

# Kansas Esthetician Exam

## Candidate Information Bulletin



# Introduction

Thank you for participating in the State of Kansas licensing process. To obtain your license, the Kansas Board of Cosmetology (KBOC) requires you to pass a written and a practical exam after you complete your program.

**Read this entire Candidate Information Bulletin.** It has information you need to complete the exam process. You can also find this information online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

This Candidate Information Bulletin (CIB) includes written and practical exam information. There are checklists for your use on the last pages of this Candidate Information Bulletin to make sure you are bringing what you need on your practical exam day.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION REQUIREMENTS

**Requirements to Sign Up for an Exam** - You must be at least 17 years of age and within 80 hours of completing your program to schedule your exams.

**Requirements on the Day of Your Exam** - On the day you come to take the exam, you must have finished your program and all of your hours must be reported by your school or referring program on the [www.cosmetologykansas.com](http://www.cosmetologykansas.com) website.

**Required Identification** - For entry into your exam, you are required to provide originals of two (2) of the below qualifying pieces of identification. The types listed below are the **only** forms that will be accepted for entrance into your examination. **Your name (and date of birth, if listed) on the ID are required to match your name and date of birth exactly as they appear in your online account when you arrive at the test site.** If your name or date of birth is incorrect in our system, please contact us prior to your testing date by clicking on the "Contact Support" link at ([www.cosmetologykansas.com](http://www.cosmetologykansas.com)). *\*Note: Your ID may be scanned into our system.*

- **Two** forms of government issued identification (see below) are required.
  - **One** piece of identification must include a current photo.
- Your name is **required** to match our system on both forms unless you also bring documentation of name change (*for example, official court document indicating name change, etc.*).

### Accepted as Identification

#### Original Identification with Photo

- U.S. or international driver's license or state issued ID card – *valid, or expired within one year*
- U.S. armed services ID card – *with photo and signature*
- U.S. or foreign passport – *valid, or expired within one year (must have English characters for name and date of birth)*
- U.S. Government issued visa – *valid, or expired within one year*
- Immigration ID – *valid, with signature from the U.S. Citizenship and Immigration Service*
- U.S. Certificate of Citizenship or Naturalization – *with signature and photo*
- U.S. Permanent Resident card – *valid, with your signature and photo*
- Tribal ID card
- U.S. Veteran's Administration ID card – *valid with photo*
- U.S. Concealed weapons permit/Concealed carry license – *valid with photo*

#### Original Identification without Photo

- Certified birth certificate or Certified birth registration card – *original or certified document (must have English characters for name and date of birth)*
- Social Security card (***laminated cards will not be accepted***)
- Receipt of name change
- Tax Payer ID Letter
- U.S. Voter's card
- Medicare card/Medicaid card

**Getting Started** - To take your written and practical exams, you must be referred online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com) by your school, your apprenticeship program, or by the Kansas Board of Cosmetology. Your temporary username and password will be issued to them.

What to expect from your school or referring agency:

- They refer you online.
- They obtain and give you a temporary username and password.
- They report all of your completed curriculum hours on the website by the time you report for your exam.

As a candidate, it is your responsibility to:

- Make contact with your school, or the referring agency, to get the exam process started.
- Read and be familiar with this Candidate Information Bulletin by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written and practical exams. (You need to use your personal username and password for scheduling both exams.)

**Exam Locations and Scheduling** - Go to [www.cosmetologykansas.com](http://www.cosmetologykansas.com) to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for both your written and practical exams. You may take your exams in any order. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

## Payments

- The practical exam fee is \$75. Practical exam retests are \$75.
- The written exam fee is \$75. Written exam retests are \$75.
- The Blood Spill exam retest fee, once you have passed your practical exam, is \$50.

You can pay by credit card online. If you cannot pay by credit card, log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com). Click on "I do not want to pay by Credit Card" and print the form. Send the completed form, along with your money order or cashier's check, to National Testing Network. Within two weeks you will receive a voucher via email that you can use to go online and schedule your exam.

**Reasonable Accommodation Requests** - All accommodation requests will require documentation from a medical professional. To apply for Reasonable Accommodation related to the Americans with Disability Act (ADA) for your exam(s), you must fill out Form A and provide supporting documentation and submit them by fax or mail to National Testing Network (NTN). If you do not have supporting documentation, please submit Form B, to be filled out by a physician.

Print and fill out the Reasonable Testing Accommodation forms completely and fax or mail them to National Testing Network at the address below. You can download the Accommodation Request forms on [www.cosmetologykansas.com](http://www.cosmetologykansas.com). NTN will consider all requests for Reasonable Testing Accommodation. Candidates will be informed of the decision within 5-7 business days of receipt of completed paperwork.

