Curl reduction is apparent throughout model's hair; integrity of hair is maintained	3
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 23  
**Minimum Passing Score** 18

### Service: Permanent Wave

**Directions:** Perform a permanent wave service on a model or a mannequin. The test assumes you have performed a preliminary test curl on your model or mannequin, according to manufacturer directions, and that the hair has been shampooed. The service must result in curl development, and the integrity of the hair must be maintained. You may use perm rods of any size and any perm pattern but must wrap all sections of the hair. The hair may be left wet at the end of the service, as a blow dry or style is not included in this section.

Timing will begin after all students have concluded Set Up. The only timed portion of this service is Service. Do not start the Service section until directed. When timing begins, you must complete all Service: Application steps within 50 minutes. The last section, Service: Processing and Completion, is untimed.

**Time**  
50 minutes

**Format**  
Model or human hair mannequin (entire head)

**Suggested Tools**  
Coil, cotton, hair clips, towels, end wraps, perm rods, picks, plastic cap, plastic tail comb, gloves, spray bottle

**Suggested Products**  
Permanent waving solution, protective product for skin, pre-neutralizing conditioner, neutralizer, shampoo, conditioner

Task	Grading Criteria	Point
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model; towel or neck strip used in accordance with Board guidelines; model remains draped throughout entire service, unless new draping is required and performed	P   F
Complete scalp and hair analysis, complete consultation, complete porosity and elasticity test	Examine model's entire scalp and hair using systematic approach; address any abnormalities or concerns; examiner overhears discussion between the student and the model that pertains to scalp and hair analysis; examiner overhears discussion regarding the permanent wave service, and sees the student perform a porosity and elasticity test	P   F
<b>Service (timed section)</b>		
Section hair, comb hair smooth	Section hair according to selected perm pattern; the width of each section corresponds with the length of the perm rods being used and desired curl; comb hair smooth	1
Wrap perm	Using subsections, wrap hair around perm rods; size of subsections are appropriate for the size of the perm rod; bands are secured smoothly and straight across the rod; end papers are used properly; picks, if used, are used properly and avoid excess tension; perm is wrapped systematically according to selected perm pattern	5
Protect skin	Apply skin protectant product to model's hairline, ears, and scalp in a single-service manner; apply cotton to hairline	2
Apply perm solution, set timer	Put on gloves; saturate hair with perm solution, starting with the most resistant area on head; apply product safely without excess splashing or dripping; completely and evenly saturate each rod with perm solution; cover hair with plastic cap if required by manufacturer directions; replace any cotton or towels that are saturated with perm solution; set timer for processing time recommended by manufacturer	4

<b>Service: Processing and Completion</b>		
Monitor curl development	Monitor curl development according to manufacturer directions; monitor a variety of curls; hair does not become loose or completely unwound from the rods	1
Rinse and blot	Position model at shampoo bowl appropriately; towel is used between model's neck and shampoo bowl throughout service; new towel(s) used, if necessary; rinse model's hair thoroughly; towel-blot each rod to remove excess moisture	3
Neutralize and remove rods	Carefully apply neutralizer to hair according to manufacturer directions; set timer for processing time recommended by manufacturer; safely remove rods and rinse according to manufacturer directions	1
Evaluate service result	Curl development is apparent throughout model's hair; no fishhooks were created; integrity of hair is maintained	3
Discarded items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
<b>Total Points</b>		22
<b>Minimum Passing Score</b>		17

## Skin Care Segment

The Skin Care Segment of the test contains three service sections: Eyebrow Wax, Facial, and Makeup Application. Each service section must be administered, timed, and graded independently.

### Service: Eyebrow Wax

**Directions:** Perform an eyebrow wax on both brows of a model. You may use hard wax or soft wax to perform this service. Use a tweezer to remove any hair the wax could not, if necessary. The final result should be uniform, balanced, and calculated shape. Timing for this section will begin at Service Preparation, after all students have concluded Set Up. Do not start the Service Preparation section until directed. When timing begins, you must complete the remaining steps within 15 minutes.

