

State of Utah Eyebrow/Eyelash Practical Examination CIB

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CANDIDATE INFORMATION BULLETIN (CIB)

EXAMINATION CONTENT AND IMPORTANT INSTRUCTIONS

Please visit your official examination provider website for the most current bulletin prior to testing.

The State of Utah Eyebrow/Eyelash Theory Examination is a licensure examination for Eyebrow/Eyelash technicians, developed for the State of Utah Department of Professional Licensing (DOPL).

This bulletin contains IMPORTANT INFORMATION regarding the State of Utah Eyebrow/Eyelash Theory Examination content and references.

PLEASE REVIEW ALL INFORMATION CAREFULLY.

For each Practical Examination, there are multiple parts to every Candidate Information Bulletin (CIB):

- **Important Instructions and Examination Content Domain Sections** – This provides information and guidelines related to administration of the Practical examination and information about the scope of content covered in the core sections of the Practical examination.
- **Additional Services** – These provide information about additional sections offered for examination. Check with your State regulatory agency or examination administration vendor to determine which of these sections your State requires as part of their Practical examination.
- **References** – This provides a list of references used to develop and support the content covered in examinations. References will be the same across exam types for each exam.

BE CERTAIN TO REVIEW ALL PARTS OF THIS EXAMINATION CIB CAREFULLY!

IMPORTANT INSTRUCTIONS

General

- Practical examinations are designed to assess candidates' ability to perform tasks expected to be performed while working as a licensed professional. The tasks a candidate will be asked to perform are those that frequently occur on-the-job and that are important to safe and proficient performance. Though the tasks are performed in an artificial testing session, efforts are made to make the tasks seem realistic and to closely mimic actual conditions. Candidates are expected to conduct themselves as if they were performing these tasks in actual scenarios.

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination. *Picture ID is required for re-entry into the examination.*
- All examinations are administered in a testing environment.
- Candidates are evaluated at all times. Continue working until the entire section is complete or time has elapsed.

Supplies

Candidates are required to bring a supply kit for their own use.

- It is the candidate's responsibility to make certain they have a sufficient quantity of supplies that have been properly cleaned and disinfected and that implements are in proper working order.
- The kit will be used during the examination as dry storage and is considered part of the work area. The kit must be kept closed except when removing materials for a particular service.
- Candidates may remove items, supplies, etc., from the kit at any time, however *nothing* may be returned to the kit.
- EPA registered, disinfectant wipes that demonstrate bactericidal, fungicidal, and virucidal properties must be used. SPRAY DISINFECTANT (MUST USE DISINFECTING WIPES) AND AEROSOL SPRAYS ARE NOT ALLOWED IN THE TESTING ENVIRONMENT.
- **All supplies must be labeled in English.** When an original manufacturer's label is required, there can be NO handwritten or any other type of labeling. Original manufacturers' labels must have English and may also include other languages. All non-manufacturer-created labels must be only in English.
- Original manufacturer's labels are *required* for all disinfectants and hand-sanitizers.
- Simulated products are not allowed for disinfectants and hand sanitizers.
- Candidates are to perform all tasks, utilizing products and supplies, as they were taught. There is however, a section titled "Suggested Examination Supplies" provided for each section of the examination. Suggested Supplies can be found after the "Content Domains" section of this bulletin.

Standardized Administration

Due to standardization of the examinations, proctors and examiners are required to adhere to the following standards:

- The verbal instructions will be read twice for each section of the examination.
- With the exception of verbal instructions or an emergency situation, the proctors and/or examination administration personnel are not allowed to communicate with other testing candidates.
- Candidates requesting information during the examination will be told one of the following statements:

- “Do the best you can with what you have available.”
 - “Do as you were taught.”
- If a candidate experiences an emergency situation, they may notify the proctor by raising their hand.
- Candidates will be given time to set up the universal (also known as general) supplies they will use throughout the examination.
 - Each section of the examination has a maximum time allowance, with the exception of those specified as untimed sections.
 - Once a candidate has completed all tasks in the section, they need to step back to indicate they have finished. In the event that all candidates complete a section before the time has elapsed, the examiners will proceed to the next section of the examination. When the timer goes off, all candidates must stop working and step back IMMEDIATELY.

Prohibited Items

- The following provides examples of materials and actions that are prohibited in the examination room during the examination administration:
 - Possession of cellular phones, watches (of any kind), pagers, tablets, computers, projectors, cameras, or any other electronic or recording devices, printed materials, or handwritten notes.
 - Purses, bags, coats, hats, and any other personal items not directly needed to complete the examination, are not allowed.
- Communicating to other candidates or any examiner.
- Exhibiting disruptive behavior. The above referenced items or actions are not an exhaustive list.

