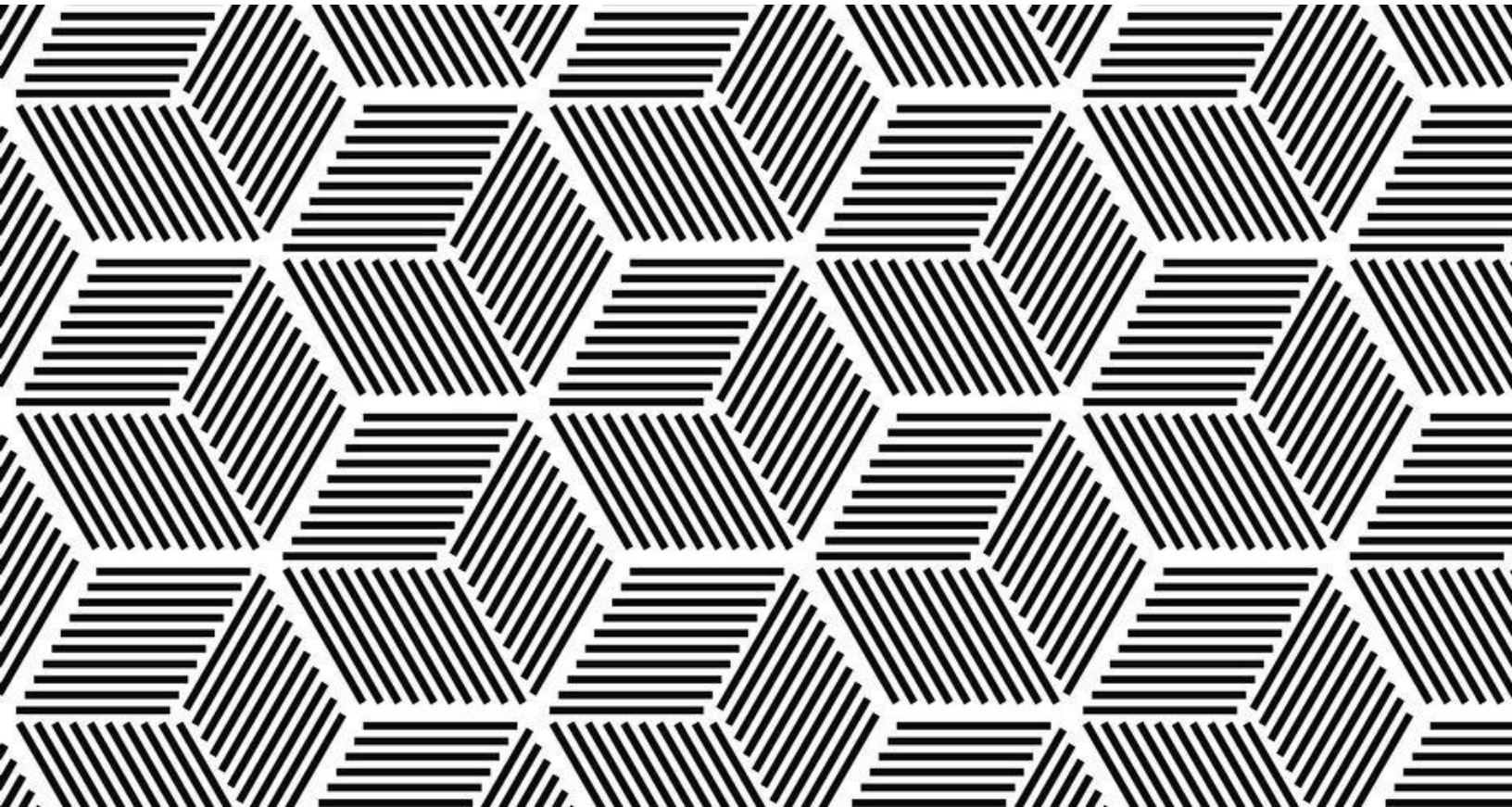


Kansas Manicurist Exam

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 sign up for your 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 Exposure 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 425-977-0566. 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 Exposure portion of the practical exam may schedule another test and take the Blood Exposure 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.

