



Candidate Information Bulletin

State of Kansas

Esthetician Examinations

The Kansas Board of Cosmetology (KBOC) has contracted with Prometric Inc., to conduct its examination program. The exam is designed to test the candidate’s knowledge, skills and abilities to practice as an esthetician and to determine whether the candidate is prepared to assume responsibility for the safety and welfare of the public.

At a glance

This bulletin is your guide for taking the **Kansas Esthetician Theory and Practical examinations**. The steps below summarize the process. For information about a step, refer to the page listed.



To obtain your license

- 1** Submit your licensure application, fees, and all supporting documentation to the KBOC.
- 2** Once approved by the KBOC, submit your exam registration form and fee to Prometric—Page 11.
In return, you will receive an admission letter.
- 3** Prepare for your exam, using the content outlines in this bulletin starting on Page 8.
- 4** At the test center, present your required identification; then take the exam—Page 4.
If you pass, the KBOC will contact you about your license and license fee.



To get answers not provided in this bulletin

For questions about the application and licensing processes:

Kansas Board of Cosmetology
714 SW Jackson, Suite 100
Topeka, KS 66603
Phone: 785.296.3155
www.kansas.gov/kboc

For questions about exams:

Prometric
1260 Energy Lane
St. Paul, MN 55108
Phone: 888.620.0889
Fax: 800.813.6670
www.prometric.com/kansas

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Submitting your application

You must obtain a licensure application packet from the KBOC. Complete the application and submit it, along with the necessary fees and any required documentation to the KBOC.

The KBOC must approve your licensure application prior to your taking any exams.

Registering and scheduling exams

Once you have been approved by the KBOC, complete the exam registration form on Page 11 and send it to Prometric, along with the exam registration fee.

Registration by mail

When registering by mail, you may pay the exam fee by including a Visa or MasterCard number, cashier's check or money order. **Personal checks and cash are not accepted.**

Registration by fax

If you are paying with a credit card, you may fax your completed exam registration form to Prometric at 800.813.6670. You must include the Visa or MasterCard number and the cardholder's signature on the fax.

Scheduling a Theory exam

Once your registration form, fees and all required documentation have been processed, Prometric will send you an **eligibility letter**. This letter includes a toll-free phone number. You must call this number to schedule your exam date, time and location. No walk-in testing is available. At the end of the scheduling phone call, you will be given a confirmation number. Please record and retain this number for future reference.

Your Theory exam will be given by computer at a Prometric test center. You may take the Theory exam at any Prometric test center in the United States. A complete list of test centers can be found online at www.prometric.com/kansas.

Theory test centers in Kansas include:

- **Hays:** 306 Dwight Drive, Fort Hays University, Wiest Hall, B150, 785.628.4330.
- **Overland Park:** 9611-E Metcalf Avenue, Metcalf S. Shopping Center, Lower Level, 913.381.6799.
- **Pittsburg:** 1701 South Broadway, Pittsburg State University, 206B Whitesitt Hall, 620.235.4172.
- **Topeka:** 2800 Wannamaker Road, Suite 150, 785.272.7500.
- **Wichita:** 2020 North Woodlawn Street, Suite 620, 316.651.5350.

Scheduling a Practical exam

The **Practical exam** consists of actual demonstrations that must be completed within the allotted time for each service. The Practical exam takes place in Topeka.

Once your registration form, fees and all required documentation have been processed, Prometric will send you an **admission letter**. The letter has information about the specific date, time, and location of your exam. You **must** present this letter at the test center or you will not be allowed to take your exam.

If you lose your admission letter or have not received it three days prior to the exam, call Prometric immediately at 888.620.0889.



Note An exam **registration** remains valid for six months after it has been processed. Your registration will expire without further notice at that time and your exam fees will be forfeited. **Exam fees are nonrefundable and nontransferable.**

Address changes

If your address changes, you must notify Prometric. Failure to do so may interfere with receiving your eligibility and/or admission letter and/or your exam results. Additionally, you may be refused admission to your exam (see "What to bring on exam day" on Page 4).