Failure to comply with any of these conditions or exhibiting ANY behavior that suggests an effort to cheat will result in immediate dismissal from the examination and the candidates' actions reported to the proper authorities.

Safety

- During all phases of the examination, candidates must follow all appropriate public protection and infection control procedures and maintain a safe work area.
 - In the event of a blood exposure incident, candidates will be expected to follow proper blood exposure procedures.
- Failure to do so may result in dismissal from the examination.
- Be sure to contact the examination provider or State to obtain the most current version of, and any addenda to blood exposure procedures.
- If a candidate does not follow infection control procedures or allows the work area to become and remain unsafe, the result may be a failing score for the examination and could result in removal from the testing area.
- If a candidate experiences any unsafe conditions, they need to address it immediately.

Model or Mannequin Requirements

Please refer to your state specific guidelines for model and mannequin requirements. If your state requires that you use a mannequin head(s) :

- Candidates who are required to use a mannequin head(s) are responsible for coming prepared for the examination.
- Mannequin heads that are premarked or presectioned are not allowed for any part of the practical examination.
- Mannequin heads must be approved by the examination state/vendor prior to admittance into examination.

Special Attention

The following information is vital and specific to the Eyebrow/Eyelash Practical Examination:

- Candidates will be evaluated on proper designation of disposed materials. . Candidates are *required* to bring and use the following supplies for the appropriate disposal of materials:
 - Container labeled 'To be disinfected'
 - Container labeled 'Soiled linens'
 - Container labeled 'Trash'
- It is specified that there is more than one client set up required during this examination. A new client is introduced and must be prepared for during the course of the examination (see Eyebrow/Eyelash Practical Examination Content Domains Sections).
- Candidates are expected to brace any time they are working around the eye and mouth areas.
- Candidates are not allowed to label products as single-use items.
- Use of single-use products may result in a failing score for the examination.

EYEBROW EYELASH PRACTICAL EXAMINATION CONTENT OUTLINE

Core Domain Sections

The scope of the Eyebrow Eyelash Practical Examination includes 10 (ten) Core Domain Sections. The Core Domain Sections are based on the national job analysis.

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (15 minutes)
2. TAPING EYES (10 minutes)
3. CLASSIC EYELASH APPLICATION (20 minutes)
4. EYELASH EXTENSION REMOVAL (15 minutes)
5. WORK AREA PREPARATION AND SET UP OF SUPPLIES (15 minutes)
6. EYELASH LIFTING (10 minutes)
7. Eyebrow Lamination (10 minutes)
8. EYEBROW TINTING (10 minutes)
9. BLOOD EXPOSURE PROCEDURE (10 minutes)
10. CANDIDATE CLEANUP AND FINAL SUMMARY

Domain Details

The following outlines the scope of content covered by the Eyebrow Eyelash Practical Examination.

1. WORK AREA PREPARATION AND SET UP OF SUPPLIES (10 minutes)

Candidate is directed to the station and should do nothing. Proctor – Verbal Instructions: Read to all candidates:

“You will prepare your WORK AREA for your client.

Please do not introduce your client until instructed to do so.

You will set up the universal supplies you will use throughout the examination.

You will also set up the supplies for the following sections of the examination-

- Taping

- Eyelash Extension Application

- Eyelash Removal

You will prepare your client for services.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

- **Candidates will be evaluated on the following tasks:**
- **1.1 Disinfects all work areas completely with product labeled with manufacturer's label in English as EPA-registered disinfectant that is bactericidal, virucidal, and fungicidal**
- **1.2 Sanitizes hands**
- **1.3 Universal products are labeled in English**
- **1.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor - Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor - Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

2. TAPING EYES (10 minutes)

Proctor - Verbal Instructions: Read to all candidates:

"You will cleanse and then tape the bottom lashes of both eyes.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **2.1 Taping products labeled in English**
- **2.2 Implements and supplies are visibly clean**
- **2.3 Cleanses lashes with eyelash cleanser**
- **2.4 Rinses with distilled water and pats eye dry with paper towel**
- **2.5 Brush and dry with fan**
- **2.6 Applies eye pad to model's face, around both eyes**
- **2.7 Tapes pad with at least two strips of surgical tape to bottom eyelash, crossed at center of lash line**
- **2.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

3. CLASSIC EYELASH APPLICATION (20 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will apply Classic Eyelashes to both eyes.

You will map four different lengths of eyelashes.

You will apply at least one eyelash per section.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 20 minutes to complete this section.

