

**Eyelash
Extension
Application
Classic Book 1a
Elite Eyelash Extensions**

Elite eyelash
extensions

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www.eliteeyelashextensions.co.uk

This Eyelash Extension Application Classic Book 1a Learning Support Guide (Version 2.0)
has been written solely by Master Lash Stylist Julie Knight.

All images and illustrations have been created by or on behalf of Julie Knight.

First available in 2012 by JK Beauty Limited, originally trading as the Eye by i Academy
and then Elite Eyelash Extensions since 2017.

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This book is not intended to be used as a standalone training tool.

It does not act as a substitute for professional training with an accredited provider.

Welcome from Julie Knight

A very warm welcome to your Individual (Classic) Eyelash Extension Application course with Elite Eyelash Extensions.

This is an intensive course that's purposefully in 3 parts as it's designed to structure your learning and development.

On successful completion of this course, you will achieve your Classic Eyelash Extension Application Certificate and earn Continuous Professional Development Points (CPD). This is a structured approach to learning that recognises knowledge, skills and practical experience, thereby ensuring competence to practice. You may then obtain the necessary insurance that enables you to offer this craved treatment to your clients.

The Academy offers ongoing advisory support even after certification as you are encouraged to continually reflect on your performance to keep learning and bettering yourself. Keeping in touch and networking with colleagues and professional support bodies will help raise and achieve the high standards demanded of our industry. This is expected from our clients who deserve a safe, professional and impeccable service on every occasion from specially trained, confident and competent technicians who work hard and strive to be the best.

This Learning Support Guide is the 1st of 3 course books. They form part of your suite of learning materials and should be used the online video content that will help to illustrate the theory and practical elements.

This 1st book explains how your course is structured. Work through each book in turn and study all three before attending your part 2 session with your tutor. If you have any queries, please contact Julie who will be only too happy to help you.

Welcome to the first step of your lifelong lash learning.

Thank you for choosing to develop your professional knowledge and skills with Julie at Elite Eyelash Extensions Training Academy.

Julie Knight

Master Lash Stylist and Trainer
Principal of Elite Eyelash Extensions
Director of JK Beauty Ltd

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1. *Course Outline*

This course is in 3 parts to structure your learning. Each part must be completed before starting the next.

Part 1 Pre reading and practice

Allow at least 30 hours to complete this stage at times to suit you:

- 18 hours to study the 3 Learning Support Guides (Books 1a, b and c)
- 2 hours to complete the 2 exercises in Learning Support Guide book 1b
- 3 hours to study your online videos
- 2 hours to complete your knowledge Check (at least 7 days before Part 2)
- 3 hours to practice isolating training lashes
- 2 hours to practice picking up lash extensions

Part 2 One day session covering theory and practice with your tutor

- An intensive 9 hour session on a specified date

Part 3 Consolidate your learning and develop your skills

Allow up to 30 hours at times to suit you:

- Complete 5 case studies within 8 weeks of your Part 2 session
- Submit photographs and a self-reflection for each Case Study for assessment as they are completed
- Receive feedback after each Case Study to be used to refine the next one
- On successful completion of your 5th case study and Behind the Mask* training, you will earn your certification

Applying lash extensions requires significant knowledge and skill. This comes with study, practice and reflection, along with lots of energy, patience and an absolute determination to succeed!

*See Chapter 7

2. *Course Objectives*

Following Part 1

- You will have studied your Learning Support Guides and supporting Videos
- You will have completed your 2 exercises in Book 1b
- You will have tested your theoretical knowledge
- You will know how to isolate a lash
- You will have practiced isolating training lashes to develop skill and confidence
- You will have practiced picking up and controlling extensions in your tweezers

Following Part 2

- You will be able to explain the theory of eyelash extension application
- You will be able to explain the theory of eyelash extension removal
- You will be able to perform a consultation, recognise contra-indications, perform a patch test, recognise and deal with contra-actions, and give aftercare advice
- You will competently apply extensions on lashes attached to a training head
- You will competently remove extensions on lashes attached to a training head
- You will competently apply extensions on a model
- You will competently remove extensions on a model
- You will know the relevant legislation and professional codes of practice relevant to eyelash extension application
- You will develop competence to be able to complete 5 Case Studies

Following Part 3

- You will have completed 5 case studies in turn to demonstrate both your understanding and competence in eyelash extension application within 8 weeks of your Part 2 session.
- You will have taken your tutors feedback into account on assessment of suitable case study photographs and self-reflections before your next case study.
- You will have more awareness on spotting the signs that a client or colleague may be experiencing domestic abuse and how you can help in the best way.
- You will have achieved your certificated qualification to practice.