Please follow these steps:

1. Do not schedule your exam. Your accommodations must be approved before you can schedule your exam.
2. Form A
3. Form B (optional)
4. Fill in the form(s) completely and mail them to National Testing Network (address provided in documents) or fax (425) 774-0829. Please include your supporting documentation.
5. NTN will inform you of their decision.
6. Once you have approval NTN will help you schedule your exam.

All sections of the forms must be completed; if a section does not apply, please complete it as "not applicable". Additional information may be required if forms are not filled out completely.

Things to check before you submit your forms:

- Any submitted documentation needs to clearly state the nature and extent of the limitations the candidate possesses due to the diagnosed disability.
- Paperwork must be current and dated within the last 3 years.

**Languages** - The exams are offered in English.

**Arrival Time** - Make sure you have the correct date, time, and location of your exam. Arrive 30 minutes before your scheduled exam time so you have plenty of time for registration.

**Late Arrival Policy** - Entrance to the examination closes at test time. Candidates who arrive late will not be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to schedule and pay for another exam at a later date.

**Getting Your License** - Upon passing both exams, complete the following steps:

1. Log into your account at [www.cosmetologykansas.com](http://www.cosmetologykansas.com)
2. Click "Print Practitioner Application"
3. Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)

Note: Application must be received and processed by KBOC in order to receive your license

**Need Help?** - If you need help with this process, please contact us anytime by clicking the "Contact Support" link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## EXAMINATION RULES

**No Personal or Study Materials** - No personal or study materials are allowed in exam rooms at any time.

**Personal Belongings and Attire** - No purses, backpacks, hats, caps, visors (with the exception of religious apparel), hooded clothing, coats, shawls, heavy jackets or other personal belongings are allowed in exam rooms. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. National Testing Network assumes no responsibility or liability for any personal items in the facility.

**No Weapons** - No weapons of any kind (guns, knives, tasers, pepper spray, etc.) are allowed in the facility.

**No Digital Devices** - No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, watches, etc.) are allowed in exam rooms.

**Talking** - During the exams, speak politely and only to test proctors and evaluators. Do not speak to other candidates. Raise your hand if you need assistance during an exam.

**No Cheating** - Cheating or falsifying information is not tolerated.

**No Disruptions** - No disruptive behavior or unnecessary noise is allowed. You may be escorted from the room and your exam voided if you are being disruptive.

**No Drinking, Eating, Chewing or Smoking** - No eating, drinking, gum chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)

**Stay Within Your Workstation** - Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed. You may be escorted from the room and your exam voided if you are disrupting another candidate's exam.

**No Breaks** - No breaks are given during exams. You must get permission from an evaluator or an administrator to leave your station.

**No Visitors** - Candidates are not allowed to have companions or visitors in the building.

**Rule Violations** - Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited. Their exam will be voided and will not be scored. The exam fee will not be refunded. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Violations can result in additional suspensions from testing or affect receiving a license.

**Appeals Process** - National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of notification of exam results. The appeal must be made in writing and can be sent to [support@nationaltestingnetwork.com](mailto:support@nationaltestingnetwork.com) or to *Appeals Process, National Testing Network, 18720 33<sup>rd</sup> Ave. W., Lynnwood, WA 98037.*

Candidates and schools will not be provided extra details on an examination's evaluation during an appeal process or be given access to watch the recording of an examination.

Please note during your exam, the following things may occur. These are not grounds for Appeal.

- Evaluators are instructed to remain neutral in expression and are instructed not to engage in conversation other than exam instructions if at all possible. Their overall objective is to watch and record what occurs, not to assist you in the examination.
- Evaluators may switch which candidates they are watching during the exam.
- Evaluators are trained to observe and evaluate multiple candidates at one time. You may not see them specifically watching you at every moment, but rest assured you are being seen and evaluated.
- Candidates are assigned examination stations in a random pattern. There is no difference between these stations.

## FREQUENTLY ASKED QUESTIONS

**How and when do I find out about my exam results?** - Your exam results will be posted on your online account page within 5 business days after you complete your exam. The employees at exam locations do not have access to exam scores and cannot answer questions related to your performance on any exam.

**What is the passing score?** - Candidates are required to pass both the written exam and the practical exam to be licensed in the State of Kansas. Passing score for the written exam is 75. Passing score for the practical exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again. Candidates scoring less than 75 on the practical exam must retake the entire practical exam again. Candidates who fail the Blood Spill portion of the practical exam may schedule another test and take the Blood Spill portion only.

**When can I retaken an exam?** - If you do not receive a passing score, you can go online and sign up to retake the written exam or practical exam at any time.