You will be informed when you have 10 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **3.1 Application products labeled in English**
- **3.2 Implements and supplies are visibly clean**
- **3.3 Maps lash pattern guide onto gel pad**
- **3.4 Dispenses glue onto disposable adhesive holder**
- **3.5 Isolates natural lash**
- **3.6 Applies appropriate amount of adhesive onto extension**
- **3.7 Attaches lashes in correct area**
- **3.8 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before the timing has elapsed:

"All candidates have indicated they have completed this section of the examination. Please do nothing until the next verbal instructions are given."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working. Please do nothing until the next verbal instructions are given."

4. EYELASH EXTENSION REMOVAL (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will remove the Eyelash Extensions you just applied from one eye.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **4.1 Eyelash removal products are labeled in English**
- **4.2 Implements and supplies are visibly clean**
- **4.3 Dispenses remover onto disposable adhesive holder**
- **4.4 Adhesive remover applied**
- **4.5 Lashes removed with disposable applicators**
- **4.6 Removes eye pad and tape from both eyes**
- **4.7 Cleanses lashes with eyelash cleanser**
- **4.8 Rinses with distilled water and pats eye dry with paper towel**
- **4.9 Brush and dry with fan**

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 5 minutes to complete this section.

You will be informed when you have 2 minutes remaining.

Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

Candidates will be evaluated on the following tasks:

- **4.11 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

5. WORK AREA PREPARATION AND SET UP OF SUPPLIES (15 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will prepare your work area for a NEW client.

You will set up the universal supplies you will use for the remainder of the examination.

You will also set up the supplies for the following sections of the examination-

- Eyelash Lift

- Eyebrow Lamination

- Eyebrow Tinting.

You will prepare your client for the services.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 15 minutes to complete this section.

You will be informed when you have 8 minutes remaining.

Do not demonstrate any procedures until the verbal instructions are given and you are instructed to begin.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **5.1 Disinfects all work areas completely with product that is EPA-registered disinfectant that is virucidal, bactericidal, and fungicidal**
- **5.2 Sanitizes hands**
- **5.3 Universal products are labeled in English**
- **5.4 Items to be disinfected, soiled linens, and trash are disposed of in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

6. EYELASH LIFTING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

(Mannequin Head MUST have upper lashes)

“You will perform an Eyelash Lift on one eye.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

Candidates will be evaluated on the following tasks:

- **6.1 Eyelash lift products are labeled in English**
- **6.2 Implements and supplies are visibly clean**
- **6.3 Cleanses lashes with eyelash cleanser**
- **6.4 Rinses with distilled water and pats eye dry with paper towel**
- **6.5 Brush and dry with fan**
- **6.6 Applies eye pad to model’s face, around one eye**
- **6.7 Lash lift adhesive dispensed onto product tray**
- **6.8 Applies lash lift adhesive to the back of shields with disposable applicator**
- **6.9 Shields placed close to the lash line without touching the lashes**
- **6.10 Lash lift adhesive applied to 1/3 of the front of shield**
- **6.11 Uses separation tool or Y comb to simulate straightening lashes onto the shield**
- **6.12 Lifting solution dispensed into product tray**
- **6.13 Lifting solution applied**

- 6.14 Lifting solution removed after processing time
- 6.15 Neutralizing solution dispensed into product tray
- 6.16 Neutralizing solution applied
- 6.17 Neutralizing solution removed after processing time
- 6.18 Lashes released from shield, using damp disposable applicator
- 6.19 Shield removed from eyelid and eyelid wiped clean
- 6.20 Eyelids brushed and dried with fan

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

Proctor – Verbal Instructions: Read to all candidates:

“You will breakdown your work area and dispose of supplies used in the previous sections of the examination.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 5 minutes to complete this section.

You will be informed when you have 2 minutes remaining.

Do not set up or perform any services until the verbal instructions have been given and you are instructed to begin.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

Candidates will be evaluated on the following tasks:

- 6.21 Places items to be disinfected, soiled linens, and trash in correct containers throughout section

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

"All candidates have indicated they have completed this section of the examination, we will now proceed."

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

"Please stop working."

7. Eyebrow Lamination (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

"You will perform an Eyebrow Lamination.

You will demonstrate Eyebrow Lamination to one eyebrow.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin."

Candidates will be evaluated on the following tasks:

- **7.1 Eyebrow lamination products are labeled in English**
- **7.2 Implements and supplies are visibly clean**
- **7.3 Eyebrow cleaned with cleanser and cotton pads or gauze**
- **7.4 Lifting solution dispensed into single-use product tray**
- **7.5 Applies lifting solution to the eyebrow**
- **7.6 Eyebrows straightening simulated, using brush or another straightening tool**
- **7.7 Lifting solution removed with cotton pads or gauze after processing time**
- **7.8 Neutralizing solution applied**
- **7.9 Neutralizing solution removed with cotton pads or gauze after processing time**
- **7.10 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read to all candidates once examiners have completed assessment for this section:

“All examiners have indicated they are ready to proceed.”