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.

Nail Care & Product Use - The licensee/practitioner is required to properly recognize and identify nail disorders and diseases, including parasites and contagious and open wounds or other conditions that may preclude the rendering of or affect the outcome of services. Services include manicuring and pedicuring, acrylic nails, gel nails, nail tips, nail wraps, paraffin wax treatments and massaging.

Written Exam

INTRODUCTION AND REFERENCE MATERIALS

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

1. Milady's Standard: Nail Technology. 7th Edition. 2015. Cengage Learning.
2. 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
3. Salon Fundamentals Nails. 1st Edition. 2013. Pivot Point.

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: MANICURIST

Kansas State General Laws, Rules and Regulations - 25%

Safety, Sanitation & Infection Control - 40%

Prohibited practices

Types of bacteria

Immunity

Viruses

Parasites

First Aid:

- Blood exposure 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%

Cuticle pusher

Finger bowls

Foot paddle

Foot spas

Implements, tools & storage:

- Use and manipulation
- Care and maintenance

Nail brush

Nail clipper

Nail files

Nail rasp

Nippers

Pedicure cart

Toe separator

Tweezers

Curette

Nail tips

Nail wraps

UV light rays

Dappen dishes

Dust mask & safety goggles

Product Knowledge & Chemistry - 6%

Water

pH and the pH scale

Nail care products:

- Polish remover
- Cuticle remover
- Nail conditioner
- Base & top coat
- Nail polish
- Adhesive
- Dehydrator
- Activator
- Acrylic nails (monomer, polymer, etc.)
- Nail primer

Anatomy & Physiology - 2%

Histology of the nails:

- Nail structure
- Nail growth
- Nail disorders
- Nail diseases

Histology of the skin:

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

Nail Care & Services - 21%

Manicure

Pedicure

Paraffin wax treatments

Massage movements

Nail tip application

Nail wrap application

Gel nail application

Acrylic nail application

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. Before applying nail tips to a clients natural nails, it is important to
 - a. soak the nails for at least 20 minutes.
 - b. gently buff the natural nail to remove the shine.
 - c. apply polish to the nail tip before applying glue.
 - d. give a paraffin wax treatment to the client.

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. How long should a manicurist expose a client’s nails to a UV gel lamp to cure gel nails?
 - a. 3-5 minutes.
 - b. 7 minutes.
 - c. 10 minutes.
 - d. The amount of time that the lamp manufacturer instructs.

4. The U.S. Food and Drug Administration (FDA) has banned cosmetic products that contain
 - a. aniline derivatives.
 - b. hazardous substances.
 - c. hydrogen peroxide.
 - d. disinfectant solutions.

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

Answers:

1. b. 2. c. 3. d. 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.

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. Brooms and dustpans are available. A waste receptacle will be provided however you must bring your own bags to put inside the receptacle. We suggest 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.* No other salon facilities are available.

Instructions and Timer - Practical exam instructions and a countdown timer showing time remaining for each timed portion of the exam are presented 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. **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. 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.

Hand Mannequin may be a standard molded mannequin or may be of other types, such as filled rubber gloves (uncolored), as long as they are appropriate and effective for demonstration of the steps in this Candidate Information Bulletin.

- Hand mannequin must be clean and unstained without polish on the nails or skin.
- All five (5) nails must be attached to the nail beds of hand mannequin and remain attached during services.
- Hand mannequin may be stabilized with a pillow if the candidate desires.
- *Candidates will be marked off for any step done with a mannequin in an unrealistic hand 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. Blood exposure/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
 - a. Bandages
 - b. Anti-microbial
 - c. Doubled plastic bags
 - d. Protective gloves
4. One (1) freestanding waste disposal receptacle(s) will be provided to be placed on the floor underneath your assigned workstation for the exam. You will need to line this with a liner/bag that you bring. Liner/bags will not be provided to you.
5. Mannequin hand.