Special consideration

ADA accommodation. If you require testing accommodations under the Americans with Disabilities Act (ADA), please call Prometric at 888.226.9406 to obtain an Accommodation Request Form. Reasonable testing accommodations are provided to allow candidates with documented disabilities recognized under the ADA an opportunity to demonstrate their skills and knowledge.

Submit professional documentation of your disability with your request form to help us determine the necessary testing arrangements. Thirty days' advance notice is required for all special testing arrangements. There is no additional charge for these accommodations.

ESL note. If English is your second language, please note that a language barrier is not considered a disability.

Rescheduling an appointment

To avoid an additional fee, you must contact Prometric to reschedule an exam at least **three full business days** before the day of your originally scheduled Theory exam appointment, and at least **10 full business days** before the day of your originally scheduled Practical exam appointment. You may reschedule your appointment by calling Prometric at 888.620.0889.

Rescheduling fees will apply as follows:

- **No fee** if you reschedule three business days before your Theory exam or 10 business days before your Practical exam appointment date.
- Another full examination fee if you reschedule less than three days before your Theory exam or less than 10 days before your Practical exam.

If absent or late for your appointment

If you miss your appointment or arrive late and are not allowed to test, you will forfeit your exam fees and will need to reschedule your exam and pay another full examination fee.

If you are unable to attend your scheduled exam due to illness or emergency, call Prometric. Under certain circumstances, the fee to reschedule may be waived. Prometric reserves the right to request documentation to support any illness or emergency claim.

Emergency closings

Severe weather or an emergency could require canceling scheduled exams. If this occurs, Prometric will attempt to contact you by phone or e-mail; however, you may check for testing site closures by calling Prometric. If the site is closed, your exam will be rescheduled without a rescheduling fee.

If a test center is open for testing and you choose not to appear for your appointment, your fee will be forfeited and you will need to reschedule your exam and pay another full examination fee.

What to bring on exam day

You should arrive at the test center at least **30 minutes** before your scheduled exam time in order to verify your identification, have your photo taken and allow time for you to sign in. If you fail to appear on time for your scheduled exam, you will not be admitted to the exam room. If you are not admitted to test, you will forfeit your exam fee.

Though uniforms are not required, you must arrive in neat, clean, professional attire.

Identification required. You must present a valid form of identification before you can test. That identification document **must**:

- Be government-issued (e.g., driver's license, state-issued identification card, military identification card or current passport). An expired identification card is not considered a valid form of identification.
- Contain **both** a current photo and your signature.
- Have a name that exactly matches the name used to register for the exam (including designations such as "Jr." and "III").



Important You will not be admitted without proper identification under any circumstances. Failure to provide appropriate identification at the time of the exam is considered a missed exam appointment and your exam fees will be forfeited.

If you cannot provide the identification listed above, contact Prometric **before** scheduling your appointment to arrange an alternative way to meet this requirement.

Admission letter. For the Practical exam, you must present your admission letter with your identification. The name and address on your valid form of identification must match your admission letter. If there is a discrepancy, you will not be allowed to take the exam.

Supply kit. For the Practical exam, you must bring your own supplies and equipment in sufficient quantities for all services (see the Practical exam supply list on Page 10).

Theory exam overview

Your theory exam will be given by computer at a Prometric test center. You do not need computer experience to use this system. Before you start the exam, you will receive a personalized introduction to the testing system. You can also take an introductory lesson on the computer.

The theory exam is a closed-book exam that consists of 100 theory questions and 10 questions about state laws, rules and regulations. You will have two hours to complete the exam. A minimum of 75 percent is required to pass the exam. Examination questions are multiple-choice, with one correct answer and three incorrect responses. The content outline beginning on Page 8 of this bulletin is the basis for the theory exam. The outline lists all subjects covered in the exam and the approximate number of questions asked about each topic.

Practical exam overview

The Practical exam consists of actual demonstrations. You will be given instructions before beginning each service. You will then have a specified time to set up your supplies and equipment before the timed service begins. The Practical exam content outline is shown in this bulletin beginning on Page 8.

During the Practical exam, you must follow all appropriate rules for client protection to ensure the health, safety and welfare of the public. This includes personal preparation and infection control, as well as proper draping of your model in addition to being in control of your supply kit at all times.