**What is the cancellation and refund policy?** - Exam fees are not refundable. Exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a support ticket a minimum of 7 calendar days prior to your exam date. ***Schedule changes are not allowed outside of the 7 day policy.***

**What is the policy on extreme weather and emergency closure?** - In case of extreme weather conditions or other emergencies that warrant closure of any testing center, you will be notified as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification, exams can be rescheduled by clicking the “Contact Support” link on [www.cosmetologykansas.com](http://www.cosmetologykansas.com) and submitting a weather re-schedule support ticket.

*Ensuring that your contact information is correct in our system will help us reach you in a timely manner.*

**Is my score valid in other states?** - The State of Kansas has no control over what is accepted in other states.

**Do I have to take the exam for things that are not taught in my program?** - This is your state licensing exam. The exam tests for state requirements and the ability to perform services listed in Kansas State Law, as shown below. You must be prepared for testing in all areas shown.



## EXAM CONTENT OVERVIEW

**Safety & Sanitation** - The licensee/practitioner is required to observe and practice appropriate safety and sanitation, ensure that the salon is organized and sanitary (including floors, reception area(s), dispensaries, storerooms and bathrooms), to ensure that appropriate cleaning and sanitation products are available and properly labeled, chemicals are properly stored and labeled, and waste is disposed of properly.

**Implements, Tools & Equipment** - The licensee/practitioner is required to observe and practice safe working practices and maintain all implements, tools and equipment in proper working order according to manufacturers' instructions.

**Chemical & Facility Management** - The licensee/practitioner is required to understand and practice safe use and application, mixing, storage and dispensing of all chemicals, to properly label and store containers, prevent cross-contamination, use designated storage and waste removal for chemicals, and understand proper and appropriate first aid procedures.

**Skin & Facial Care & Product Use** - The licensee/practitioner is required to properly recognize and identify diseases and disorders of the scalp, hair and skin, including parasites and contagious diseases, open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include stimulating the skin of the body by the use of preparations, tonics, lotions, or creams; and the application of make-up, and tinting eyelashes and eyebrows.

# Written Exam

## INTRODUCTION AND REFERENCE MATERIALS

The written exam covers professional knowledge and laws that regulate esthetics. All professional knowledge questions are covered in the references listed below.

1. Gerson, Joel. *Milady's Standard Esthetics Fundamentals*, Clifton Park, NY: Cengage Learning, 2009.
2. *Salon Fundamentals: A Resource for Your Skin Care Career*, Evanston, IL: Pivot Point International, Inc., 2004
3. Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from:  
<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

## WRITTEN EXAM ADMINISTRATION

**Written Exam Time** - 2 hours

**Computerized Testing** - The written exam is computer administered. You must be able to use a mouse and be familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.

**Languages** - The written exam is offered in English.

**All Testing Materials are Provided** - All materials you need to take the written exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

## TIPS FOR TAKING THE WRITTEN EXAM

**Read directions** - Avoid careless errors by thoroughly reading and understanding the instructions before you begin.

**Read questions thoroughly** - Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.

**Read all answers before choosing** - Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.

**Answer every question** - You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.

**Don't spend too much time on one question** - If you have a hard time with a particular question, move on and make a note to come back to that question later.

**Double check answers** - If you finish early, use the remaining time to review and double-check your answers.

## DETAILED WRITTEN EXAM CONTENT: ESTHETICIAN

### **Kansas State General Laws, Rules and Regulations - 25%**

Laws, Rules and Regulations contained in the following publication:

Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from:

<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

### **Safety, Sanitation & Infection Control - 40%**

Prohibited practices

Types of bacteria

Immunity

Viruses

Parasites

First Aid:

- Blood spill procedures
- Bodily fluids contact procedures
- Methods of infection control:
- Sanitation
- Antiseptics
- Disinfection
- Sterilization
- Solutions and formulations

Products and chemicals use and storage:

- Labeling
- Removal from containers

Hazardous waste disposal

### **Implements, Tools & Equipment - 6%**

Paraffin wax machines

Cosmetic pencil sharpeners

Facial steam machines

Facial rotary brushes

Make-up

LED equipment

Tweezers

Use and manipulation

Prohibited implements

Care and maintenance

Microdermabrasion equipment

## **Product Knowledge & Chemistry - 6%**

Water

pH and the pH scale

Skin care products:

- Toners, astringents and Refresheners
- Humectants and emollients
- Masks and packs
- Sunscreen
- Aromatherapy
- Exfoliants
- Make-up

## **Anatomy & Physiology - 2%**

Histology of the skin

- Structure of the skin
- Skin disorders
- Primary and secondary lesions
- Melanin
- Skin cancer

