



Candidate Information Bulletin

State of Kansas

Instructor Examination

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 instructor 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 Instructor Theory Exam**. 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 7.
In return, you will receive an admission letter.
- 3** Prepare for your exam, using the content outlines in this bulletin starting on Page 6.
- 4** At the test center, present your required identification; then take the exam—Page 3.
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

At a glance	1
Submitting your application	1
Registering and scheduling exams ...	2
Special consideration	2
Rescheduling an appointment.....	3
What to bring on exam day	3
Test center regulations.....	4
Your exam results.....	5
Appeals process	6
Exam overview and content outline..	6
Exam Registration Form	7

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 7 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 an exam

Once your registration form, fees and all required documentation have been processed, Prometric will mail 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 exam will be given by computer at a Prometric test center. You may test at any Prometric test center across the United States. A complete list of test centers can be found online at www.prometric.com/kansas.

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.



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 3).

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 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 exam.
- Another full examination fee if you reschedule less than three days before your 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.

Identification. You must present a valid form of identification to be admitted to take your examination. 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.

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

At the end of your computerized exam, your score will be shown on the 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. Test results are valid for a period of one year.

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.

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 exam, are absent, or not admitted due to lack of proper identification or lateness to the test site, you must complete another registration form by fax or mail, and submit another exam fee. You are strongly encouraged to study prior to retaking an exam.

Duplicate score report. Test results are confidential and are not provided over the phone. 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 overview
and content
outline**

Your 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 **Kansas Instructor Theory Exam** is a closed-book exam that consists of 100 theory questions and 10 questions about state laws, rules and regulations. 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 below is the basis for the exam. The outline lists all subjects covered in the exam and the approximate number of questions asked about each topic.

**Instructor Theory Exam Content Outline
110 questions**

- I. Motivation and Learning – 20 Items**
 - A. Learning Process
 - B. Curriculum
 - C. Course Study
 - D. Individual Differences
- II. Teacher Preparation – 20 Items**
 - A. Methodology
 - B. Presentation
 - C. Objectives
- III. Teaching Methods – 30 Items**
 - A. Communication Techniques
 - B. Course Development
 - C. Instructional Aids
 - D. Discussion
 - E. Lecture
 - F. Demonstration
 - G. Performance
- IV. Classroom Management – 10 Items**
 - A. Safety
 - B. Discipline
 - C. Supervision

V. Testing – 10 Items

- A. Purpose
- B. Methods
- C. Test Construction
- D. Administration

VI. Instruction Evaluation – 10 Items

- A. Effects on Students
- B. Teaching Plans
- C. Performance
- D. Student Evaluation

VII. Laws, Rules and Regulations – 10 Items

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 Master Educator Exam Review*, First Edition, 2001, Milady Publishing/Thomson Learning, 10650 Toebben Drive, Independence, KY 41051, www.milady.com.



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	