Be aware that an examiner is always rating you. You will be graded at all times for sanitation and infection control. The examiners will rate more than one person for each service. If for some reason your performance is not observed, you may be requested to repeat a task.

If a blood spill should occur, you must immediately stop the service and follow the blood spill procedures as they are explained and posted at the exam site and in Blood spill procedure section below. Failure to immediately stop the service will result in an automatic failure for that service. If you do not pass the blood spill service, you must retake that portion of the exam.

Model requirements

This exam is performed using a model that you must bring with you. Mannequins **are not** permitted. The model must be at least 16 years old and appropriately dressed for examination purposes. The model's face must be clean, free from skin disease, have no make-up on it and have eyebrows that can be shaped and tweezed.

The model may not participate in any way during your examination. For example, the model should not hand you supplies or give you directions on what to do.

Make sure that your model reads and understands this portion of the bulletin and signs the Model Affidavit. The Model Affidavit will be included with your Admission Packet and it must be given to the administrator at the exam site.

Supply kit

You are responsible for bringing your own supplies and equipment in sufficient quantities (see the Practical exam supply list on Page 10). All supplies and equipment must be in sanitary condition and in proper working order. **All bottles, jars and containers must be clearly marked and labeled.**

Your kit must be kept closed except when removing or inserting materials for a particular service. Your kit will be used during the exam as a dry sanitizer. You may not borrow from another candidate or from the exam site location.

Blood spill procedure

If you cause yourself to bleed during the examination process, you must stop the service immediately and follow Prometric's **blood spill procedure** as explained below. The blood spill procedure will also be posted at the exam site.

You are required to bring first aid materials needed to safely handle a blood spill (see the list on Page 10). These materials are also required for **all** retake exams. All products used during a blood spill must be applied with an applicator. Every attempt must be made to ensure that articles do not come in contact with the skin or the wound.

The following steps must be taken if a blood spill occurs:

- 1 A band-aid (if necessary) as well as a form of antiseptic and/or styptic must be available to the injured party.
- 2 All contaminated material should be disposed of in a double bag marked with a biohazard label.

If you are cut during the examination, you must:

- 1 Stop the service and clean the injured area.
- 2 Using an applicator, apply an antiseptic and/or styptic to the injury.
- 3 Cover the injury with an adhesive dressing.
- 4 Use a glove if the hand is cut.
- 5 Clean affected work area with a disinfectant.
- 6 Dispose of contaminated material in a double bag marked with a biohazard label.
- 7 Clean/sanitize hands with an antibacterial soap.
- 8 Proceed with the service when you have finished tending to the injury.

You will be instructed to demonstrate the safe handling of a mock model blood spill. For this demonstration, you must:

- 1 Stop the service and clean the injured area using gloved hands.
- 2 Apply an antiseptic and/or styptic to the injury using an applicator.
- 3 Cover the injury with an adhesive dressing.
- 4 Clean affected work area with a disinfectant.
- 5 Dispose of contaminated material in a double bag marked with a biohazard label.
- 6 Clean/sanitize hands with an antibacterial soap.
- 7 Proceed with the service when you have finished tending to the injury.

Test center regulations

The following regulations will be observed at each test site. If you do not follow these rules, it will result in the disqualification of your exam. Prometric reserves the right to audiotape and videotape any examination session.

References

- No reference materials, papers or study materials are allowed at the test center. If you are found with these or any other aids, you will not be allowed to continue the exam and your answers will not be scored.

Personal items

Prometric is not responsible for personal items brought to the test center. It is recommended that personal items not be brought into the test site. Note the following:

- Electronic equipment is **not** permitted in the testing area. This includes **cell phones**, PDAs, pagers, cameras, tape recorders, etc.
- Other personal items—purses, briefcases, etc.—are not permitted in the testing area. Note: It is recommended that purses not be brought to the test center. Access to purses will not be allowed during testing.

Restroom Breaks

- If you leave the testing room during a test, you must sign out/in on the roster and you will lose exam time.
- You will not have access to any personal items during this break.
- You are not allowed to use any electronic devices or phones during breaks.

Visitors

- No guests, visitors, children or family members are allowed at the test center.