Congratulations!

3. Learning Activities for Part 1.

a. Practice isolating training lashes

You should spend at least 3 hours working on this task

Before Part 2 with your tutor, practice isolating an individual lash on training lashes using fine pointed tweezers in your non-dominant hand.

Use your left hand if you're right handed. Use your right hand if you are left handed.

The aim of this task is to develop your skills and build your confidence by practicing before Part 2. You will confidently apply more eyelash extensions on your model if you work hard on this task.

These 3 hours are best divided into much smaller time periods.

You will receive the following to help you with this task

- A pair of pointed 'I' style tweezers
- A training eyelash strip
- Strips of micropore tape

You will need

- A flat surface like a light coloured tile or coaster to place the training lashes on

Preparing your 'training lashes'

- Place the training lash strip onto the tile or coaster
- Place the tape over the seam of the lash strip to hold them in place

Step by step guide to isolating one lash in readiness for treatment

- Hold the tweezers in your non-dominant hand, about 2.5cms away from the tips. See the way they are being held in the picture. The index and middle finger is also resting on the side of the tweezers. This gives you more control of them and it will be a more comfortable grip.



- Rest your wrist and the side of your hand on a table or flat surface for support, with the tile or coaster immediately in front of you as shown here.



- Push the tweezers to close their tips. Then touch the lashes close to the seam of the lash strip as shown here as this represents the lash line on the margin of the eyelid.



- **Gently open tweezers a little, just as you touch the lashes.** One lash may be isolated inside the tweezer tips as shown here. You may need to try several times before it happens but it comes with practice.



- Once you have a lash between them, open the tweezers a little wider by releasing the tension on them.
- Rest the tweezers tips on the tile for support. The tweezers should be at a 45 degree angle to the tile as shown here.

Then practice, then practice and practice! It gets easier if you practice and stay patient. If you can master this, isolating natural lashes on a real person much easier and you will be shown ways to make this even easier during Part 2.

b. Practice picking up and holding lash extensions

You should spend at least 1 hour working on this task

Practice picking up and holding lash extensions with tweezers in your dominant hand. This task aims to develop your skills and build your confidence by practicing before your Part 2. You will be more proficient and confident when applying extensions on your model.

You will receive the following to help you with this task

- A pair of fine pointed tweezers
- A strip of eyelash extensions with over 200-250 extensions on it

You will need

- A flat surface like a light coloured tile or coaster to place your lash extensions on

Practice picking up the lash extensions from their strip

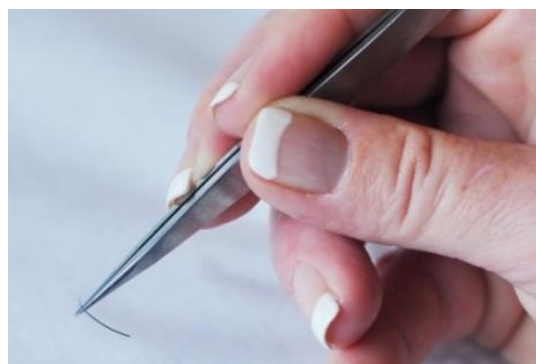
- Using your tweezers, pick up an extension about a **third** of the way down from its tapered tip. If you're right handed, you usually take from the right hand side. If you're left handed, then the left side.



- Lift it gently towards you. It'll lift easily that way.

Aim to lift it from the strip so it's at a 'right angle' (90°) in the tweezers tips as shown here.

This position / angle is important as it'll help you to apply them more easily.



- Apply a little pressure or tension on the tweezers to hold it in the tips without dropping it or losing its position.

Practice squeezing and releasing the pressure whilst holding an extension so you get to know your tweezers.

c. Knowledge Check

You are required to complete this Knowledge Check and submit it to your tutor at least a week before the second stage of your course. The pass mark is 70%.

You should spend up to 2 hours on this task. All the answers are available in your Learning Support Guides.

1. The lifespan of your lash extension treatment can depend on 3 factors as listed.

Name 2 things that you need to consider for each point.

1. Answer

i. Quality of your application

ii. Quality of your products and how they're used

iii. Aftercare

6 marks

2. Your hair follows a growth cycle that is categorised in three phases.

Name them and describe what they are.

