

Candidate Information Bulletin



STATE OF KANSAS

General Policies and Procedures/Instructor Examination

Introduction

The Cosmetology Program 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.

This Bulletin is a guide for the candidate. Use this bulletin in conjunction with the Instructor Content Outline on Page 4.

Licensing and Examination Registration

The Kansas Board of Cosmetology must approve your licensure application prior to taking the examination. Your licensure application forms and fee must be sent to:

Kansas Board of Cosmetology
714 SW Jackson, Suite 100
Topeka, KS 66603-3714
785.296.3155
www.accesskansas.org/kboc/

Contact Prometric Inc. with any questions concerning examination registration, fees or exam scheduling. You can contact Prometric at:

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

Exam Registration and Scheduling Procedures

PHONE SCHEDULING

If you have previously mailed in your registration form and have allowed 10 business days for processing, call Prometric at 888.620.0889 and a Candidate Support Specialist will assist you. When scheduling by phone, you will be asked for your candidate's identification number. This will be your Social Security number. Please have this number available.

FAX REGISTRATION

Complete the Examination Registration Form on Page 5, including your Visa or MasterCard information, and fax it to Prometric at 800.813.6670. Faxed registrations are processed within two business days of receipt.

MAIL REGISTRATION

Complete the Examination Registration Form on Page 5. Mail the form with the required fees to Prometric. Payment may be made by cashier's check, company check, money order, MasterCard or Visa. **Cash or personal checks are not accepted.** Please allow seven to 10 days for mail delivery and processing.

FEES AND REFUNDS

All exam registration fees are valid for six months from the date your registration is processed by Prometric. After six months, your exam registration fees will expire without further notice and will be forfeited. See the Examination Registration Form for fee amounts. **All registration fees are nonrefundable and nontransferable.**

RESCHEDULE POLICY

The Theory exam fee is nonrefundable and is only transferable based on the reschedule policy as follows: You may reschedule your Theory examination, without loss of fee, by calling the Candidate Services Call Center by 12 p.m. three working days **before** your scheduled test date. If, however, when you schedule your examination you do not allow for this three-day window, you then forfeit the opportunity to reschedule.

ABSENT OR LATE FOR THE EXAM APPOINTMENT

If you miss your exam appointment, or arrive late for your appointment and are not allowed to test, you will forfeit your exam fee. You will be required to submit a new exam fee prior to scheduling a new appointment.

If you are unable to attend your scheduled examination 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.

CHANGE OF ADDRESS

Should your address change, you must promptly notify Prometric. Failure to do so may preclude you from receiving your Eligibility Letter, which includes exam scheduling information. Likewise, you may not receive notification of examination results should you fail to forward your address changes to Prometric.

EMERGENCY CLOSINGS

In the event of severe weather or an emergency, Prometric may need to cancel scheduled exams. Prometric will attempt to contact you by phone or e-mail; however, you may check for test 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 testing, your fee will be forfeited and you will need to reschedule your exam and pay another full examination fee.

Scheduling Your Theory Examination

Once your registration form, fees and approvals have been entered, Prometric will mail you an **Eligibility Letter** with a toll-free telephone number. When you receive your Theory Confirmation Letter, you will need to call the number listed in the letter to schedule your test date, time, and location. No walk-in testing is available.

Candidates will receive a confirmation number for the Theory exam and can print out the confirmation letter from the Prometric Web site.

The Theory examination, which is given by computer, is offered daily, five or six days a week, at Prometric Testing Centers, usually between 8 a.m. and 7 p.m.

Prometric's multistate network of testing centers includes the following test sites in Kansas:

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

To get directions to the testing centers or to locate testing centers in other states, access the Test Center Locator on the Prometric Web site at www.prometric.com.

Taking the Theory Exam

Your Theory exam will be given by computer at a Prometric testing center. You do not need computer experience or typing skills to take this exam. You will have a personalized introduction to the testing system and an introductory lesson, which takes place on the computer, before you start your test.

You should arrive at the testing center at least 30 minutes before your scheduled exam time in order to verify your identification (see Identification Requirements section), have your photo taken and allow time for you to sign in at the examination site.

Special Test Consideration

AMERICANS WITH DISABILITIES ACT (ADA)

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, which are recognized under the *Americans with Disabilities Act* (ADA), an opportunity to demonstrate their skills and knowledge. Candidates should submit professional documentation of the

disability with their application to help determine the necessary testing arrangements. Thirty days' advance notice is required for all testing arrangements. There is no additional charge for these accommodations.

Note: If English is your second language, a language barrier is not considered a disability.

Identification and Admission Requirements for the Theory Exam

Review your Admission Letter for the policies and procedures, date, time and test location.

It is recommended that you arrive at the test center 30 minutes prior to exam time. If you fail to appear on time for your scheduled examination, you will not be admitted. If you are not admitted to test, you will forfeit your fee.

IDENTIFICATION REQUIREMENTS

You must present one form of identification before you may test that meets all of the following criteria:

- current, valid and government-issued photo identification (driver's license, state-issued identification card, passport or military identification);
- the name on the government-issued photo identification must be the same as the name used to register for the exam (including designations such as "Jr.," "Sr." or "III," etc.); and
- must have a current photo and your signature.