Misconduct or disruptive behavior

- If you engage in any disruptive or offensive behaviors, you will be dismissed from the exam. If dismissed, your test results will be invalid. Examples are: giving or receiving help, cell phones ringing in the test center, resident actors talking, prompting or moving when not directed to do so, taking part in an act of impersonation, removing test materials or notes from the testing room, using rude or offensive language and behavior that delays or interrupts testing.

Weapons

- Weapons are not allowed at the test center.



Important Every time you enter the test room, you will be asked to turn your pockets inside out to confirm that you have no prohibited items. The test center administrator will collect any materials that violate the rules.

Copyrighted questions. All test questions are the property of Prometric Inc. and are protected by copyright. Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials.

If questions arise. Test center administrators are not allowed to answer any questions pertaining to the exam content. If you do not understand a question on the examination, you should answer the question to the best of your ability.

Your exam results

Score reports are generated differently depending on whether you are taking a computerized Theory exam or a Practical exam. Test results are confidential and are not provided over the phone.

Theory exam. At the end of your exam, your score will be shown on the computer screen and you will receive a printed score report. The report will indicate **Pass** or **Fail** and your overall score. A score of 75 percent or above is required to pass.

The score report also reveals the percentage correct in each major section of the exam. The primary purpose of providing these subscores is to guide you in areas requiring additional preparation for retesting in the event you are unsuccessful.

Practical exam. Your score report will be mailed to you approximately 10 business days after the test administration. An **overall** score of at least 75 percent, **plus** a score of at least 75 percent on the blood spill safety procedure is required.

If you receive at least 75 percent overall, but fail the blood spill safety procedure portion, you need to retake that portion of the Practical exam. You will need to submit another exam registration form and the appropriate fee for the Practical exam – blood spill only – to be rescheduled for the next available exam date. If you receive an overall score of 74 percent or below, you must retake the **entire exam**.

Receiving your license. Prometric will forward your score report to the KBOC within 10 business days of the exam administration. The KBOC will issue all licenses.

Retake information. If you fail the **Theory exam**, are absent, or not admitted due to lack of proper identification or lateness to the test site, you must complete another registration form and submit another exam fee. You are strongly encouraged to study prior to retaking an exam.

If you do not pass the **Practical exam**, a Diagnostic Report and Retake Letter will be included with the score report. Following directions in the Retake Letter is the **only** way you can reschedule and avoid processing another Licensure Application form. Once you send the appropriate rescheduling materials to Prometric, you will be notified by mail when you have been scheduled to take the test again.

Duplicate score report. To obtain a duplicate score report, call Prometric. The fee is \$10 per score report per exam.

Appeals process

Our goal is to provide a quality exam and a pleasant testing experience for every candidate. If you are dissatisfied with either and believe we can correct the problem, we would like to hear from you. We provide an opportunity for general comments at the end of your exam. Your comments will be reviewed by our personnel, but you will not receive a direct response.

If you are requesting a response about exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must provide your name and Social Security number, the exam title, the date you tested and the details of your concern, including all relevant facts. Be sure to include your signature and return address. Mail your appeal letter to:

Prometric
ATTN: Appeals Committee
1260 Energy Lane
St. Paul, MN 55108

The Appeals Committee will review your concern and send you a written response within 10 business days of receipt. **Faxed appeals are not accepted** because an original signature is required.

Exam content outlines

The following outlines describe the content of the Kansas Esthetician Theory and Practical exams.

Theory Exam Content Outline
110 questions – Two-hour time limit

- I. General Concepts – 15 Items**
 - A. Infection Control and Bacteriology
 - B. Client Protection
 - C. Salon Ethics
 - D. Salon Safety and Management
- II. Applied Anatomy of the Skin – 25 Items**
 - A. Structure, Composition and/or Function
 - B. Growth and Regeneration
 - C. Conditions, Disorders and Diseases
 - D. Bones, Muscles, Nerves and Blood Supply
 - E. Analysis
 - F. Irregularities
 - G. Nutrition
- III. Chemical Concepts – 10 Items**
 - A. Product Knowledge
 - B. Ingredients and Usage of Materials
 - C. EPA and OSHA Requirements
- IV. Physical Concepts - 50 Items**
 - A. Facials
 - 1. Benefits
 - 2. Analysis
 - 3. Manipulations