2. Answer

6 marks

3. Why is it important to use the best extension in terms of length, thickness and curl?

3. Answer

5 marks

4. As a guide, what's the maximum that you can extend a natural lash by and why?

4. Answer

3 marks

5. Your client has round eyes. Where would you place the longest lash lengths and what curls would you consider using and why?

5. Answer

3 marks

6. Your client asks for very thick, long and curly lashes for a glamorous look. What do you consider when choosing the best lash extensions for them?

6. Answer

3 marks

7. What is the purpose of your client consultation? List the 5 key reasons.

7. Answer

5 marks

8. Name 5 contra-indications that may prevent an offer of treatment **and** why this would be.

8. Answer

10 marks

9. You are performing a patch test on a new client. What are the **3 main points** you should advise them about?

9. Answer

6 marks

10. Your client has advised that they think they are having a reaction (contra-action) to your treatment. What would you do?

10. Answer

3 marks

11. What effect does high **and** low humidity have on your adhesive **and** why?

11. Answer

High humidity

Low humidity

6 marks

12. Name **3 things** that you can try to reduce high humidity conditions and 3 things you can attempt when it's too low.

12. Answer

High humidity

Low humidity

6 marks

13. What must you do if your adhesive enters your client's eye?

13. Answer

3 marks

14. How much of the lash extension should be dipped into your adhesive and why?

14. Answer

3 marks

15. How can you work to prevent your client having an Ocular Cardiac Reflex?

15. Answer

3 marks

16. You have applied eye pads to protect the lower lashes for treatment. When your client's eyes are closed, their lashes are resting on the pads. What can you do?

16. Answer

3 marks

17. This is a 3 part question about Lash mapping as below.

17. Answer

a. What is 'lash mapping'?

b. How do you do it?

c. Why is it important?

6 marks

18. You should advise your clients on how best to care for their lash extensions after treatment. Describe **5** things they should do **and** why they should do them.

18. Answer

10 marks

19. At the end of your treatment, you comb your client's lashes. Quite a few extensions brush off easily. Why would this happen?

19. Answer

4 marks

20. Describe how you would remove your clients lash extensions for the following circumstances.

20. Answer

a) you want to remove 1 only during treatment

b) you need to remove all the extensions

6 marks

Student total

100 marks available

Pass mark 70% (70 out of 100)

4. Course Timetable for Part 2

9am	Welcome and registration	
9.05am	Theory revision session covering	
	<ul style="list-style-type: none"> ▪ Eyelash extensions ▪ Longevity ▪ About the eye ▪ About natural eyelashes ▪ Equipment needed to treat ▪ Adhesive ▪ Sterilisation 	<ul style="list-style-type: none"> ▪ Consultations <ul style="list-style-type: none"> ▪ Suitability & contra-indications ▪ Informed consent ▪ Choosing the look ▪ Patch testing ▪ Contra-actions ▪ Record keeping & Data protection
11am	Demonstration: Application and removal on a training head	
11.20am	Student practice: Application and removal on a training head	
12.30pm	Lunch	
1pm	Student practice: Consultation – suitability, consent and desired look with a model	
1.25pm	Demonstration and student practice: Protecting lower eyelashes using tape and eye pads on a model	
1.50pm	Demonstration and student practice: Application and removal on a model	
4.50pm	Student practice: Providing aftercare advice to a model	
5pm	Theory revision session covering	
	<ul style="list-style-type: none"> ▪ Hygiene, ▪ Health and safety ▪ Professionalism 	<ul style="list-style-type: none"> ▪ Code of ethics ▪ Treating young people ▪ Insurance
5.30pm	Review of Knowledge check	
5.40pm	Case study requirements (starting Part 3)	
5.50pm	Questions & evaluation	
6pm	Day session ends	

5. *Case Studies (Part 3)*

At the end of your Part 2 session with your tutor, you'll be advised if you're ready to undertake your Case Studies. You'll then move to Part 3 of your course.

You need to complete a minimum of 5 Case Studies on different models.

This is to demonstrate your understanding and competence in lash extension application whilst working with a variety of different eye shapes and lashes.

Do one Case Study at a time for reflection, feedback and learning. . .

Do not complete your Case Studies all at once. If you do, only one can be accepted and you'll be required to do new ones.

Following each Case Study, you will receive in-depth feedback from your tutor that you need to take into account when performing future Case Studies as this is a continual learning process. For example, in your Self Reflection, you describe how your model's eyes were stinging on opening after treatment. You describe what you believe to be the cause and how you'll prevent it in future. You'll receive feedback that may support your theory and problem solving or corrective guidance.

