

## EXAMINATION GUIDE Eyelash Extensions

### Exam Time:

- ***The Exam will begin at the time issued on the participant's Exam notification. Lateness will result in disqualification.***
- Once registered, the Exam participant is not permitted to leave the Exam area for any reason without approval from an Examiner. **Photo ID is required for registration (for both participant and model).**
- Failure to follow all directions for each phase could result in disqualification from the Exam.
- Arrangements for an oral Exam must be noted on the participant's Exam application and must be approved by the Executive Director in advance of Exam Day.
- Any special arrangements (such as an interpreter) must be arranged in advance of your Exam with the Executive Director; all out of pocket expenses arising therefrom are the responsibility of the Exam participant.

### Not permitted in the Exam area during the Exam:

- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks
- Reference or paper notes
- Textbooks

Family, friends, and children are not permitted in the testing area(s) for any reason. Any model under the age of 18 must provide parental permission to participate in the examination.

**Note:** It is recommended participants bring snacks/lunch and a drink for break times.

### Model:

- Model must be at least 18 years of age and **cannot** be:
  - ❖ a licensed esthetician
  - ❖ a licensed eyelash technician
  - ❖ a student pursuing a career in esthetics or eyelash extensions
  - ❖ a person employed in a Cosmetology school
- Only one model for the entire practical portion
- Models are required to sign a model release form prior to services
- Mannequin is preferred
- Model must arrive free of any false lashes or make-up around the eyes

- Model must have a patch test 24 to 48 hours prior to examination date for both procedures

### **COVID-19 PROTOCOLS**

**All participants are required to wear a non-medical grade face mask while on the premises, including models.**

#### **As of October 4, 2021:**

- Certain skill area testing requires the removal of a mask (i.e.: esthetics, facials, make-up, etc.). Those models **must be fully vaccinated** (have both doses/injections of one of the recognized vaccines).
- A mask must cover the nose, mouth, and chin and not convey any unacceptable or unprofessional messaging or images.

#### **Professional Appearance and Behavior**

- All participants must present a professional attitude and appearance. Behavior should be professional at all times and participants must always show respect for Examiners (includes models).
- Subdued conversation is expected between the model and the practitioner and all participants should avoid loud interactions. **Participants who cause disruption at the Provincial Exam will be asked to leave the premises and will be marked DNA.**
- Professional attire should be worn (e.g.: college uniform or black pants, white or black top, and appropriate working, comfortable shoes).

#### **Tools:**

- A suggested checklist is provided for each practical phase. **NOTE:** some phases require the same tools. All tools must be clean and disinfected prior to each use during the Exam (if the same tool is used for numerous phases during the practical Exam, the tool must be cleaned and disinfected prior to the next phase). It is recommended to have multiple clean and disinfected tools for working.

**NOTE:** Not all tools may be listed. It is recommended that you go through each phase noted herein to ensure you have everything you require for your practical (include extra tools, supplies, products, etc.).

- Tools and products **must** be professional grade.
- Tools must be pre-disinfected and stored in an appropriate container prior to the practical Exam.
- Exam participants are responsible for service and practical set up and are given 15 minutes upon arrival for set up all of all services prior to the start time.

**Borrowing is not permitted** during the Exam; failure to bring the required tools or supplies will result in failure of the phase the participant is not prepared for.

**SAFETY:** tool bags should be kept away from the practical Exam area, which should be kept neat and tidy during the Exam to avoid hazards (e.g.: tripping over bags).

**NOTE:** examiners will provide an overview for the day, including: COVID-19 protocols, washroom, and smoking area locations, emergency exits (fire escape route) and the emergency muster area outside prior to the start of the Exam(s).

***Although Exam duration times are listed below, the Exam Day scheduled times may vary throughout Exam Day.***

***Exam Schedule***

<b>Exam start time is noted on the exam participant's exam notification.</b>	• Register with model for practical exam
	• Set up for eyelash extension procedures
	• Classic eyelash extension procedure
	• Clean up and break
	• Written exams begin (participants have a maximum of 3 hours to complete written exams)

**Participants will be stopped after each allotted time limit to have their work evaluated.**

**Please review the following information carefully.**

**Practical Exam Phases**

**1. Classic Eyelash application – 150 minutes (2.5 hours)**

Practical marking is based on the following:

- Draping of bed and model
- Examination and cleaning of eye area and lashes
- Priming of natural lashes
- Isolation of bottom lashes
- Properly apply eye patch
- Demonstration of safe taping
- Checking client comfort throughout
- Use of disinfected implements
- Pre and post eyelash extension preparation
- Application of appropriate lash sizes and preparing of adhesive
- Application of lash extensions to each individual lash at 1-3 mm distance from lash line with the correct amount of adhesive
- Ensuring tweezers do not touch the skin

- Creation of same design on each eye
- Clean up and disposal of waste

<b>Time</b>	<b>Objective</b>	<b>Checklist</b>	<b>✓</b>
<b>150 Mins</b>	Demonstrate and complete a full set of classical lash extensions.	Fan Paper or sheet for bed Gloves Headband/headwrap/head covering Eyelashes Adhesive Cleanser, primer, bonder Eye patch Appropriate tape Swabs Tweezers (x2) Disposable mascara wand Labelled container for soiled implements Labelled aseptic container for clean tools Mask (and face shield for participant) and mask for model	

**Written Examination**

- All written Exams are now completed online via the Association’s website (although participants can request to complete a written Exam at the Association office).
- Participants are given a maximum of 3 hours to complete all written tests.
- A laptop or iPad is required (cell phones are not permitted). Loaner computers are available for use, upon request.
- Once registered, Exam participants are not permitted to leave the Exam area for any reason without the permission of an Examiner.
- Exam participants must have a comprehensive understanding of eyelashes, infection control, safety, and the Nova Scotia Cosmetology Association’s By-Laws.
- Participants must bring a black or blue pen; there will be no borrowing or sharing of supplies permitted due to COVID-19.

**Not permitted in the Exam area:**

- Reference or paper notes
- Textbooks
- Cameras, cell phones or other electronic devices (including smart watches)
- Food or drinks

***Failure to follow all directions could result in disqualification from the Exam.***

The written portion of the Exam(s) consist of true or false or multiple-choice questions.

<b>Examination / Area of Testing</b>
Theory
Infection Control (Sanitation & Disinfection/Safety)
Cosmetology Association of Nova Scotia By-Laws

### **Exam Results**

Results are forwarded to participants via regular mail within thirty (30) days following the Exam date. Test results will not be discussed by telephone.

The pass mark for all phases is **70%**. In the event of an Exam failure, the participant must contact the Cosmetology Association of Nova Scotia to schedule a new Exam date in accordance with s. 39 of *Cosmetology Act*, 2012, By-law No. 6, and the Cosmetology Association's Policies.

***Note: A participant may only challenge the Provincial Exams a maximum of three times.***

For general questions regarding Provincial Examinations, please contact the Cosmetology Association of Nova Scotia's Exam Co-ordinator at 902-468-6477, ext. 202.