**Time**

15 minutes

**Format**

Both brows of model

**Suggested Tools**

Towels, headband, clips, wax strips, gloves, disposable spatulas or applicators, tweezer, mascara wand or brow brush, wax pot, cosmetic scissors, hand mirror

**Suggested Products**

Wax (hard or soft), wax removal product, pre-care or post-care products, makeup remover product

<b>Task</b>	<b>Grading Criteria</b>	<b>Points</b>
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Drape model	Drape model appropriately; ensure model's hair is kept off their face using a clean headband, towel or clips; maintain draping throughout service	P   F
Perform client consultation	Perform client consultation; examiner overhears discussion between the student and the model that pertains to the model's skin type and/or skin concerns and possible contraindications; adjust product selection accordingly, if necessary	P   F

Test wax temperature	Test temperature of wax on inside of own wrist; adjust temperature if necessary	P   F
<b>Service Preparation (timed section)</b>		
Put on gloves	Put on clean, disposable gloves; wear gloves for remainder of service	2
Cleanse brow area	Remove makeup, dirt, and oil from brow area; no residue remains on brow area	1
<b>Service (timed section)</b>		
Brush brows	Brush brows with single-use or disinfected implement	1
Apply wax, apply wax strip* <i>*Required with soft wax only</i>	Apply wax to brow in direction of hair growth; wax is confined to brow area with no drips or spills; *apply wax strip in direction of hair growth	3
Remove wax	Holding the surrounding skin taught, quickly remove the wax parallel to the skin and in opposite direction of hair growth, or according to manufacturer's directions	5
Apply pressure	Apply pressure to the waxed area immediately after removal of wax	1
Discard used single-use implements and product	Throughout the service, discard used single-use implements, wax and wax strips in proper receptacle immediately after use	2
Remove excess wax, apply after-care product	Remove all excess wax from skin; apply after care product proportionately	1
Tweeze unwanted hair	Remove any unwanted hair that was not successfully removed by wax with tweezers	1
Ensure final result maintains uniformity, balance, and calculated	Final result demonstrates uniformity, balance, and calculated shape	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
<b>Total Points</b>		<b>24</b>
<b>Minimum Passing Score</b>		<b>18</b>

### Service: Facial

**Directions:** Perform a facial on a model that includes cleansing, a skin analysis, exfoliation, a real or mock manual open comedone extraction, a mask, toning, and moisturizing. Your model may be wearing makeup or be fresh-faced when the service begins. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 45 minutes.

**Time**

45 minutes

**Format**

Face of model

**Suggested Tools**

Towel or drape, magnifying device, towel warmer, steamer, cotton pads, cotton swabs, comedone extractor, mask applicator brush, product palette or bowl

**Products**

Cleanser, toner or astringent, exfoliating product, mask product, moisturizer, massage product

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F

Drape model	Drape model appropriately; ensure model's clothing and hair are not exposed; maintain draping throughout service	P   F
Perform client consultation	Perform client consultation; examiner overhears discussion between the student and the model that pertains to the model's skin type and/or skin concerns, and possible contraindications	P   F
<b>Service (timed section)</b>		
Cleanse skin	Cleanse skin to remove all makeup, dirt, and oil; no product residue left on model's skin	2
Perform skin analysis	Protect model's eyes with eye pads; perform skin analysis with magnifying device; examiner observes the student analyzing model's skin using a magnifying device; adjust product selection accordingly, if necessary	3
Perform basic exfoliation	Use and remove exfoliating product appropriately; no product residue left on model's skin	2
Use a steamer or hot towel to warm and soften skin	If using a hot towel, test temperature of towel on inside of own wrist before applying to model's face; apply towel to model's face leaving the nose and/or mouth uncovered; If using a steamer, steamer is maintained at a safe distance from model's face	2
Put on gloves	Put on clean, disposable gloves	2
Demonstrate real or mock manual open comedone extraction, apply astringent or toner	Position extraction site under magnifying device; demonstrate real or mock manual extraction with fingers and cotton, cotton swabs, or comedone extractor; extractor tool is used safely and correctly throughout extraction procedure, or fingers and cotton/cotton swabs are used to apply pressure systematically and safely to lift and roll skin throughout extraction procedure; apply astringent or toner to extraction area using clean cotton swab or pad; discard single use items in properly labeled receptacle; remove and discard gloves only if no blood or body fluid is present	3
Apply and remove massage product	Apply massage product using constant and systematic manipulations; remove product; no product residue left on model's skin	2
Apply and remove mask	Apply and remove mask; no residue left on model's skin	2
Tone skin	Apply toner or astringent product evenly and appropriately to skin	2
Moisturize skin	Apply moisturizer appropriate for model's skin type	2
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 24  
**Minimum Passing Score** 18

### Service: Makeup Application

Within this section, students are to demonstrate the correct procedure of dispensing and using makeup in a single-service manner. Students must apply all products using either a single-service portion of the product or using a new disposable or disinfected applicator for each contact with the product. If the student does not use the makeup in a single-service manner and/or contaminates the product, this is an Automatic Fail incident and the student must retake this section.