Your tutor will offer feedback **within 3 working days**. You should factor this into your timescales when booking your Case Studies.

You need to **PASS** each Case Study before moving onto the next.

If your tutor believes that your Case Study **has not reached the required level**, you'll be required to either:

- Return for more immediate face to face training and guidance **before** undertaking any more Case Studies, or
- Complete another Case Study, taking their feedback into account. If the 2nd submission does not reach the required standard, students will be invited back for more face to face training and guidance before being undertaking another.

The tutor's decision is final and is not subject to debate or appeal. Their decision is based on professional judgement from extensive experience and is in the student's best interests – as well as their future client's.

Timescales . . .

Aim to complete your Case Studies within **8 weeks** of your Part 2 session. Please contact your tutor to discuss an extension if you're unlikely to meet this timescale. This should be in exceptional circumstances as you are encouraged to practice as much as you can to build your confidence, accuracy and speed.

For each case study . . .

Consultation and Patch Test:

- Complete the Suitability and Consent form*
- Start their Client Service Record *

Allow up to 45 minutes for this activity

Allow at least 48 hours between your consultation/patch test and their treatment.

Undertake the Treatment:

- Take your 'before' treatment photograph as described below
- Apply a set of lash extensions. Treat a minimum of 70% of all their adult lashes. For people with sparse lashes, this may be around 50 and for those with lots of lashes, around 80 extensions.
- Time yourself, discounting rest periods if taken
- Take 3 photographs immediately after you've treated, in the positions shown below
- Update their Client Service Record
- Consider how it went on your self-reflection template*. This is your self-assessment. Always use the template that's shown below.

Allow up to 4 hours for each treatment and 15 minutes to complete your self-reflection.

*These templates are available to download from the online portal.

Tip: Recruit your Case Study models and arrange appointment times soon after your Part 2 session. Tell them that their consultation and patch test may take up to 45 minutes and their treatment may be up to 4 hours. You'll get quicker as your confidence grows and your skills develop.

Photographs

- Submit 4 individual photographs for each Case Study for assessment.
- Your photos must be in the positions/angles shown below.
- Ensure that they're clear, in focus and taken with adequate lighting.
- Do not make collages.
- Edited or 'touched up' pictures will not be accepted.
- Cropping is acceptable but retain the brow line in the image.
- If your images are not of a sufficient standard, they will NOT be accepted.

Image Requirements and Assessment Criteria

1. Before treatment: Eyes closed

- Ensure lashes are clean
- Protect the lower lashes with eye pads or tape
- Draw your lash map on them
- Take your photo of both eyes from this angle



2. After treatment: Eyes closed

Assessment criteria looking for:

- Extensions to be an appropriate length and thickness
- Neat appearance, e.g. no cross overs or gaps
- Appropriate direction
- Graduation in lengths with shorter ones at the inner corner
- Correct distance from the eyelid



3. After treatment: Eyes open, Face on

Assessment criteria looking for:

- Extensions to be an appropriate length, thickness and curl
- Neat appearance, e.g. no cross overs or gaps
- Appropriate direction
- Graduation in lengths with shorter ones at the inner corner
- Correct distance from the eyelid
- Treatment suits the model



4. After treatment: Eyes open, looking up

Assessment criteria as 3 above.



Self-reflection Assessment

Student Name:					
Self-reflection for Case Study number 1 2 3 4 5					
Consultation Date					
Full treatment Date					
What extensions did I use and why?	(Lengths, Thickness, Curls, Colours)				
How many did I apply to each eye?	(At least 70% coverage on adult lashes)				
How long did the treatment take?	(Don't count breaks!)				
What 3 things went well and why?	1. What and why 2. What and why 3. What and why				
What 3 things will I do differently next time and why?	1. What and why 2. What and why 3. What and why				
Out of 10, I rate as	/10 <i>Be honest with yourself!</i>				
Feedback from Case Study	(How was the experience for them?)				
Other comments you want to make					

Submitting your Case Studies

For each Case Study, submit

- Scanned copy/photo/screenshot of the Suitability and Consent form
- Scanned copy/photo/screenshot of the Client Service Record
- 4 photographs as described (no more please)
- Self-reflection Assessment

Ensure that your **full name** and **Case Study numbers** (e.g. 1) are on your submissions.

Email them in **ONE** message to julie@eliteeyelashextensions.co.uk

Please do not send the images in separate emails!