## **Skin Care & Services - 21%**

Skin analysis

Skin care services:

- Draping
- Clean-up facial
- Deep facial with moist heat & massage
- Massage movements

Hair removal

Client records

Make-up application

Microdermabrasion

LED

Chemical exfoliation

Microcurrent & other electrical treatments

## PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A longer written practice test is available online at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

1. The pigment that gives skin its natural color is
  - a. sebum.
  - b. keratin.
  - c. collagen.
  - d. melanin.
  
2. If a product measures 12.0 – 13.0 on the pH scale, it means that the product is
  - a. an acid.
  - b. a neutral product.
  - c. an alkaline.
  - d. a flammable product.
  
3. The skin
  - a. is the largest organ of the body.
  - b. is the smallest organ of the body.
  - c. has an average pH of 3.0 – 4.5.
  - d. has an average pH of 6.0 – 7.0.
  
4. Creams must be stored in
  - a. the facial area.
  - b. the dispensary.
  - c. closed containers.
  - d. open containers.
  
5. The outermost layer of skin is the
  - a. epidermis.
  - b. medulla.
  - c. dermis.
  - d. subcutaneous tissue.

### Answers:

1. d. 2. c. 3. a. 4. c. 5. a.

# Practical Exam

During the practical exam, you will demonstrate the skills you have learned by performing a variety of services related to your profession. Exam evaluators will evaluate you on your ability to perform these tasks while maintaining safe and sanitary conditions. This section describes practical exam rules, materials and supplies you need to bring, steps to be performed and other information you will need to do well on the exam. Practical exams are administered in English only. Full scripts of instructions given during the exam can be viewed online or downloaded at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

## AT THE PRACTICAL EXAM TESTING CENTER

**Exam Setting** - Practical examinations are administered in a testing setting. A counter is provided to work on. Brooms and dustpans are available. No other salon facilities are available.

**Video Instructions and Timer** - Practical exam instructions and a countdown timer showing time remaining for each timed portion of the exam are presented on a video screen in the exam room. Scripts are available to read online or download at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).

**Professional Techniques** - No specific professional techniques are required, the techniques you use are up to you. Regardless of your professional technique, you will be evaluated on whether or not you successfully perform the tasks listed in this Candidate Information Bulletin for each service in a way that is safe, sanitary and legal, and does not detract from exam administration.

**Workstations** - Practical examination stations at the exam facility are countertop tables. Workstations are approximately 25-30" deep, 34-35" wide and 35-36" tall. Items you place on your countertop, including your mannequin, tools, supplies and containers, must stay within the area of your assigned workstation. Mannequin stands/clamps need to open wide enough to accommodate 2" thick countertops. Waste receptacles must be placed on the floor underneath the workstation and remain within your workstation boundaries during the entire exam.

**Kit Requirements** - You must bring your own kit with a sufficient quantity of supplies to complete all sections of the exam. Kits must be able to fit completely under your workstation. All products and supplies used in services must be in sealed or closed containers clearly labeled in English. **If using a marker to label plastic bags, use clear tape over the label to ensure the ink does not transfer to the practical exam table.** The checklist at the end of this Candidate Information Bulletin has a complete list of what your kit must contain. You may bring other items if they meet the requirements described at the top of the checklist. National Testing Network does not regulate or endorse any kit company. Regardless of where a kit is from, it is the candidate's responsibility to ensure it is complete. Kits must be stored under the workstation. Candidates may access their kits any time during the exam without an evaluator's permission. Kits and their contents are considered sanitary unless sanitation is broken. Candidates are responsible for maintaining sanitation of their kits during the entire exam. Kits are considered as part of the work area and must be clean and kept closed, except when accessing items.

**Head Mannequins** - Candidates are required to bring one (1) mannequin head, without beard, in sanitary containers or packaging. Candidates are responsible for ensuring the mannequin they bring is clean, effective, and appropriate for the services and the amount of space allotted and for the exam facility. *Candidates will be marked off for any step done with a mannequin in an unrealistic body position.*

- Mannequins that have been marked by colors to indicate sections are prohibited and will be disqualified



for practical examination use.

- The following types of mannequins are acceptable:
  - Standard cosmetology mannequin and clamp
  - Mannequin with or without shoulders that lies down
- Candidates must firmly stabilize mannequin heads, using a clamp, vacuum stand or other effective stabilizing method appropriate for the service being performed and for the exam facility.
- A mannequin that lies down is acceptable, if appropriate for a service.