2 Minute Service 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.

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

Product Requirements

- A disinfectant must be used to disinfect the workstation and tools during the **blood exposure portion** of the exam. (*Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting Wipes/Lysol Daily Wipes etc.*)
 - Label **MUST** have the following words either included in the manufacturers label or handwritten:
 - EPA-registered disinfectant
 - Bactericidal
 - Fungicidal
 - Virucidal

- 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.
- There is no water available at the site to fill bottles.
- The fingerbowl for the Manicure will be empty and used as if it had water in it.
- 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.
- 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 “Manicure Service” and contain all manicure service tools/products/ implements that will be set out at the time of the manicure 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.
- 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 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 unsanitary 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 exposure procedure must be used if a cut is sustained).

Blood Exposure Kit and Procedure - Candidates will be evaluated on the safe and sanitary performance of an entire blood exposure procedure demonstration. These universal and standard precautions will be performed as a mock service on the mannequin set up on the workstation during the Blood Exposure setup.

Note:

- **Blood Exposure kit MUST be labeled either First Aid or Blood Exposure Kit.**
- All products used during a blood exposure incident and the blood exposure exam must be applied with an applicator unless marked as single use.
- 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.
- A disinfectant must be used to disinfect the workstation and tools during the **blood exposure portion** of the exam. (*Bleach solution or hospital grade disinfecting wipes/solution shall be used. No Clorox Disinfecting wipes/Lysol Daily wipes etc.*)
 - Label MUST have all of the following words either included in the manufacturers label or handwritten:
 - EPA-registered disinfectant
 - Bactericidal
 - Fungicidal
 - Virucidal

A second *Blood Exposure/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 Exposure/First Aid Kit the candidate will follow the blood exposure 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 exposure 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 exposure 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 on the station.
5. Clean the station with disinfectant.
6. All contaminated items, including gloves (which should be removed last), must be placed in a double bag.
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 exposure 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 exposure 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 are supplied with one (1) covered, freestanding waste receptacle at the testing site.
- The receptacle will be labeled “Waste”.
- The receptacle must be kept on the floor underneath the candidate’s assigned workstation.
- **Candidates must bring waste bags to place inside the receptacle as it cannot be used without bags lining it. If liner bags are not brought to the exam, your exam will be ended at this point.**
- We suggest candidates bring more bags than assumed necessary in the case of bags breaking or more trash being accumulated than anticipated.
- Paper grocery bags/shopping bags lined with plastic garbage bags are NO LONGER ACCEPTABLE.
- 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 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.
- A candidate’s nail length or shape 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 exposure 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 during the exam. (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
Blood Exposure	Blood Exposure Procedure Demonstration	5 Minutes	10 Minutes	Pass/Fail
Initial Setup	Sanitize and Setup	10 Minutes	-	7%
Service 1	Manicure	2 Minutes	15 Minutes	19%
Service 2	Nail Tip	2 Minutes	20 Minutes	19%
Service 3	Nail Wrap	2 Minutes	20 Minutes	19%
Service 4	Sculptured Nail	2 Minutes	20 Minutes	19%
Service 5	Polish	2 Minutes	10 Minutes	12%
Cleanup	Sanitize and Cleanup	Unlimited	Unlimited	5%

BLOOD EXPOSURE PROCEDURE DEMONSTRATION

Blood Exposure Procedure Demonstration - 10 minutes

Candidates will have 5 minutes to setup and 10 minutes to perform the mock blood exposure procedure on their mannequin. Candidates will be evaluated on the safe and sanitary performance of an entire blood exposure procedure demonstration. These universal precautions will be performed as a mock service on the mannequin.
Note:

- **Blood Exposure kit MUST be labeled either First Aid or Blood Exposure Kit.**
- All products used during a blood exposure incident and the blood exposure exam must be applied with an applicator unless marked as single use.
- 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.

5 minute setup:

Disinfect your station and set up with ONLY blood exposure procedure mannequin, implements, products and tools.

