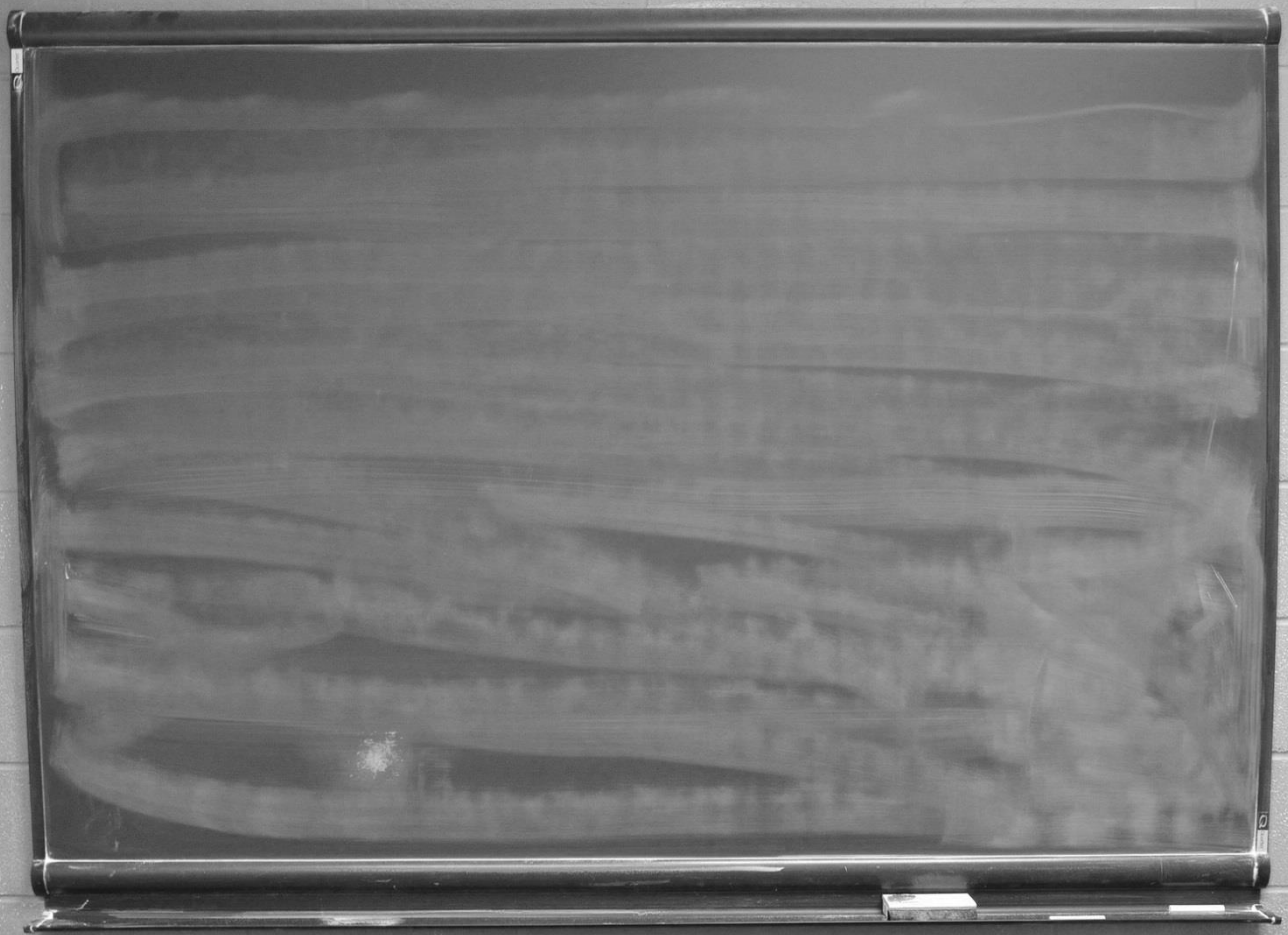


Kansas Instructor Exam

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 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.

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.

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 practical exam.

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 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). **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 exam, you must be referred online at 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 exam. (You need to use your personal username and password for scheduling.)