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 date and your exam fees will be forfeited.**

Regulations at the Test Center

To ensure that all candidates are tested under equally favorable conditions, the following regulations and procedures will be observed at each test center:

- Candidates may not use any reference materials, papers or study materials at the test center. Candidates found with these or any other aids will not be allowed to continue the exam and their answers will not be scored.
- Prometric is not responsible for items left in the reception area of the testing center. While lockers are provided, it is recommended that personal items not be brought into the testing center. Note the following:
 - Electronic equipment such as cameras, tape recorders, cell phones, PDAs and pagers are not permitted in the testing room and must be powered off while stored in a locker.
 - Other personal items not allowed in the testing room include digital watches, outerwear that is not being worn while testing (sweater, jacket, etc.), brief cases, purses, etc.
 - Pocket items (wallet, keys, etc.) must remain in candidate's pocket during testing or placed in a locker.

- Weapons are not allowed at the testing center.
- Candidates that leave the examination room while an exam is in progress must sign out/in on the roster and will lose exam time.
- Candidates will not be permitted to use any electronic devices or phones during breaks
- No guests, visitors or family members are allowed at the testing center.

Failure to follow any of these security procedures may result in the disqualification of your examination. Prometric reserves the right to audio and videotape any examination session.

Prometric reserves the right to investigate each incident of misconduct or irregularity and will report such problems directly to the Board. The Board makes all final decisions on test score invalidations and cancellations.

Irregularities may result in your inability to test for a stated period of time or cause testing to take place under special conditions.

Score Report

THEORY EXAMINATION

At the end of your computerized Theory exam, your score will be shown on the screen and you will receive a printed Score Report. The report indicates your overall score and grade, including the numerical percentage of questions answered correctly and whether you passed or failed. It also reveals how you did on each section of the exam as defined by the Theory Content Outline. The percentage correct in each major section of the test is displayed. The primary purpose in providing a subscore for each part of the exam is to guide you in areas requiring additional preparation for retesting in the event you are unsuccessful.

Even when you are successful, you may wish to focus on those areas that might require additional attention.

For the Theory examination, a score of 75 percent or higher on the scored questions must be achieved in order to pass.

CONFIDENTIALITY

Test results are confidential and are not provided over the telephone.

DUPLICATE SCORE REPORT

You may request a duplicate score report from Prometric. The fee is \$10 per examination score report. You may request this service by sending a cashier's check or money order made payable to Prometric, or by phone with a Visa or MasterCard.

Your name, identification number, name of the test and the date you tested must be included if the request is made in writing.

NEXT STEP FOR SUCCESSFUL CANDIDATES

Prometric will forward your Score Report to the Board office within 10 business days of the exam administration. The Board office will issue all licenses.

NEXT STEP FOR UNSUCCESSFUL CANDIDATES

If you fail the Theory examination, 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. An exam fee is required for each exam administration.

Each time you retake an exam you will be given a different form or version of the exam. You are strongly encouraged to study prior to retaking an exam.

Appeal Committee

Our goal is to provide a quality examination and 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 concerning the exam content, registration, scheduling or test administration (testing site procedures, equipment, personnel, etc.), please submit an appeal in writing. Your appeal letter must include your name, Social Security number, exam title, date tested and details of your concern including all relevant facts, your signature and return address. Mail your appeal letter to:

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

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

Copyrighted Exam Questions

All test questions are the copyrighted property of Prometric Inc. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part, without our written permission. Doing so may subject you to severe civil and criminal penalties, including up to five years in prison and/or a \$250,000 fine for criminal violations.

Theory Examination Content Outline

The examination is closed-book, multiple-choice exam and consists of 110 questions. There is no penalty for guessing. A score of at least 75 percent is required to pass. You will have two hours to complete the examination.

Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing.

The following lists the content areas covered in the exam and the number of questions for each subject area.

1. Motivation and Learning - 20 items

- A. Learning Process
- B. Curriculum
- C. Course Study
- D. Individual Differences

2. Teacher Preparation - 20 items

- A. Methodology
- B. Presentation
- C. Objectives

3. Teaching Methods - 30 items

- A. Communication Techniques
- B. Course Development
- C. Instructional Aides
- D. Discussion
- E. Lecture
- F. Demonstration
- G. Performance

4. Classroom Management - 10 items

- A. Safety
- B. Discipline
- C. Supervision

5. Testing - 10 items

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

6. Instruction Evaluation - 10 items

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

7. Laws, Rules, and Regulations - 10 items

References

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



Kansas Instructor Examination Registration Form

CANDIDATE INFORMATION

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

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 only)	\$75	\$
Nail Technician/Manicurist		
Full exam (both written and practical)	\$80	\$
Retake Nail Technician/Manicurist theory exam only	\$75	\$
Retake Nail Technician/Manicurist practical exam only	\$75	\$
Retake Nail Technician/Manicurist practical exam (blood spill 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 only)	\$75	\$
Electrology		
Theory exam only	\$75	\$
Retake Electrology theory exam	\$75	\$
Instructor		
Theory exam only	\$75	\$
Retake Instructor theory exam	\$75	\$
Duplicate Score Report (include exam title and date)	\$10	\$
	Total Fee(s)	\$

PAYMENT: Fee may be paid by cashier's check, money order, MasterCard or Visa payable to Prometric. Please put your full name on the check. **Personal checks and/or cash are not accepted. Fees are nonrefundable.** To pay by credit card, please complete the information below. If paying with a credit card, you may fax this form to 800.813.6670.

Card Type (Circle) MC Visa	Card Number	Expiration Date
Name of Cardholder (Print)		Signature of Cardholder

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: _____

To register by mail, send this completed form with the appropriate fee to:

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