

Kansas Electrology 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.

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.

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 and practical exams, 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 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 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. 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) 741-3355. 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, 2122 164th St. SW, Suite 300, Lynnwood, WA 98087*.

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 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 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 and instruments are sterilized per Kansas State General Laws, Rules and Regulations.

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.

Electrology Services - The licensee/practitioner is required to properly recognize and identify conditions or illnesses that may put a client at greater risk during an electrology service. The licensee/practitioner is required to have knowledge about the safe removal of hair through electrolysis, this includes safety utilizing electricity to perform services, complete understanding of sterilization, disinfection and sanitation procedures, as well as various methods of hair removal through electrolysis.

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. Kansas Board of Cosmetology General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology. <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm> as of Feb 15, 2019
2. Milady Standard Esthetics Advanced. 2nd Edition. 2013. Cengage Learning.
3. Milady's Hair Removal Techniques; A Comprehensive Manual, Clifton Park, NY: Cengage Learning, 2004.
4. Milady's Aesthetician Series; Advanced Hair Removal, Clifton Park, NY: Cengage Learning, 2008.

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: ELECTROLOGY

Kansas State General Laws, Rules and Regulations - 25%

Safety, Sanitation & Infection

Control - 40%

Types of bacteria

Immunity

Viruses

Client records

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 - 7%

Electric current

Electrology probes

Electrology equipment & instruments

Product Knowledge & Chemistry - 1%

Cataphoresis

Anatomy & Physiology - 11%

Histology of the hair and scalp:

- Trichology
- Hair structure
- Hair growth
- Hair color
- Hair disorders
- Hair loss

Histology of the skin

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

Peripheral vascular or capillary system

Sensory nerves

Papilla destruction

Electrology Services - 16%

Electrology before & after treatment

Professional conduct

Insurance

Client consultations

Electricity & its measurement

Galvanic, thermolysis & blend modalities

Temporary vs. permanent hair removal

Client record keeping

Insertion of probes

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. If a blood spill occurs, the licensee or apprentice shall
 - a. call a doctor.
 - b. continue the service.
 - c. send the client home immediately.
 - d. perform the universal blood spill procedure.

2. Examination paper on the service table should be changed
 - a. daily.
 - b. weekly.
 - c. with very other customer.
 - d. at the start of every new consumer service.

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. Which of the following is the first step when sterilizing reusable electrolysis instruments?
 - a. wipe with a clean towel.
 - b. place in a sterilization bag.
 - c. clean with warm, soapy water
 - d. clean the instrument using a disinfectant wipe

5. The outermost layer of skin is the
 - a. epidermis.
 - b. medulla.
 - c. dermis.
 - d. subcutaneous tissue.

Answers: 1. d. 2. d. 3. a. 4. b. 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 on a live model. 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.

AT THE PRACTICAL EXAM TESTING CENTER

Exam Setting - Practical examinations are administered in a testing setting. A counter is provided to work on. Your live model will be sitting across from you at your workstation and stools are provided. Brooms and dustpans are available. Do not assume that any other 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.

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. 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.

Live Model - A live model is required for the exam. Candidates are responsible for bringing a live model whom they have personally pre-screened for contraindications that would put the live model at an increased risk for injury or other harm. National Testing Network is not responsible for any injury or illness that occurs as a result of the live model's participation in the exam. Candidates and live models will be required, at the exam site, to certify that the live model meets these requirements.

Live Models:

- May not be a current electrology apprentice.
- May not be an electrology licensee.
- May not be an electrology apprentice trainer or instructor.
- Must be at least 18 years of age.
- Must give written consent to participating as a live model.
- Must be free of contraindications.

You may not communicate or exchange information with your model at any time during the exam related to the performance of any demonstration. Any communication between you and your model should be minimal and related to the artist-client relationship including infection control, pre and post service information, and giving instruction for adjustment of your model. The raters and your model are not allowed to guide you, answer questions, or exchange information at any time during the exam regarding proper demonstration of a procedure.

10 Minute Initial Setup

Each candidate will set up all items brought for performing an Electrology service, all labeled in English. This includes:

1. All pre-sterilized items in sealed plastic bags or containers and labeled as pre-sterilized.
 - All bottles
 - All equipment, including lamp and electrology machine
 - Sharps container
2. Empty container for items to be disinfected after exam does not need to be wiped with disinfectant if placed on floor (can be kit container used to transport supplies to test center.)
3. Clean blood spill kit is a plastic container or plastic bag that is labeled 'blood spill' OR 'first aid'
 - Kit includes:
 - Bandages
 - Anti-microbial
 - Latex protective gloves
 - Bag inside kit marked 'biohazard' for blood spill/first aid waste.
4. Disinfectant, hand sanitizer and paper towels
5. All other items brought for the service.

