

Eyelash Extension Specialist Training Program Recognition Curriculum Template



The curriculum template offers a structured framework to assist programs applying for Eyelash Extension Specialist Training Program recognition in designing the program's curriculum, illustrating recommended formats and information to include. It is for demonstration purposes only and should not be copied or distributed.

Course Description

Note: In accordance with 410 IAC 1-8 ("the Eyelash Rule"), the course description should provide a comprehensive overview of the program's course, such as goals and objectives, background information, course content, duration, and format. The program must ensure that the description states training is conducted in person.

Example:

This comprehensive in-person lash course provides an extensive education course designed to prepare aspiring lash technicians who are not licensed estheticians or cosmetologists. The course covers essential lash application techniques, ensuring participants are well-equipped to serve clients effectively. The course requires students to complete a total of 45 hours of in-person training, which includes 15 hours of theory and 30 hours of actual practice. The in-person format allows for direct interaction and personalized instruction. To be recognized as certified eyelash extension specialists, students must complete all 45 hours of training, must demonstrate an ability to perform all techniques listed in the evaluation section on a pass/fail basis through practice on live models, and pass a written exam designed to cover all curriculum topics listed in the evaluation section with a score of 80% or higher.

Course Content

Note: The course content must cover the required topics specified in the [Eyelash Rule](#). Refer to the [Eyelash Rule](#) to ensure all necessary topics are included. Additional course topics can be included beyond those required by the [Eyelash Rule](#). It is recommended that each topic is documented and detailed in the program's curriculum, providing evidence of compliance with the evaluation stipulations of the [Eyelash Rule](#).

**Reference the [Eyelash Rule](#) when creating course content for each topic/subtopic*

Example:

- Proper application techniques for eyelash extensions
 - o Manufacturers' instructions (*Tip: See [Eyelash Rule](#) 410 IAC 1-8-31*)*
- Methods and procedures related to the application of eyelash extensions
- Appropriate sanitization and disinfection (*Tip: See [Eyelash Rule](#) 410 IAC 1-8-29*)*
 - o Reusable Equipment (*Tip: See [Eyelash Rule](#) 410 IAC 1-8-30*)*
- Prevention of cross-contamination
 - o Single use equipment (*Tip: See [Eyelash Rule](#) 410 IAC 1-8-17*)*

Eyelash Extension Specialist Training Program Recognition Curriculum Template



- Handwashing and alcohol-based hand rub (see [Eyelash Rule 410 IAC 1-8-19](#))*
- Personal protective equipment (Tip: See [Eyelash Rule 410 IAC 1-8-20](#))*
- Adhesives
 - Ingredients
 - Contraindications
- Consultations (Tip: See [Eyelash Rule 410 IAC 1-8-13](#))*
 - Conditions:
 - Lack of natural lash hair or very sparse natural lash hairs
 - Alopecia areata
 - Chemotherapy hair loss
 - Mechanically damaged lashes
 - Trichotillomania
 - Poor lash health
 - Allergies to adhesive or adhesive ingredients
 - Eye infection
 - Recent eye procedure or surgery
- Proper safety practices
 - Policies (Tip: See [Eyelash Rule - 410 IAC 1-8-15 Policies](#))*
 - Note: This part of the Eyelash Rule covers glove usage and disinfection and sterilization of contaminated reusable items.
 - Note: The program's course content must address policy requirements outlined in the Eyelash Rule.
 - Illness (Tip: See [Eyelash Rule 410 IAC 1-8-16](#))*
 - Separate Room (Tip: See [Eyelash Rule 410 IAC 1-8-25](#))*
 - Work Environment (Tip: See [Eyelash Rule 410 IAC 1-8-28](#))*
 - Note: This part of the Eyelash Rule covers work environment policies regarding animals, food/drink, and the disinfection of work surfaces.
 - Note: The program's course content must work environment policies outlined in the Rule.

Course Outline and Agenda

Note: The course outline and agenda provided below serves as an example, incorporating the necessary course content topics as required under the evaluation section of the [Eyelash Rule](#). Each program's outline and agenda may vary, including the number of days, daily allocation of theory and demonstration hours, and whether practice is conducted on a live model or mannequin. It is recommended that the daily agenda details the daily content and specifies the hours dedicated to theory and actual practice/demonstration. The program must ensure that the course agenda includes 15 hours of theory and 30 hours of demonstration/practice, totaling 45 training hours.

Eyelash Extension Specialist Training Program Recognition Curriculum Template



Lunch breaks, practicum and written exam hours are separate and do not count toward the 45 required hours.

Example:

Day 1:

- Theory (*x hours ex: 7.5 hours*)
 - o Course introduction and objectives
 - o Background information on the training program
 - o Overview of preparation for eyelash extension techniques
 - Eyelash anatomy
 - Product knowledge
 - Items needed
 - Prepping your client
 - Workplace setup

Day 2:

- Theory (*x hours ex: 3 hours*)
 - o In-depth look at adhesives, their ingredients, and contraindications
 - o Consultation processes for potential clients
 - Eye health conditions and allergies
 - o Proper safety practices
- Demonstration/Practice (*x hours ex: 4.5 hours*)
 - o Creating a map or blueprint for the application procedure
 - o Eyelash isolation

Day 3:

- Theory (*x hours ex: 2.5 hours*)
 - o Review of the previous day's topics
 - o Eyelash removal techniques
- Demonstration/Practice (*x hours ex: 5.5 hours*)
 - o Applying one eyelash extension to one natural eyelash
 - o Application without making contact with the client's skin

Day 4:

- Theory (*x hours ex: 2 hours*)
 - o Review of adhesives and their proper usage
 - o Sanitization and cross-contamination prevention