*\*Candidates will be marked off for any step done with a mannequin in an unrealistic position.*

## 10 Minute Initial Setup of Items that Remain Out for Entire Exam

These following items remain on the station for the duration of the exam. Do not set out tools and implements for any specific service. Candidates may also set up other items at their discretion, but at a minimum, must include those listed below.

1. Sanitizer for work surface.
2. Hand sanitizer.
3. Paper towels in labeled plastic bag.
4. Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
  - a. Bandages
  - b. Anti-microbial
  - c. Plastic bag labeled "biohazard"
  - d. Protective gloves
5. One (1) or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
6. Mannequin (*do not drape*).

## 2 Minute Service Setup

- Do not drape during the 2 minute setup.
- During a 2 minute setup at the beginning of each service, implements, products and tools for that service are set up and may remain out for that service.
- During the 2 minute setup, candidates are expected to ensure the workstation is cleaned off and sanitized for the start of the service.

## Draping

- Draping is not performed during either the 10 minute or the 2 minute setup. It is performed during the timed service.
- Drapes must be effective, safe, sanitary, legal and appropriate for the type of service.
- Candidates will continue using the same drape for all services.

**Labels in English** - All labels on all items must be legible, visible to evaluators and in English.

## Product Requirements

- **Beginning January 1, 2019** - An EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation and tools during the **blood spill portion** of the exam. (*Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting Wipes/Lysol Daily wipes etc.*)
- Workstations must be cleaned (sanitized) after each service. (*Yes to Clorox Disinfecting Wipes/Lysol Wipes etc.*)
- Candidates must bring all product(s) or mock product(s) needed for services.
- The only water needed for the exam is the spray bottle of water. (There is no water available at the site to fill bottles)
- Some dry cloth towels should be packaged and labeled “Steamed Towels” for the facial.
- Safe, non-toxic, non-aerosol products or mock products are required. MMA (Methyl Methacrylate) is prohibited. Liquid nail monomer must be odorless.
- All liquids and creams, including water in the spray bottle, must be labeled in English stating what the container represents. For instance, a container filled with water may be labeled, “Toner”
- Mock product containers can only represent one item and can only be used for one service. Each product must be in a separate labeled container. There must be substitute product of some kind in the mock container, they should not be empty.
- Ingredient lists from actual products or mock ingredient lists are not required.
- The candidate’s way of setting up, covering, touching, scooping, using and storing products must ensure personal and client safety, sanitation and infection control.

## Tools and Implements

- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags (for example, the label may say “Tweezing Service” and contain all Tweezing service tools/products/ implements that will be set out at the time of the Tweezing service.)
- Tools and implements must be set out for each service on a clean/sanitary surface.
- Sanitation must be maintained before and during use, including when removing implements from the kit or placing them in storage.
- Implement containers and a candidate’s way of sanitizing and maintaining sanitation of tools and implements during services must ensure personal and client safety, sanitation and infection control.
- A candidate’s way of using and handling tools and implements must ensure personal and client safety, sanitation and infection control.

## Linens and Paper Requirements

- Candidates must choose linens and/or paper products effective for the purpose being used.
- All linens, towels and paper products must be in visibly sanitary condition and stored in clear, sealed plastic bags or containers until set up at the beginning of each service.
- Some dry cloth towels must be in a sealed plastic container marked, “Steamed Towels” and used during the facial as if they were wet.
- The candidate’s way of setting up, touching, using and storing linens and paper products must ensure personal and client safety, sanitation and infection control.

## PRODUCT, EQUIPMENT AND SERVICE REQUIREMENTS AND RECCOMENDATIONS

### Personal Safety and Sanitation

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the mannequin is touched, and the sanitation of the workstation. If a candidate's methods ensure personal and client safety, sanitation, and infection control, those methods are acceptable.
- Candidates must sanitize the work area (including the optional stool for candidate, if used).
- Candidates' hands must be cleaned with hand sanitizer before performing any service on a mannequin and after any break in sanitation, including anytime the candidate touches an unsanitized surface or leaves the workstation.
- Kits and their contents are considered sanitary, unless sanitation is broken. Safety, sanitation, and infection control must be maintained.
- Candidates must use infection control procedures, as needed. (i.e. blood spill procedure must be used if a cut is sustained).

**Blood Spill Kit and Procedure** - Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal and standard precautions will be performed as a mock service on the mannequin.

Note:

- All products used during a blood spill incident and the blood spill exam must be applied with an applicator.
- Any material coming into contact with the client's skin or wound is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.
- **Beginning January 1, 2019** - An EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity must be used to disinfect the workstation and tools during the blood spill portion of the exam. *(Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.)*

A second *Blood Spill/First Aid Kit* must be labeled and visible on top of the workstation throughout the exam. If an injury involving blood occurs during the exam, using the second Blood Spill/First Aid Kit the candidate will follow the blood spill procedure steps as outlined in KAR 28-24-3 *Communicable diseases or conditions; universal precautions*.