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.*)
- Mock product is not allowed.
- Candidates must bring all product needed.
- All liquids and creams must be labeled in English stating what the container actually contains.
- 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

- Only single-use instruments or sterilized equipment shall be used on the live model.
- All single-use instruments or tools must be prepackaged, in original sterilized packaging obtained from suppliers or manufacturers.
- All non-single use instruments or tools must be sterilized according to Kansas State General Laws, Rules and Regulations prior to the exam.
- All tools/products/implements must be in proper and safe working order and in English labeled containers or bags.
- Tools and implements must be set out on a clean/sanitary surface.
- Sanitation must be maintained before and during use.
- 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.
- If an item or substance falls to the floor:
 - Remove it from the floor immediately.
 - Disinfect all contaminated areas including the floor.
 - Do not reuse item without sterilization.
- Candidates must use infection control procedures at all times.

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.
- 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.

Personal Safety and Sanitation

- Candidates are evaluated on their sanitation methods, how products and tools are cleaned, stored, and handled, how the model is handled, 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 and disinfect the work area (including stool and supply bottles).
- Candidates' hands must be cleaned with hand sanitizer before performing any service on a live model 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 set up on the workstation during the 10 minute setup.

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/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 bring a sharps container that is clearly labeled “Sharps Container”.
- 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 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.

Apparel and Personal Hygiene

- A candidate’s jewelry may not inhibit the performance of services.
- A candidate’s hair may not inhibit safe and sanitary performance of services.
- Apparel must be visibly clean.
- Clothing and jewelry must not present safety or sanitation risks for consumer.
- 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/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.) 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.

	Service	Setup Time	Timed Service	Percent of Overall Score
Initial Setup	Disinfect and Setup	10 minutes	-	25%
Electrology Service	Blend Modality	-	90 minutes	55%
Blood Spill	Blood Spill Procedures Demonstration	-	10 minutes	Pass/Fail
Cleanup	Disinfection and Cleanup	Unlimited	Unlimited	20%

TEN MINUTE SETUP OF WORKSTATION

Introductory Video Shown at Beginning of Practical Exam

Video Script:

“On behalf of National Testing Network we welcome you to your licensing exam. You will perform a demonstration on a live model.

To remain in this exam, you and your model must follow exam rules.

- *No reference materials, food, beverages, smoking, cell phones, or weapons are allowed.*
- *You may not leave the test site during the exam.*
- *You must request permission to go to the restroom and the exam timer does NOT STOP.*
- *Your evaluator is not allowed to guide you, answer questions, or exchange information regarding proper demonstration of a procedure.*
- *During the exam, you may have the instructions repeated a maximum of two times.*
- *Your evaluator cannot provide any additional supplies, equipment, or other items to you.*
- *If you drop anything on the floor, pick it up and discard it OR, if you are going to use it again in this service, properly follow required disinfection or sterilization protocols.*
- *Your model is the only person you may have present in the exam room.*
- *Your model must not provide any guidance regarding the service and should not speak unless necessary.*
- *All talking between you and your model should be limited. What is said must be related to the client relationship such as asking your model to move, providing infection control instructions and the giving of pre and post service information.*
- *If there is any unauthorized communication or any inappropriate behavior or language by you or your model, your exam will end and you will not pass.”*

INITIAL SETUP

Initial Setup

Evaluator Script:

“You will now have 10 minutes to set up your work area, including everything you brought for your demonstration blend modality electrology service. Tell me when you are finished and ready to proceed with the service.”

Evaluation Points

You will be evaluated on proper and safe setup for a blend modality electrology service, including the following:

- Sanitize hands and disinfect the entire work area before setting out items.
- Maintain sanitation throughout setup.
- Set up all items required for performing a blend modality electrology service, all visibly labeled in English and all completely sanitized with disinfectant. Items to set out include:
 - a. Disinfectant, hand sanitizer and paper towels
 - b. All pre-sterilized items in sealed plastic bags or containers and labeled as pre-sterilized.
 - c. All bottles
 - d. All equipment, including lamp and electrology machine
 - e. Sharps container
 - f. Freestanding waste receptacle(s) labeled “Waste”
 - g. Empty container for items to be disinfected after exam. The empty container can be the kit container you used to transport supplies to the test center. If the empty container is placed on the floor, it does not need to be wiped with disinfectant.
 - h. Clean blood spill kit in a clear plastic container or plastic clear plastic bag that is labeled, “Blood Spill Kit”. The kit must contain enough product for two blood spills. Kit contents must be visible, labeled in English and must include:
 - i. Bandages
 - ii. Anti-microbial
 - iii. Latex protective gloves
 - iv. Bag inside kit marked 'biohazard' for blood spill/first aid waste.
- Any other items you brought to use for this service

ELECTROLOGY SERVICE – BLEND MODALITY DEMONSTRATION

Blend Modality Electrolysis Demonstration - 90 minutes

Evaluator Script:

“You will now have up to 90 minutes to perform a blend modality electrolysis service on your model’s forearm. You must completely remove at least five hairs. You may remove more than five, but you must set out exactly five for inspection. Complete the entire service, including providing your model with aftercare instructions. Let me know when you have completed the service and I will then inspect your five hairs.”