8. EYEBROW TINTING (10 minutes)

Proctor – Verbal Instructions: Read to all candidates:

“You will perform Eyebrow Tinting.

You will demonstrate Eyebrow Tinting to the other eyebrow.

You will be expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Turn the head to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

Candidates will be evaluated on the following tasks:

- **8.1 Eyebrow tinting products are labeled in English**
- **8.2 Implements and supplies are visibly clean**
- **8.3 Candidate wears gloves**
- **8.4 Barrier cream dispensed into product tray**
- **8.5 Tint and developer dispensed into product tray and mixed**
- **8.6 Applies barrier cream to skin around eyebrow**
- **8.7 Tint applied to eyebrow**
- **8.8 Tint removed with cotton pads or gauze after processing time**
- **8.9 Places items to be disinfected, soiled linens, and trash in correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

9. BLOOD EXPOSURE PROCEDURE (10 minutes)

Proctor – Verbal Instructions: Read to all candidates: You will demonstrate the blood exposure procedure. You will imagine the following scenario:

“During a service, your client has sustained a minor cut to the forehead. The injury is such that you can continue with the service. You have not come in contact with the blood and your work area has not been contaminated. You are expected to demonstrate the proper procedure for a blood exposure.

You are expected to follow all client protection, safety and infection control procedures.

You will have 10 minutes to complete this section.

You will be informed when you have 5 minutes remaining.

Step back to indicate you have finished.

(1) The instructions will be repeated.

(2) You may begin.”

Candidates will be evaluated on the following tasks:

- **9.1 Blood exposure supplies are labeled in English**
- **9.2 Removes materials from the first aid kit**
- **9.3 Supplies and materials are visibly clean**
- **9.4 Candidate wears gloves**
- **9.5 Cleans injured area with antiseptic**
- **9.6 Covers with dressing that is absorbent and secured**
- **9.7 Maintains drape throughout section**
- **9.8 Disposes of all contaminated supplies in the correct containers throughout section**

Proctor – Verbal Instructions: Read if all candidates have stepped back to indicate they have completed the section before timing has elapsed:

“All candidates have indicated they have completed this section of the examination, we will now proceed.”

Proctor – Verbal Instructions: Read if the timer goes off before all candidates have stepped back:

“Please stop working.”

10. CANDIDATE CLEANUP AND FINAL SUMMARY

Proctor – Verbal Instructions: Read to all candidates at the conclusion of the examination:

“All examiners have indicated they have completed their assessment.

Make sure that all kit supplies and disposable materials are taken with you.

This concludes the State of Utah Eyebrow and Eyelash Practical Examination.

Thank you for your participation.”

SUGGESTED EXAMINATION SUPPLIES

Suggested supply list:

- This is a list of suggested supplies for the practical examination.
- Candidates are responsible for bringing all needed materials, even if not included on this list.
- Tools must be in good working order.

Information related to labeling of supplies:

- ALL supplies must be labeled in English
- No other languages can be present unless an original manufacturer's label is present in English
- All other created labels must be only English

Suggested Supplies

- * Adhesive
- * Application Tweezers
- * Barrier Cream
- * Cotton Pads
- * Disposable Adhesive Holder
- * Disposable Mascara Brushes
- * Eye Pads
- * Eyebrow Processing Solution
- * Eyebrow Tint
- * Eyelash Lift Adhesive
- * Eyelash Lifting Rods
- * Fine Tip Pen or Felt-Tip Marker
- * First Aid Kit
- * Foam Lash Shampoo/Cleanser
- * Gloves
- * Isolation Tweezer

Suggested Supplies

- * Lash Remover
 - * Lash Tape
 - * Lifting (Processing) Lotion
 - * Lint-Free Applicator
 - * Magnifying Eyeglasses
 - * Mannequin Head (MUST Have Upper Lashes)
 - * Mini-Fan
 - * Neutralizing (Setting) Lotion
 - * Paper Towel Roll
 - * Product Tray
 - * Squeeze Bottle with Distilled Water
 - * Tile with Mixed-Length Eyelashes (any Diameter Size 0 12–0 18)
 - * Tint Applicator (e g , Brush)
 - * Tint Developer
 - * Under-Eye Pads
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REFERENCES

This list provides the references used to develop and support the content covered in the examinations. References will be the same across exam types for each exam. Candidates are responsible for using these most updated versions of references, as these editions were used to reference exam material.

Standard

Milady Standard Esthetics Fundamentals + Foundations

Copyrighted Foundations 2020

12th Edition

ISBN: 9780357263792

Milady www.Milady.com

Contact: Info@Milady.com;

Milady Advanced Services Eyelashes

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1st Edition

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Supplemental

Milady Standard Advanced Esthetics

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