Candidates must perform all of the following steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam:

1. Stop service immediately. *(This is in reference to an actual blood spill during the exam)*
2. Don protective gloves.
3. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
4. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
5. Clean the station with disinfectant.

6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked “Biohazard”.
7. Completely seal the double bags and place in the waste receptacle.
8. If an injury occurred on the candidate’s hand, a single use disposable glove should be placed on that hand prior to continuation of services. *(This is in reference to an actual blood spill during the exam) \*A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.*  
[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)  
<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3  
*Single use items defined in the KBOC Quarterly Newsletter – July 2015*  
<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>

Note: Candidates who do not have sufficient supplies to treat an actual blood spill in a safe, sanitary, and legal manner will be dismissed from the exam if one occurs.

## Waste and Disposal

- Candidates must manage waste and soiled materials in a sanitary manner, while maintaining a sanitary workstation, throughout the exam.
- Candidates must supply a minimum of one (1) waste disposal receptacle that must be kept on the floor underneath the candidate’s assigned workstation.
- The container must be labeled, “Waste.”
- Waste receptacle(s) must be plastic lined and freestanding. Paper grocery bags/shopping bags lined with plastic garbage bags are recommended. Plastic garbage bags that are taped to the workstation are not allowed.
- Candidates are allowed to put used tools and implements into the waste receptacle during the test. Candidates may use more than one receptacle to separate trash from reusable items, but it is not required.
- Candidates must remove all of their waste from the facility at the end of testing.

## Apparel and Personal Hygiene

- A candidate’s jewelry is not to inhibit the performance of services.
- A candidate’s hair is not to inhibit safe and sanitary performance of services.
- Apparel must be visibly clean.
- Clothing and jewelry must not present safety or sanitation risks for consumer.
- A candidate’s personal hygiene presents no risk for consumers.
- No uncovered wounds. *(This does include if a blood spill occurs during or before an exam) A single use disposable glove should be placed on that hand prior to continuation of services. \*A single use item is described by KBOC as: items intended to be disposed of immediately after one use because these items cannot be cleaned and disinfected. The glove will need to be changed each time it is contaminated throughout the exam.*  
[http://www.kansas.gov/kboc/Docs/Blood\\_Spill\\_Procedures.pdf](http://www.kansas.gov/kboc/Docs/Blood_Spill_Procedures.pdf)  
<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> KAR 28-24-3  
*Single use items defined in the KBOC Quarterly Newsletter – July 2015*  
<http://www.kansas.gov/kboc/Newsletters/JULY%202015%20NL.pdf>

## SERVICES PERFORMED DURING THE PRACTICAL EXAM

Practical exam instructions are presented on a TV screen. (See scripts at [www.cosmetologykansas.com](http://www.cosmetologykansas.com).) Order of exam components is shown below. On the following pages, tasks for each service are described. Evaluators will rate your ability to demonstrate each task in a safe, sanitary and legal manner, utilizing all tools and implements safely and maintaining safe and sanitary conditions. Technique is not graded. You should use techniques you were taught or that you prefer. You will be evaluated at all times.

	<b>Service</b>	<b>Setup Time</b>	<b>Timed Service</b>	<b>Percent of Overall Score</b>
<b>Blood Spill</b>	Blood Spill Procedure Demonstration	-	10 Minutes	Pass/Fail
<b>Initial Setup</b>	Sanitize and Setup	10 Minutes	-	7%
<b>Service 1</b>	Facial	2 minutes	15 Minutes	19%
<b>Service 2</b>	Facial Mask	2 minutes	10 Minutes	12%
<b>Service 3</b>	Manual Extraction	2 minutes	10 Minutes	19%
<b>Service 4</b>	Tweezing and Waxing	2 minutes	20 Minutes	19% each
<b>Cleanup</b>	Sanitize and Cleanup	Unlimited	Unlimited	5%

## BLOOD SPILL PROCEDURE DEMONSTRATION

### Blood Spill Procedure Demonstration - 10 minutes

Candidates will have 10 minutes to perform the mock blood spill procedure on the forehead of their head mannequin. Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration. These universal precautions will be performed as a mock service on the mannequin.

Note:

- All products used during a blood spill incident must be applied with an applicator.
- Any material coming into contact with the client's skin, wound or station/products is considered contaminated.
- All contaminated materials are to be placed in a double bag marked with a biohazard label or have "biohazard" clearly printed on the outside of the bag with permanent ink.