You'll receive feedback from your tutor within 3 working days and authority to undertake your next Case Study. Remember to show how you've learned from your feedback.

Once you have successfully undertaken each of your Case Studies, you will earn your certificated qualification to perform Classic (individual) Lash Extension treatments.

Once you're qualified and insured, it's recommended that you practice to get your treatment time below 2 hours before starting to charge clients as you do not want paying clients to grow impatient and start fidgeting and pressure you!

Remember, practice, and lots of it!

Extra Practice

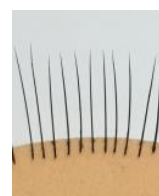
Extra practice can help increase your confidence, accuracy and speed.

Limited time with a model?

- Practice a consultation using your Suitability and Consent forms. Think about the 5 steps as covered in Book 1b, Chapter 6.
- Practice protecting their lower lashes in readiness for treatment as covered in Book 1b, Chapter 6, Part d.
- Practice cleansing their lashes in readiness for treatment as covered in Book 1b, Chapter 8.

No model?

- Pick extensions from the lash strip, dip in the adhesive (select the right amount) and place on a sponge as shown. Hold for 2-3 seconds and release. If it moves, use less adhesive next time.
- Apply extensions on training lashes that are attached to your lash file or a light coloured coaster then practice removing them with debonder then clean and start again. If you don't have training lashes, attach extensions to the sponge and bond extensions on them.
- Try our downloadable Practice Worksheets available in our [online store](#).



6. *Methods of Assessment*

You will be assessed in a number of ways. This is to test your theoretical knowledge and practical skills. This is necessary to successfully complete your Classic / Individual Eyelash Extension Application course and claim your certificate to practice.

This will be done through the 3 parts of your course as follows:

Part 1: Pre-course study and practice.

Assessed through the Knowledge Check by your tutor.

Part 2: One day session covering theory and practice.

Your tutor will continually assess your progress through discussion, self-reflection and observation. Your tutor is seeking to ensure that you are both confident and competent to undertake your case studies without their supervision.

Lash Extension application is a skill that takes time to perfect. Students will learn at different rates and some may require a little more time to develop their skills and knowledge as they work through the course. If needs be, your tutor will devise a time specific plan to help a student to reach their learning goals.

Part 3: Undertake 5 Case Studies.

You need to submit evidence to support the completion of each Case Study. These will be assessed to ensure that you've reached the required level of theoretical and practical diligence.

These are:

- Suitability and Consent form
- Client Service Record
- 4 specific photographs for each case study (1 before and 3 post treatment)
- Your self-reflection (self-assessment) using the template

You must send each Case Study to your tutor in turn and await feedback before starting the next one. Your feedback is likely to help you with your next case study and it will also ensure that you are submitting your evidence to the required standard to pass your course.

Students need to pass this course to receive certification.

Please move on to your Classic Individual Lash Extension Learning Support Guide, Book 1b.

7. *Behind the Mask*

Free Online Training for Hair and Beauty Professionals

It takes 22 minutes and it can change or save a life ♥



Behind the Mask offers hair and beauty professional's FREE access to online training that may help them spot the signs that someone may be experiencing Domestic Abuse and how they could respond in the best way.

Why is this important?

Domestic Abuse could be physical, psychological, sexual, harassing, coercive or controlling. Around 1 in 4 women experience it in their lifetime. 2 are killed each week.

Many women tell their hairdressers and beauty therapists things that they wouldn't say to anyone else. We may notice injuries or the consequence of them, or changes in a regular client's behaviour or demeanour. Salons and treatment areas may be seen as a safe and relaxing space to our clients. This may be one of the few opportunities they have to reach out for help or be open to it.

It's not about intervening or interfering. It's simply suggesting the services of those who are specially trained to help in a way that's informed and meaningful. Your listening ear and kind word may change or save their life.

Behind the Mask was created by your course trainer given her former professional and personal experiences. She has also helped more than 6 clients using the techniques that she has shared in this short training programme. Over 66,000 people have taken the training In the first 18 months since its launch in 2019.

Over 250 U.K. based Hair and Beauty Colleges, Academies and Training Schools now include Behind the Mask as a module in their training courses.

What this means for Elite Students

You will be required to complete your Behind the Mask training as a part of your studies.

Simply present your valid certificate to prove completion before your course certificate is issued.

Take your training at www.behindthemask.online

Certificates are valid for 2 years as Hair and Beauty pros are encouraged to retake the training regularly to stay up to date.