- 4. Purpose and Results
- 5. Supplies, Implements and Equipment
- 6. Preparation
- 7. Procedures
- 8. Safety Measures
- B. Hair Removal
 - 1. Waxing
 - 2. Tweezing
 - 3. Depilatories
 - 4. Purpose and Results
 - 5. Supplies, Implements and Equipment
 - 6. Preparation
 - 7. Procedures
 - 8. Safety Measures
- C. Makeup
 - 1. Purpose and Results
 - 2. Supplies, Implements and Equipment
 - 3. Preparation
 - 4. Procedures
 - 5. Safety Measures
- V. Laws, Rules, and Regulations - 10 Items**

Theory Exam References

The following references were used to create the exam but are not allowed in the exam room.

1. *Kansas Board of Cosmetology General Laws, Rules, and Regulations*, Current Edition, Kansas Board of Cosmetology, 714 S.W. Jackson, Suite 100, Topeka, KS 66603, www.kansas.gov/kboc.
2. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
3. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

**Practical Exam Content Outline
101 scored items – Approximately 1-1/2 hours**

NOTE: You will be observed and scored on safety, sanitation and infection control on all tasks.

- I. Client Protection – 9 tasks, 15 minutes**
You will be required to set up your workstation to perform the practical examination. Your model will change into a gown and you will drape your model for the examination.
- II. Cleansing the Face – 12 tasks, 10 minutes**
You will cleanse your model's skin and apply a freshener/toner/astringent, and then you will apply an exfoliant.
- III. Steaming the Face – 7 tasks, 10 minutes**
You will prepare your model for the steaming section of the examination. You will use only one towel for this task.
- IV. Massaging the Face – 12 tasks, 15 minutes**
You will apply the massage cream, perform facial manipulations and remove the massage cream. You must include effleurage, petrissage and tapotement as part of the demonstration. You will apply an astringent, toner or freshener.
- V. Application of the Mask – 10 tasks, 15 minutes**
You are to apply and remove a mask. You will apply an astringent, toner, or freshener. You will apply moisture and/or sun screen.

VI. Eyebrow Arch – Tweezers – 10 tasks, 10 minutes

You will remove excess hair with tweezers from the eyebrow area on one eye only. A line change must be observed.

VII. Eyebrow Arch – Mock Cold Wax – 15 tasks, 10 minutes

In a mock demonstration, you will remove excess hair with a simulated wax from the eyebrow area on one eye only.

VIII. Facial Makeup – 18 tasks, 30 minutes

You will safely demonstrate a daytime makeup application with contouring to include concealer, foundation, powder, cheek color, eye shadow (shader, contour, highlight), eyebrow color, eye liner to upper eyelid, mascara to upper lashes and lip color.

IX. Blood Spill Safety - CRITICAL SECTION – 7 tasks, 10 minutes

For this service, you must follow Prometric's blood spill procedures on 5. The procedure will also be posted at the test site.

If you fail the blood spill safety procedure, you will need to retake this portion of the Practical exam.

X. Final Clean Up – 1 task, 10 minutes

When you complete your examination, you will clean your chair, table, stool and all of your surrounding areas.

Practical Exam References

The following references were used to create the exam but are not allowed in the exam room.

1. *Milady's Standard Fundamentals for Estheticians*, Ninth Edition, 2004, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.
2. *Salon Fundamentals Esthetics: A Resource for Your Skin Care Career*, 2004 Edition, Pivot Point International, Inc., 1560 Sherman Avenue, Evanston, IL 60201, www.pivot-point.com.

Practical Exam Supply List

You are responsible for bringing your own supply kit to the exam. You may not borrow from another candidate or from the test site location. All bottles, jars and containers must be clearly marked and labeled. Handwritten labels are acceptable. The kit will be used during the examination as a dry sanitizer.

You must bring simulated products for the chemical services. Examples of simulated products are cholesterol, either colored or plain; colored gel; and water. Prometric does not recommend any specific product. You may use any simulated product; however, most candidates use cholesterol for the protective cream, and cold wax for esthetician eyebrow wax.