Candidates must perform all steps of the blood spill procedure in a safe and sanitary manner in order to successfully complete this portion of the exam. These steps include:

1. Don protective gloves.
2. Clean the injured area with an antiseptic solution and cover the wound with a sterile bandage to prevent further blood exposure.
3. Clean and disinfect all equipment, tools, and implements that have come in contact with the blood.
4. Clean the station with disinfectant.
5. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked "Biohazard".
6. Completely seal the double bags and place in the waste receptacle. *\*If left on station through the rest of the exam they will be considered to contaminate your station.*

## TEN MINUTE SETUP OF WORKSTATION

### Setup of Items that Remain Out for Entire Exam – 10 minutes

\*These items remain on the station for the duration of the exam. Do not set out tools and implements for any specific service. Candidates may also set up other items at their discretion, but at a minimum, must include those listed below.

### 10 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Sanitize work surface
2. Set out the following items:
  - a. Sanitizer for work surface.
  - b. Hand sanitizer.
  - c. Paper towels in labeled plastic bag.
  - d. Blood spill/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
    - i. Bandages
    - ii. Anti-microbial
    - iii. Plastic bag labeled "biohazard"
    - iv. Protective gloves
  - e. One (1) or more freestanding waste disposal receptacle(s) on the floor underneath your assigned workstation for the exam.
  - f. Mannequin clamp and mannequin.

### Notes:

- Candidate's apparel and personal hygiene must not present safety or sanitation risk to consumer.
- During this time, setup mannequin clamp and place mannequin head on clamp, but do not drape yet.
- You will be able to access your kit during the exam without permission from the evaluator.

## FACIAL SERVICE REQUIRED STEPS

### Facial Service – 15 minutes

\* The mannequin represents a real person, the same person for all services.

#### 2 minute setup:

Sanitize your station and set up with facial service implements, products and tools.

#### 15 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Drape the mannequin, including hair, ears and chest coverings. These same drapes will remain in place throughout the exam.
2. Cleanse entire face, avoiding lips, eyes and nostrils.
3. Remove cleanser with a clean “steamed” cloth towel, moistened or mock moistened cotton, or moistened or mock moistened sponge.
4. Steam the face:
  - a. Wring “steamed” cloth towel and simulate checking towel temperature before applying to the face.
  - b. Cover the face with the “steamed” cloth towel, keeping the nose and mouth uncovered.
5. Apply massage cream.
6. Demonstrate massage techniques:
  - a. Perform effleurage over the face.
  - b. Perform petrissage over the face.
  - c. Perform tapotement over the face.
7. After your massage demonstration, perform these finishing steps:
  - a. Remove massage cream using upward and outward movements with a clean “steamed” cloth towel, moistened or mock moistened cotton, or moistened or mock moistened sponge.
  - b. Apply toner or astringent to the chin, cheeks, nose and forehead using cotton ball or other disposable cotton product.
  - c. Apply moisturizer to the chin, cheeks, nose and forehead using upward and outward movements.
8. Clear facial items from your station, clean your station, stand back and raise your hand to indicate you are finished.



## FACIAL MASK SERVICE REQUIRED STEPS

### Facial Mask – 10 minutes

\* The mannequin represents a real person, the same person for all services.

#### 2 minute setup:

Sanitize your station and set up with facial mask service implements, products and tools.

#### 10 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Maintain towel and linen positions during service.
2. Apply facial mask product evenly and smoothly over the chin, cheeks, nose and forehead, not including eyes, nasal passages or lips.
3. Stand back, raise your hand to indicate your mask is drying.
4. Use a clean “steamed” cloth towel, moistened or mock moistened cotton, or moistened or mock moistened sponge to thoroughly remove all facial mask product, using upward and outward movements. Test the temperature of the “steamed” cloth towel before using it on the face.
5. Apply toner or astringent to the chin, cheeks and forehead with cotton ball or other disposable cotton product.
6. Apply moisturizer to the chin, cheeks, nose and forehead.
7. Clear facial mask items from your station and clean your station.
8. Stand back, raise your hand to indicate you are finished.

## MANUAL EXTRACTION SERVICE REQUIRED STEPS

### Manual Extraction – 10 minutes

\* The mannequin represents a real person, the same person for all services.

#### 2 minute setup:

Sanitize your station and set up with manual extraction service implements, products and tools.

#### 10 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Maintain towel and linen positions during service.
2. Provide eye protection for the client.
3. Wear disposable gloves throughout the extraction.
4. Apply antiseptic or astringent to the forehead.
5. Stand back and raise your hand and an evaluator will come to observe your demonstration of a manual extraction.
6. With the evaluator observing, gently apply pressure to both sides of the pore and perform extraction. Use cotton or tissue with astringent during extraction.
7. Evaluator will instruct you to continue.
8. Apply antiseptic or astringent to extracted areas.
9. Clear manual extraction items from your station and clean your station.
10. Stand back and raise your hand to indicate you are finished.