Eyelash Extension Specialist Training Program Recognition Curriculum Template



- FDA-approved high-level disinfectant use on reusable equipment vs EPA-approved disinfectants for non-porous surfaces and workstations
- Demonstration/Practice (x hours ex: 6 hours)
 - Applying the appropriate amount of eyelash extensions
 - Eyelash application techniques

Day 5:

- Demonstration/Practice (x hours ex: 8 hours)
 - Complete eyelash extension service
 - Utilization of tape during an eyelash extension service

Day 6:

- Demonstration/Practice (x hours ex: 6 hours)
 - Final demonstration of model and mannequin practice
 - Preparation for the practicum
- Practicum Exam (x hours ex: 2 hours)
- Written Exam (x hours ex: 1 hour)

Evaluation

Note: In the evaluation section, the program must describe how student competency of course objectives will be assessed. It is recommended that the program provides specific details on how students will be evaluated on their retention of the material taught. The program must ensure that the written test and practicum comply with the requirements listed in the [Eyelash Rule](#).

Example:

Evaluation consists of a practicum and written exam. Students must complete all required 45 hours of training before taking the practicum and written exams. Failure in any portion of the certification examination necessitates 10 hours of additional education before reattempting the certification examination. Remediations should cover gaps in education indicated by the failed certification examination.

Practicum:

- The practicum will be assessed on a pass/fail basis. Each student must perform an eyelash extension service on a model with an instructor present to ensure the following criteria are met:
 - The ability to create a map or blueprint to plan out the application procedure
 - The ability to apply one eyelash extension to one natural eyelash

Eyelash Extension Specialist Training Program Recognition Curriculum Template



- The ability to apply the eyelash extension and the adhesive without making contact with the client's skin
- The ability to apply the appropriate amount of eyelash extensions in total on a client
- The ability to complete the service of applying eyelash extension from start to finish in the appropriate amount of time including consultation
- The time frame should depend on the lash manufacture and adhesive manufacturer recommendations
- The ability to appropriately utilize tape during an eyelash extension service

Written exam:

- The written portion of the test is designed to incorporate all the topics listed in this section. Individuals must complete a written evaluation of the theory explained and obtain a score of 80% or higher to pass.
 - Proper application techniques for eyelash extensions
 - Methods and procedures related to the application of eyelash extensions
 - Appropriate sanitation and disinfection
 - Prevention of cross-contamination
 - Adhesives (including ingredients and contraindications)
 - Consultation processes for potential clients
 - Proper safety practices

Attendance and Makeup Policy

Note: The attendance and makeup policy must ensure that all trainees complete the required training hours. It is recommended that instructors address situations such as tardiness, absences, and class cancellations, and outline how students can make up missed classes or training time.

Example:

Attendance Requirements: It is recommended that the attendance policy indicates the total required hours and outlines how the program will monitor attendance.

- *Ex: Total Hours: Students must complete 45 hours of in-person training (theory 15 hours, demonstration 30 hours)*
- *Ex: Tracking: Attendance tracked via sign-in/sign-out*

Absences: It is recommended that the attendance policy indicates how many absences the program will allow and how students can make up missed trainings.

- *Ex: Maximum of x absences allowed. Makeup sessions are required*

Eyelash Extension Specialist Training Program Recognition Curriculum Template



Early departure: It is recommended that the attendance policy indicates how the program will handle early departures from training classes.

- *Ex: Early departures are counted as partial absences; full class attendance needed for credit.*

Tardiness: It is recommended that the attendance policy indicates how the program will handle instances of tardiness.

- *Ex: Grace Period: 10-minute grace period; tardiness beyond the 10-minute grace period counts as late.*
 - o *Cumulative: Three tardies equal one absence, requiring make-up time*

Class Cancellations: It is recommended that the attendance policy indicates how the program will handle class cancellations.

- *Ex: Instructor: Rescheduled; no penalty to students*
- *Ex: Weather/Emergency: Rescheduled to meet hour requirements*

Reporting Absences: It is recommended that the attendance policy indicates how students should report absences.

- *Ex: Notification: Inform the instructor 24 hours in advance or ASAP for emergencies*
- *Ex: Documentation: May be required for excused absences (e.g. doctor's note)*

Makeup Sessions: It is recommended that the makeup policy addresses how the program will handle makeup sessions for missed training sessions.

- *Ex: Scheduling: must be completed within two weeks of the missed class*
- *Ex: Completion: Required before the final assessment*

Hiring Policy

Note: The hiring policy must ensure that all instructors in the program meet the qualifications outlined in 410 IAC 1-8-12 of the [Eyelash Rule](#). This includes verifying educational background, relevant certifications, licenses, and professional experiences. Programs are responsible for submitting the necessary certifications to the IDOH Eyelash Extension Specialist Training Program when applying. As dictated by the Eyelash Rule (410 IAC 1-8-12), all professionals instructing eyelash extension certification programs must be either:

- *An eyelash extension specialist certified by an IDOH-recognized certification program with, at minimum, two years of practical experience OR*
- *A licensed cosmetologist or esthetician with at least two years of practical experience in applying eyelash extensions*

As stated in the [Eyelash Extension Certification Program Instructor Exemption Clause](#), individuals certified as eyelash extension specialists prior to Sept. 7, 2022, with five years of practical

Eyelash Extension Specialist Training Program Recognition Curriculum Template



experience, may serve as instructors even though the certification was obtained from a non-IDOH recognized program.

Example:

Our hiring policy for eyelash extension certification program instructors mandates that all candidates possess at least two years of practical experience in applying eyelash extensions and provide verifiable evidence of their training through applicable licenses or certifications. Instructors must maintain up-to-date certifications.