**Directions:** Perform a complete makeup application on a model. Products must be dispensed and used in a single-service manner. Makeup must be applied to a cleansed and moisturized face. Apply a base layer, blush, at least two colors of eye shadow, eyeliner, eyebrow enhancer, mascara, lip liner and lip stick. Timing for this section will begin

at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 30 minutes.

**Time**  
30 minutes

**Format**  
Face of model

**Suggested Tools**  
Towels, headband, clips, single-use or disinfected applicators or tools, pencil sharpeners, hand mirror

**Products**  
Foundation product, concealer, blush, eye shadow (at least two colors), lip liner, eyeliner, eyebrow enhancer, lipstick, mascara, cleanser, moisturizer

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools, including sharpeners, are clean and disinfected, covered, and match desired final result	P   F
Dispense product	Dispense each product into single-serving portions without contamination; stick liners are sharpened with a disinfected sharpener or are prepared according to Board guidelines	P   F
Drape model	Drape model appropriately; ensure model's hair is kept off their face using a clean headband, towel or clips; maintain draping throughout service	P   F
Ensure model's face is cleansed and moisturized	Ensure model's face is cleansed and moisturized prior to beginning service; cleanse and/or moisturize model's skin if necessary	P   F
<b>Service (timed section)</b>		
Apply base layer	Apply foundation and concealer as base layer; coverage is appropriate for model's skin type; product is fully blended into hairline, neck, and jaw; no visible line of demarcation	1
Apply blush	Apply and blend blush to appropriate regions of cheeks	1
Apply eye shadow	Apply at least two colors of eyeshadow to the eyes	2
Apply eyeliner	Apply eyeliner; eyeliner is drawn to enhance lash line	2
Define eyebrows	Use eyebrow enhancer product to balance and define shape	1
Apply mascara	Apply mascara to eyelashes; no mascara left on skin	1
Define lips	Apply lip liner and lip stick to lips within natural lip shape	2
Ensure final result is balanced and blended	Final contour is balanced and blended	2
Discard items appropriately	Place items to be washed and disinfected, or to be disposed of, in properly labeled receptacles	2

**Total Points** 14  
**Minimum Passing Score** 11

## Nail Care Segment

The Nail Care Segment of the test contains three service sections: Manicure, Artificial Nail Application and Artificial Nail Removal. Each service section should be administered, timed and graded independently.

### Service: Manicure

**Directions:** Complete a full manicure on one hand of a model using contrasting lacquer polish. The test assumes the model has polish-free nails. You must shape the nails, massage the hand, and polish the fingernails using a

contrasting lacquer polish. Gel or light-cured polish is not permitted. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 30 minutes.

**Time**  
30 Minutes

**Format**  
1 hand of model (5 nails)

**Suggested Tools**  
Cotton, cotton swabs, nail file, nail clipper, cuticle pusher, cuticle nipper, plastic bag, towel or protective covering for station

**Products**  
Cuticle remover or cream, polish remover, lotion or massage product, base coat polish, contrasting color polish, top coat polish

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Student and model wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
<b>Service (timed section)</b>		
Shape free edge of nails	Clip and/or file free edge of nails using appropriate tool; establish uniform length and shape	4
Apply cuticle product	Apply cuticle softener or remover product safely, proportionally and in a single-service manner	2
Loosen and remove cuticles, remove cuticle product* <i>*Following manufacturer directions, if required</i>	Safely nip and/or push back cuticles; *remove excess cuticle product; no cuticle product remains on model's skin	4
Clean under free edge of nail	Clean under free edge of nails with appropriate professional tool	2
Perform massage, remove product from nail plates	Massage palm, back of hand, and fingers with massage product using continuous contact; remove massage product from nail plates using cleanser product	2
Apply polish, ensure smooth finish	Apply base coat polish, polish, and top coat polish to each nail; remove excess polish from skin using appropriate professional tool; finish is even and smooth	4
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 20  
**Minimum Passing Score** 15

### Service: Artificial Nail Application

**Directions:** Complete an artificial nail service on one hand of a model. You may choose to perform a Sculptured Application or an Overlay with Tips Application using artificial nail product. Artificial nail product does not include gel polish. If you choose to perform a Sculptured Application, you must use two colors of artificial product per nail. If you choose to perform an Overlay with Tips Application, you may use one color of artificial product per nail. The result of each service should be smooth, even, and balanced artificial nails. Timing for this section will begin at Service Preparation, after all students have concluded Set Up. Do not start the Service Preparation section until directed. When timing begins, you must complete the remaining steps within 60 minutes.