Exam Locations and Scheduling - Go to www.cosmetologykansas.com to see exam locations and schedule your exam. Choose any available time and date at the location you prefer. You must schedule the exam yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

Payments

The written exam fee is \$75. Written exam retests are \$75. You can pay by credit card online. If you cannot pay by credit card, log into your account at 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. 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
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.

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 or to *Appeals Process, National Testing Network, 18720 33rd 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.

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 to be licensed in the State of Kansas. Passing score for the written exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again.

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 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 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 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 listed in Kansas State Law, as shown below. You must be prepared for testing in all areas shown.

EXAM CONTENT OVERVIEW

The written examinations for instructors shall be constructed to measure the applicant's knowledge of lesson planning and teaching techniques.

Learning Theories and Motivation

The instructor manages the learning environment and classroom delivery using varied teaching methodologies, balanced between lecture, practical application, and demonstration, and encourages learning through use of appropriate motivational strategies, recognition of learning styles, and theory of adult education.

Instructional Delivery and Classroom Set-up

The instructor sets-up classroom and practical delivery to tap into learning styles by identifying and selecting instructional material, equipment and teaching aides, using appropriate voice and non-verbal behaviors, and modifying classroom organization in order to facilitate learning and classroom interaction. Instruction includes lecture, demonstration, and facilitation of supervised practical applications in curriculum content areas.

Lesson Plans & Records

The instructor recognizes learning potential and develops lesson plans and learning approaches based on curriculum content and appropriate to the levels and abilities of the class group, while maintaining a record of the instructional approach (lecture, hands-on, demonstration), objectives and teaching methodology, school and clinic records, student progress, grades, behavioral issues, counseling and advising reports.

Assessment and Evaluation

The instructor maintains classroom and learning records and develops practical and expert application for selecting, linking, and developing the appropriate assessment and grading approach, testing methodologies, tracking charts, item weighting, rating scales, check lists and underlying learning traits.

Written Exam

INTRODUCTION AND REFERENCE MATERIALS

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

1. Barnes, L. (2009). *Milady's Master Educator Student Course Book; vol. one: Basic teaching skills for career education instructors*. Albany, NY: Milady, a part of Cengage Learning.
2. Pivot Point International (2002-2006). *Mindful teaching series, courses 101, 201, 301, 401, 501, 601*. Chicago, IL: Pivot Point International, Inc.
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: INSTRUCTOR

Kansas State General Laws, Rules and Regulations

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>

Learning Theories and Motivation - 25%

Learning styles

Teaching methods (examples: lecture, demonstration, discussion)

Motivational strategies (examples: enthusiasm, presentations, activities)

Characteristics of adult learners

Instructional Delivery and Classroom Set-up- 48%

Identifying and selecting instructional materials (examples: equipment, teaching aides)

Knowledge of subject matter

Applied teaching methods (examples: lecture, demonstration, discussion)

Classroom organization

Classroom management and supervision (examples: situations, discipline, leadership)

Visual aids

Instructor qualities:

- Professional conduct, image, and ethics
- Communication skills (examples: language, voice, and non-verbal)

Student assignments

Lesson Plans and Records - 12%

Preparing course outline, learning objectives, and lesson plans

Record keeping (examples: attendance, progress reports, assessments)

Assessment and Evaluation - 15%

Types of assessment (examples: written, oral, performance/practical)

Assessing students' needs

Methods and selection of assessment

Rating scales and checklists

Consistency in grading

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.

1. Which of the following is characteristic of adult learners?
 - a. They are goal oriented.
 - b. They have established habits and opinions.
 - c. They make connections to prior knowledge.
 - d. All of the above.

2. Learning style refers to the student's preferred
 - a. method of thinking, understanding, and processing information.
 - b. cosmetology techniques.
 - c. style of communicating with clients.
 - d. None of the above.

3. Teaching aids that use words or phrases to trigger associations and memory of information are called
 - e. maps.
 - f. reading lists.
 - g. mnemonics.
 - h. student feedback forms.

4. The fourth and final step or stage of learning is
 - i. assimilation.
 - j. input.
 - k. desire.
 - l. repetition.

5. A group of diverse learners will benefit most from a lesson if the instructor
 - m. varies his or her teaching methods.
 - n. teaches information sequentially.
 - o. assigns projects.
 - p. None of the above.

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