10 minute procedure:

Candidates must perform all steps of the blood exposure 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.
4. Clean the station with disinfectant.
5. All contaminated items, including gloves (which should be removed last), must be place in a double bag.
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.*

Notes:

- During this time, setup mannequin hand.

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. Blood exposure/first aid kit in a plastic container or plastic bag with contents visible and labeled in English containing:
 - i. Bandages
 - ii. Anti-microbial
 - iii. Doubled plastic bags
 - iv. Protective gloves
 - d. One (1) covered, clean and freestanding waste disposal receptacle(s) with a bag as liner, on the floor underneath your assigned workstation for the exam. *If you do not bring a liner for the receptacle, your exam will end at this point and you will be escorted out. It is not allowed to use a waste receptacle without a liner.*
 - e. Mannequin hand.

Notes:

- During this time, setup mannequin if you did not set this up during the blood exposure procedure setup.
- Candidate's apparel and personal hygiene must not present safety or sanitation risk to consumer.
- You will be able to access your kit during the exam without permission from the evaluator.

MANICURE SERVICE REQUIRED STEPS

Manicure – 15 minutes

** The hand mannequin is used for the manicure service. The mannequin hand represents a real person. To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.*

2 minute setup:

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

15 minute procedure:

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

1. Place clean towel or paper towel on work surface under mannequin.
2. File the nails from corner to center.
3. Simulate soaking by placing fingertips in dry fingerbowl.
4. Simulate drying of hand and nails.
5. Apply cuticle cream.
6. Demonstrate pushing cuticle back with metal or rubber cuticle pusher or cotton-tipped wood stick.
7. Cleanse the nail, removing cuticle cream.
8. Use massage cream and massage the hand and fingers for approximately one minute. Do not call the evaluator over to observe the massage.
9. Remove the massage cream from the nails.
10. Clear manicure items from your station and sanitize your station.
11. Stand back, raise your hand and an evaluator will check your work.

NAIL TIP SERVICE REQUIRED STEPS

Nail Tip – 20 minutes

* The mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

2 minute setup:

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

20 minute procedure:

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

1. Select the appropriately sized nail tip for the second digit (index/pointer finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply nail cleanser/dehydrator to the nail plate.
4. Using adhesive, attach nail tip to the nail plate, leaving at least $\frac{1}{2}$ of the nail plate exposed.
5. Blend the nail tip to the nail plate until it is smooth, in a way that would not damage skin around the nail.
6. Trim and shape the nail tip.
7. Remove any nail adhesive from the skin.
8. Clear nail tip items from your station and sanitize your station.
9. Stand back from your station, raise your hand and an evaluator will check your work.

NAIL WRAP SERVICE REQUIRED STEPS

Nail Wrap – 20 minutes

* The mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

2 minute setup:

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

20 minute procedure:

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

1. Apply a nail wrap on to the third digit (middle finger).
2. Remove shine and dust from nail plate and cuticle.
3. Apply:
 - a. nail cleanser/dehydrator to the nail plate.
 - b. adhesive to nail plate.
 - c. wrap material on top of the nail plate.
4. Remove excess wrap material so that it fits the nail plate.
5. Apply:
 - a. nail adhesive over the nail wrap.
 - b. wrap accelerator over the nail wrap.
 - c. a second coat of nail adhesive.
 - d. a second coat of wrap accelerator.
6. File and buff the nail wrap until it is smooth without damaging the skin around the nail.
7. Remove any adhesive from the skin.
8. Clear nail wrap items from your station and sanitize your station.
9. Stand back from your station, raise your hand and an evaluator will check your work.

SCULPTURED NAIL SERVICE REQUIRED STEPS

Sculptured Nail – 20 minutes

* The mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

2 minute setup:

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

20 minute procedure:

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

1. Sculpture a nail on fourth digit (ring finger).
2. File or buff nail plate.
3. Apply:
 - a. cleanser or dehydrator
 - b. nail form under the free edge.
 - c. mock primer to the natural nail plate.
 - d. sculptured nail product to the nail form to extend the length of the nail.
 - e. sculptured nail product onto the nail plate.
4. Remove the nail form.
5. Buff the sculptured nail until it is smooth in a way that would not damage skin.
6. File free edge until it is smooth.
7. Remove excess sculptured nail product from the skin and under nail.
8. Clear sculptured nail items from your station and sanitize your station.
9. Stand back, raise your hand and an evaluator will check your work.