**Time**  
60 Minutes

**Format**  
1 hand of model (5 nails)

**Suggested Tools**  
File, buffer, cuticle pusher, cuticle nipper, nail brush, nail clipper, cotton, dappen dishes, nail tips, nail form, lamp

**Suggested Products**  
Nail primer, two colors of artificial product (e.g. pink and white), nail dehydrator, nail cleanser, nail primer, nail adhesive, alcohol product, polish remover

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Student and model wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
<b>Service Preparation (timed section)</b>		
Prepare natural nails	Safely nip and/or push back cuticles; shape free edge of nails; remove shine from nail plates, remove dust from nail plates and cuticles	1
<b>Service: Sculptured Application (timed section)</b>		
Apply nail prep product	Following manufacturer directions, apply nail prep product (ex: cleanser, dehydrator, primer, etc.)	1
Complete sculptured application	Apply nail forms to free edges; nail forms fit snugly under free edges; construct artificial nails using two colors, one for free edges and one for nail plates; all products applied correctly and to nails only; smile line achieved, and product extends free edges	6
File, buff, and shape nails	File, buff, and shape nails safely and without causing harm; create uniform shape and balance; result is smooth	5
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2
<b>Service: Overlay with Tips Application (timed section)</b>		
Adhere nail tips to nail plates	Adhere nail tips to nail plates; skin surrounding nails remains free from adhesive	2
Trim nail tips and shape free edges	Trim nail tips; shape free edges safely	1
Blend nail tips to nail plates	Blend nail tips to nail plates safely and without damaging natural nails; nail tip is flush with natural nail	3
Apply product to nail tips and nail plates	Apply artificial nail product to nail tips and nail plates; product applied correctly and to nails only	3
File, shape, and balance nails	Shape and file nails safely, without causing harm; create uniform shape and balance; result is smooth and beveled	3
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 15  
**Minimum Passing Score** 12

**Service: Artificial Nail Removal**

**Directions:** Demonstrate the safe removal of any artificial nail product from at least five nails on a model. Artificial nail product does not include gel polish. If you are performing the removal service on the same model that was used for the Artificial Nail Application section of the Practical Skills Test, you must still follow all steps outlined in this section, including the Set Up steps. The result of this service should be smooth and unharmed natural nails. Timing for this section will begin at Service, after all students have concluded Set Up. Do not start the Service section until directed. When timing begins, you must complete the remaining steps within 60 minutes.

<b>Time</b> 60 Minutes	<b>Format</b> Hand(s) of model (minimum of 5 nails)
<b>Suggested Tools</b> File, buffer, cuticle pusher, cotton, foil, removal wraps	<b>Suggested Products</b> Artificial nail remover product, skin protectant/barrier cream or lotion, cuticle oil, lotion

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Student and model wash hands to be free of residue and debris	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface is used	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
<b>Service (timed section)</b>		
Apply barrier cream/lotion*, apply artificial nail removal product, soak artificial nail removal product <i>*Following manufacturer directions, if required</i>	If required by manufacturer directions, prepare model's skin by applying skin protectant/barrier cream or lotion to hand(s) and cuticles; saturate cotton in product remover; apply saturated cotton to nail and secure it in place; ensure product remover only covers the nail plate; allow product remover to sit on nails long enough for artificial product to soften	5
Remove artificial product	Safely file, buff, and/or scrape artificial product from model's natural nails using appropriate professional tools; artificial product is removed without prying or causing harm to the model's natural nails	6
Smooth natural nails, apply finishing product	Buff model's natural nails; apply oil and/or lotion to model's nails and hands in a single service manner; massage product into skin	1
Evaluate service result	Artificial product is completely removed from model's nails; model's natural nails are smooth and were not harmed as a result of the removal service	6
Discard items appropriately	Place items to be washed and disinfected, laundered, or to be disposed of in properly labeled receptacles	2

**Total Points** 20  
**Minimum Passing Score** 15

# Eyelash Technology

## **Rules of Testing**

### **Test Scheduling and Completion**

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

- 2 eyelash extension applications with at least 45 extensions per eye, per clinical service exercise
- Chemical removal of eyelash extensions
- 1 eyelash extension service patch test

Note: All clinical service exercises 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 as clinical service exercises.

### **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.
- Proper safety and infection control procedures must be followed and align to requirements set forth by industry standards, manufacturer directions, and the Board.
- Compliance with Minnesota Statutes 155A and Minnesota Rules 2105 and 2110 must be demonstrated at all times.