Evaluation Points

You will be evaluated on safe and sanitary blend modality electrolysis service, including the following steps:

1. Sanitize hands, don gloves and position model’s arm on pillow.
2. Prepare the skin for hair removal.
3. Prepare probe and place in holder. Then, prepare the electrode and hand it to the live model.
4. Gauge average follicle depth by inserting probe into a few random hairs.
5. On blend modality, determine working point for current through progressive increases on test hairs.
6. For at least five hairs:
 - a. Insert probe safely at correct depth/angle.
 - b. Apply electric current safely.
 - c. Remove hair safely using forceps (tweezers) and place on clean towel for evaluation.
7. Apply post treatment product and provide aftercare instructions to the live model.
8. Tell the evaluator you are finished and ready to have your five hairs inspected.

CLEAN UP AND PREPARE FOR BLOOD SPILL DEMONSTRATION

Evaluator Script:

“Now, completely clear, clean and sanitize your work station. Tell me when you are finished and ready to move on the blood spill test.”

Evaluation Points

1. During clean up you will continue to be evaluated on the safety and sanitation of your practices.
2. Tell the evaluator when you are finished and ready to move on the blood spill exam.

BLOOD SPILL PROCEDURE DEMONSTRATION

Blood Spill Procedure Demonstration - 10 minutes

Evaluator Script:

“Now demonstrate a mock blood spill procedure on the back of your model’s hand, following universal precautions.”

Candidates will be evaluated on the safe and sanitary performance of an entire blood spill procedure demonstration.

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.

You 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. All contaminated items, including gloves (which should be removed last), must be placed in a double bag marked “Biohazard”.
5. Dispose of completely sealed double bags in the waste receptacle. *If left on station through the rest of the exam they will be considered to contaminate your station.

FINAL CLEANING

Final Cleaning:

Video Script:

“The last part of your exam is to completely clear, clean and sanitize your area. That includes packaging all garbage to take with you. You may not leave disposable materials or anything else in the facility. When you are ready to leave, inform your evaluator who will check your area and release you to leave. You will be evaluated on how clean you have left your area.

Your test administrators cannot answer questions about how you did on today’s exam. Within one week, your exam results will be posted on your online account page and you can access them with your user name and password. The Exam Preparation Guide has information about how you get your license once you have passed.”

To be approved for leaving, you must:

1. Completely clean work area.
2. Prepare your waste properly for disposal.

Take everything with you, leaving nothing behind in the test center.

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)

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

Machines

- Clean electrology machine that can perform blend modality electrolysis
- Clean lamp
- Clean magnifier if needed, optional

Products

- Clean bottle of EPA registered disinfectant for cleaning surfaces, tools, containers, etc. (in original bottle)
- Clean bottle of hand sanitizer in original bottle (bottle in plastic bag, labeled "Hand Sanitizer")
- Clean bottle of antiseptic in original bottle to cleanse treatment area (bottle in plastic bag, labeled "Antiseptic")
- Topical anesthetic, optional (in original bottle in plastic bag, labeled "Topical Anesthetic")
- Conductive gel or moistened pad for electrode (If gel, in original bottle in plastic bag labeled, "Conductive Gel." If moistened pad, in sealed plastic bag labeled, "Pre-Moistened Pad")
- Blood spill kit/first aid (kit is in plastic container or bag labeled, "Blood Spill." Items in kit clearly visible and labeled in English)
- Post-treatment topical (in original bottle in plastic bag, labeled "Post-Treatment Topical")

Tools

- Clean single-use protective gloves (gloves in plastic bag labeled, "Protective Gloves")
- Sterilized forceps (tweezers) (in plastic bag labeled, "Sterilized Forceps or Tweezers")
- Sterilized probe cap (in plastic bag labeled, "Sterilized Probe Cap")
- New, disposable probes in original packaging (in plastic bag labeled "Probes")
- Sanitary disposable cotton product (in plastic bag labeled, "Sanitary Cotton")
- Spatulas for removing product from open containers, if needed, (optional) (in plastic bag labeled, "Sterilized Spatulas")

Towels, Linens and Paper Products

- Sanitary paper towels (In sealed bag labeled, "Sanitary Paper Towels")
- Sterilized cloth towels (In sealed bag labeled, "Sterilized Towels")
- Clean pillow for model's arm
- Sanitary drape for pillow (In sealed bag labeled, "Pillow Drape")
- Sanitary solid white cloth for displaying removed hairs for evaluator (In sealed bag labeled, "Display Cloth")

Written Documents

- Signed approval for service and health pre-screen for model with no contra-indications for electrology
- Written aftercare instructions (in sealed plastic bag.)

Waste Containers

- Plastic or plastic lined, freestanding waste receptacle, such as paper grocery or shopping bags lined with plastic garbage bags.
- Empty container for items to be disinfected after exam (can be kit container used to transport supplies to test center.)
- Clearly labeled sharps container

Live Model Requirements

- Candidates must pre-screen a live model for contraindications prior to the exam.
- Live models may not be students of or licensed in electrology, or any cosmetology profession.
- Live models are required to sign confidentiality agreements and National Testing Network Release Waiver prior to entering the testing room.
- Live models must be at least 18 years of age.