## TWEEZING & WAXING SERVICE REQUIRED STEPS

### Tweezing & Waxing – 20 minutes

\* The mannequin represents a real person, the same person for all services.

#### 2 minute setup:

Sanitize your station and set up with tweezing and waxing service implements, products and tools. Pre-waxed strips for home use are not allowed.

#### 20 minute procedure:

Candidates will be evaluated on the safe and sanitary performance of the following:

1. Maintain towel and linen positions during service.
2. Wear disposable gloves for both tweezing and waxing procedures.
3. Tweezing procedure:
  - a. Apply antiseptic to eyebrow area.
  - b. Dry the eyebrow area.
  - c. When you are ready to tweeze, stand back, raise your hand and an evaluator will come to observe.
  - d. With the evaluator observing, hold skin taut and demonstrate the removal of hair in the direction of its natural hair growth.
4. When the evaluator instructs you to continue, finish the service by reapplying antiseptic to the area.
5. Clear facial tweezing items from your station and stand back.
6. When you are instructed to do so, begin the waxing procedure:
  - a. Apply antiseptic to eyebrow area.
  - b. Dry the eyebrow.
  - c. When you are ready to apply wax, stand back, raise your hand and an evaluator will come to observe.
7. With an evaluator observing:
  - a. Test the wax temperature on your forearm.
  - b. Apply simulated wax product under the eyebrow in the direction of the hair's natural growth.
  - c. Smooth strip over wax product.
  - d. Hold skin taut and pull fabric strip in opposite direction of the natural hair growth.
8. When the evaluator instructs you to continue, finish the service by applying waxing finishing product to the area.
9. Clear waxing items from your station, clean your station and stand back.

## CLEAN UP

After the waxing service, your evaluation will continue. You will be instructed to perform the following cleanup steps.

- Completely clear and clean your workstation, including sweeping floor.
- Package all of your materials and waste, including floor sweepings, for removal from the exam site.
- Raise your hand. An evaluator will check your area and release you to leave.
- You will be evaluated on how clean and sanitary you leave your workstation.
- Do not leave or dispose of anything at the exam site.

## CHECKLIST: WHAT TO BRING TO YOUR PRACTICAL EXAM

The following is a complete list of what is required for your exam. You may bring additional items if they are part of the technique you use and if they provide an effective, professional service that is safe, sanitary and legal. All items must be appropriate and effective for the service, appropriate for the exam facility and not detract from exam administration. National Testing Network does not regulate or endorse any kit company. Regardless of where the kit is from, it is the candidate's responsibility to check the content and assure it is complete.

### Identification

- Two valid forms of government issued identification (one with photo, see Required Identification section)

### Initial Setup Items that Remain Out for the Entire Exam

- Paper towels in labeled plastic bags
- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- At least 1 plastic or plastic lined, freestanding waste receptacles, such as paper grocery or shopping bags lined with plastic garbage bags.
- Blood spill kit/first aid with items necessary to perform universal blood spill procedures.

### General and Extra Items that Should Be Available in Your Kit

- Cotton balls or other disposable cotton product
- Spatulas
- Disposable gloves
- Bottle labeled "warm water"
- Dry cloth towels packaged and labeled as "steamed towels"
- Paper and cloth towels
- Facial sponges

### Mannequins

- Candidates must bring one mannequin head without makeup and without beard.
- Clamp or other effective method of stabilizing mannequin.

### Blood Spill Kit Items *(in a clear container so they are visible)*

- Bandages
- Plastic bags labeled "Bio-hazard"
- EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity
- Anti-microbial
- Protective gloves

### Facial Service Items

- Hair covering/drape (ex: headband and cap)
- Chest drape (ex: towel or cape and neck strip)
- Spatulas
- Squeeze bottles
- Toner or astringent
- Dry cloth towels packaged and labeled as "Steamed Towels"
- Massage cream
- Cleansing cream
- Moisturizer

### **Facial Mask Service Items**

- Dry cloth towels packaged and labeled as “Steamed Towels”
- Facial mask product
- Facial mask brush

### **Manual Extraction Service Items**

- Cotton product
- Client eye protection
- Antiseptic or astringent
- Disposable gloves

### **Tweezing & Waxing Service Items**

- Disposable gloves
- Fabric strips
- Applicator sticks
- Waxing finishing product (ex: soothing cream)
- Tweezers
- Mock soft was (ex: honey)
- Antiseptic