### **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.

- 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 sections: Set Up, Service Preparation, Service (application and removal), and Completion. The examiner must monitor each section thoroughly and may create a "checkpoint" after each section, such as station set up or service preparation, where the examiner pauses to check student work. Additionally, the examiner must check the final result of the eyelash extension application before the student moves on to extension removal.

The Service Preparation section includes discussion between the model and the student for client consultation and the assessment of the model's 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 required by the manufacturer's directions or discuss the results of the patch test if it was previously given to the model. The student must also discuss any risk of potential adverse reactions and any contraindications.
- For assessing the model's natural lashes and desired outcome, the student must discuss the desired final result including length, thickness, and curl selection.

Only the Service section is timed. To pass the test, the student must complete at least 20 eyelash extensions per eye within 2 hours. All other sections of the test are untimed. The examiner will notify students when the service timing begins and will give 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, the student must score at least 75% and not have any Automatic Fail Incidents.

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 section according to the grading criteria, the student will fail the test.

Each task within the Service Preparation and Service sections are assigned a point value. A student will either receive the full point total or receive zero points for each task; no partial points are given. Any incorrect action within each task line will result in a score of "0" for that task line. For example, cleansing the eye area and preparing the model's natural eyelashes is worth 3 points. Removing all makeup is included in the grading criteria, so if a student fails to remove all makeup, the student will not receive any points for this task line.

Point values are determined by task type:

- Safety and infection control related tasks are assigned 2 points
- Simple technique related tasks are assigned 1 point
- Tasks that relate to both safety and infection control and simple techniques 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 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.	Used tool or product improperly
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 Statutes Chapter 155A and/or Minnesota Rules Chapter 2105 and/or Rules Chapter 2110

### Failing Score

A student can fail the test by scoring below 75% or performing an Automatic Fail Incident. In this case, the student will need to re-take the test. 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 date. A new Results Form must be used for each test day or test attempt. This form requires the examiner to circle the points earned for each item, note any Automatic Fail Incidents, and calculate the total points earned. 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 testing day. The school is required to keep all original Results Forms in accordance with Minnesota Rule 2110.0670. Results Forms are not to be submitted with the student’s application unless specifically requested by the Board.

### Course Completion Certificate

Each student will have a Course Completion Certificate to submit to the Board with their license application. This certificate is to be completed once the student has passed all applicable sections of the Practical Skills Test and met their hour and clinical service exercises requirements. The certificate must be reviewed for accuracy, then signed by the student and designated school manager or school owner and properly notarized.

The Course Completion Certificate must contain the following:

- Student information and school information
- Course type and total number of hours completed
- Date the total course was completed
- Total number of Clinical Service Exercises completed (not applicable for Skills Courses)
- Date passed and total score for each PST service section
- Notarized signatures from the student and designated school manager or school owner

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### Test Procedure

The Eyelash PST is comprised of four sections: Set Up, Service Preparation, Service (application and removal), and Completion. All test sections are listed below with directions, time limits, suggested tools and products, and grading criteria. It is up to the student to have the materials necessary to successfully complete the test.

## Service: Application and Removal of Eyelash Extensions

**Directions:** Perform an eyelash extension service on both eyes of a model. You must complete a minimum of 20 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 or manual means.

**Time**

2 hours for application service; removal service is untimed

**Format**

Face of model (both eyes)

**Suggested Tools**

Eye pads, tweezers, tape, water mister, glue pallet or holder, scissors, fan or air pump, wand or “spoolie”

**Products**

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

Task	Grading Criteria	Points
<b>Set Up</b>		
Wash hands	Wash hands to be free of residue and debris	P   F
Gather and set up tools and products	Tools are clean and disinfected, covered, and match desired final result	P   F
Set up station	Station is clean and safe; station is disinfected or a protective covering for the work surface 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 service accordingly	2
Assess natural eyelashes	Assess model’s natural eyelashes; discuss and determine final 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>The Application sub-section must be completed 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 final result; model's eyes open without difficulty	4
Ensured final result is balanced and appropriate for model	Ensure final result is balanced, matches intended design and eyelashes are correct length, thickness, and curl; a minimum of 20 extensions are applied to each eye	3
<b>Removal</b> <i>The removal sub-section is not timed.</i>		
Remove 4 extensions	Demonstrate proper manual or 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, laundered, or to be disposed of in properly labeled receptacles	P   F

**Total Points**    41  
**Minimum Passing Score**    31