The following are the recommended equipment and supplies for each service of the Practical exam.

General Supplies	
1	Applicators, disposable brushes, cosmetic wedge, cotton swabs/cotton, disposable sponges, etc.
2	Astringent/toner
3	Bag(s) for disposal of waste materials
4	Body cloth and head band (optional)
5	Cheek color
6	Cleansing cream
7	Cold wax material or product for mock wax
8	Contour pencil or cream
9	Cosmetician bowl
10	Cotton/cotton pads in clean closed container
11	Eye liner
12	Eye shadow (shader, contour, highlighter)
13	Facial cleansing cream
14	Facial tissue and paper towels
15	Lip color
16	Liquid base
17	Mascara
18	Mask or pack
19	Massage cream, (emollient cream)
20	Moisturizer
21	Powder
22	Rubber gloves
23	Sanitizer for candidate's hands
24	Spatula, applicators, toothpicks, etc.
25	Towels – five minimum
26	Tweezers
27	Wet sanitizer
28	Means of showing that implements have been disinfected (i.e., zip-lock bag or closable bag labeled "disinfected/sanitized implements")

Blood Spill Safety Critical Service	
1	Double bag marked with a BIOHAZARD LABEL
2	Applicator to apply antiseptic/styptic
3	Antiseptic/styptic
4	Band-aid or some type of adhesive dressing
5	Antibacterial soap
6	Disinfectant
7	Gloves
8	Additional gloves to continue service after blood spill



Exam Registration Form for Kansas Cosmetology Examinations

Candidate Information

Last Name	First Name	Middle Name	Social Security Number ____-____-____
Street Address (including Apt. number or P.O. Box, if applicable)			
City		State	ZIP Code
Daytime Phone Number (include area code)	Business Phone Number (include area code)	Email Address	

Exam Selection and Fees

Exam Title	Exam Fee	Total
Cosmetology		
Student Exam - To take the theory exam at 1,000 hours and practical exam at 1,500 hours	\$99	\$
Full Exam - To take the theory and practical exams at 1,500 hours	\$99	\$
Retake Cosmetology theory exam only	\$75	\$
Retake Cosmetology practical exam only	\$75	\$
Retake Cosmetology practical exam blood spill service only	\$75	\$
Nail Technician/Manicurist		
Full Exam (both written and practical)	\$80	
Retake Manicurist theory exam only	\$75	\$
Retake Nail Technician/Manicurist practical exam only	\$75	\$
Retake Nail Technician/Manicurist practical exam blood spill service only	\$75	\$
Esthetician		
Full Exam (both written and practical)	\$75	\$
Retake Esthetician theory exam only	\$75	\$
Retake Esthetician practical exam only	\$75	\$
Retake Esthetician practical exam blood spill service only	\$75	\$
Electrology		
Theory Exam only	\$75	\$
Retake Electrology theory exam	\$75	\$
Instructor		
Theory Exam only	\$75	\$
Retake Instructor theory exam	\$75	\$
Optional Item	Fee	
Duplicate Score Report (include exam title and date _____)	\$10	\$
	Total	\$

The signature below serves as acknowledgement that my Social Security number will be used as my unique identifier for the purpose of reporting results to the state licensing agency and my school of graduation for licensing purposes. I further agree to release Prometric from any liability arising from the use of my Social Security number as my unique identifier as required by the state with which I am applying for licensure. By signing and submitting this form, I certify that I am the candidate named above and I agree to comply with all examination rules and regulations.

Signature: _____ Date: _____

(Keep a copy of this registration form for your records.)

(Please see the next page for mailing/faxing instructions.)

Registration submission

By Fax: If paying with Visa or MasterCard, you may fax your registration to 800.813.6670.

By Mail: Payment may be made by cashier’s check, certified check, money order, MasterCard or Visa. Send this completed form with the appropriate fee(s) to:

Prometric
ATTN: KS Cosmetology Program
1260 Energy Lane
St. Paul, MN 55108

If paying by credit card, please complete the information below.

Card Type (Check One) <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa	Card Number	Expiration Date
Name of Cardholder (Print)	Signature of Cardholder	