POLISH SERVICE REQUIRED STEPS

Polish – 10 minutes

* The mannequin hand represents a real person (the same person in all services). To get credit for the steps you perform, you must maintain the hand in the same position you would when an actual service is being performed on a client.

2 minute setup:

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

10 minute procedure:

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

1. Apply polish evenly and smoothly to all five (5) nails:
 - a. base coat
 - b. two coats dark colored polish
 - c. top coat
2. Remove any polish from mannequin's skin.
3. Clear polish items from your station and sanitize your station.
4. Stand back from your station, raise your hand and an evaluator will check your work.

CLEAN UP

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

- Completely clear and sanitize 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 **All items must be labeled.*

- Workstation sanitizer
- Liquid hand sanitizer in sufficient quantity to keep hands sanitary throughout the exam.
- Blood exposure kit/first aid kit with items necessary to perform universal blood exposure procedures.
- Cloth towels
- Cotton balls or other disposable cotton product
- 13 gallon tall kitchen trash can liner bags for freestanding, closed waste receptacle. *Multiple bags strongly suggested.*
- Candidates are supplied with one (1) covered, freestanding waste receptacle at the testing site.

General and Extra Items Recommended for Your **All items must be labeled.*

- Extra cotton tipped wood sticks
- Extra files/buffers
- Extra towels
- Extra nail glue
- Extra nail tips

Mannequins

Note: Stabilizing Mannequins Methods used for stabilizing head or hand mannequins may not detract from exam administration, such as by taking up too much space.

- One (1) hand mannequin with a full set of nails attached to the entire nail bed. (If made with rubber glove, glove must be light colored so dark polish will be clearly visible to evaluators.) Clean hand with no polish or stain on the hands or skin.

Blood Exposure Kit Items *(in a clear container so they are visible) *All items must be labeled.*

- Bandages
- Double plastic bags
- Anti-microbial
- Protective gloves
- EPA-registered disinfectant with bactericidal, fungicidal and virucidal activity (these words MUST be included in the label)

Manicure Service Items **All items must be labeled.*

- Finger bowl
- Metal or rubber cuticle pusher OR cotton-tipped wood sticks
- Cuticle cream or remover
- Massage cream
- Nail brush
- Nail files & optional buffers
- *Suggestion: Small card stock to fan nail for assistance with drying*

Nail Tip Service Items **All items must be labeled.*

- Nail tips
- Nail files and optional buffers
- Adhesive/glue
- Skin cream or oil
- Nail dehydrator/cleanser
- *Suggestion: Small card stock to fan nail for assistance with drying*

Nail Wrap Service Items **All items must be labeled.*

- Nail files and optional buffers
- Nail wrap accelerator
- Adhesive/glue
- Skin cream or oil
- Nail wrap material (non-pre-cut fabric)
- Scissors
- *Suggestion: Small card stock to fan nail for assistance with drying*

Sculptured Nail Service Items **All items must be labeled.*

** Methyl Methacrylate (MMA) is prohibited; liquid nail monomer must be odorless*

- Sculptured nail liquid & powder containers
- Sculptured nail brush
- Nail files & optional buffers
- Sculptured nail forms
- Skin cream or oil
- Nail dehydrator/cleanser
- Mock primer
- Sculptured nail products:
 - Powder
 - Odorless liquid
- *Suggestion: Small card stock to fan nail for assistance with drying*

Polish Service Items **All items must be labeled.*

- Base coat
- Top coat
- Dark colored nail polish
- Cotton tipped wood sticks OR brush to remove polish
- *Suggestion: Small card stock to fan nail for assistance with drying*