

KANSAS MANICURIST EXAM



CANDIDATE INFORMATION BULLETIN



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 theory exam and a written practical exam after you complete your school program.

Read this entire Candidate Information Bulletin. It has information you need to complete the exam process.

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

1. You must be at least 17 years of age
2. Within 80 hours of completing your program to schedule your written exams.

Requirements on the Day of Your Exam

1. On the day you come to take the first exam, you must have finished your program.
2. 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 is incorrect in our system, please contact us by clicking on the “Contact Support” link at (www.cosmetologykansas.com).

- **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 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 – valid, or expired within one year
- U.S. armed services ID card – with photo and signature
- U.S. V.A. ID card – valid with photo
- U.S. or foreign passport – valid, or expired within one year
- State issued ID card with photo – 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
- US Veteran’s Administration ID card – valid with photo
- US Concealed weapons permit/Concealed carry license – valid with photo

Accepted as Identification - Original Identification Without Photo

- Certified birth certificate – original or certified document
- Certified birth registration card
- Social Security card (not laminated) or Tax Payer ID Letter
- U.S. Government issued visa – valid, or expired within one year
- Voter’s card
- Medicare card/Medicaid card
- Social Security Administration receipt of name change / replacement card

Getting Started

To take your written exams, you must be referred online at www.cosmetologykansas.com by your school or by the KBOC. 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 theory and written 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 of your 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

Each written exam has a fee of \$75. Any exam retest is \$75. You can pay by credit card online. If you cannot pay by credit card, log into your account at www.cosmetologykansas.com. Click on "Pay by Check" and print the form you need. Send the completed form, along with your money order or cashier's check, to National Testing Network. In about two weeks you will receive a voucher via email that you can use to go online and schedule your exam.

Special Accommodations Requests

For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You may request accommodations by completing the "Request for Accommodations Form (Parts A and B)" when you log into your account online for the first time. Submit all completed documentation to National Testing Network by mail or fax (contact NTN Support for current fax number).

National Testing Network
Accommodation Request
2122 164th St. SW, Suite 300
Lynnwood, WA 98087

All sections of the form must be completed; if one of the forms does not apply, please mark as "not applicable".

Requests must be made in advance and supported by documentation from a physician. Requests must be made and accepted prior to scheduling your exams with accommodations. You will be notified of the result of your request.

Languages

The exams are only 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:

Step 1: Log into your account at www.cosmetologykansas.com

Step 2: Click “Print Practitioner Application”

Step 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 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.)

Breaks

No breaks are given during exams. You must get permission from a proctor 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.

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

When can I retake an exam?

If you do not receive a passing score, you can go online and sign up to retake the 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 reschedule 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 on the following pages. You must be prepared for testing in all areas shown.

Exam Introduction and Reference Materials

Written Theory Exam References

1. Milady Standard: Nail Technology. 7th Edition. 2015. Cengage Learning.
2. Salon Fundamentals Nails. 1st Edition. 2013. Pivot Point.
3. Kansas Board of Cosmetology. General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology.
<https://www.kansas.gov/kboc/>

Written Practical Exam References

1. Milady Standard Foundations. 1st Edition. 2020. Cengage Learning.
2. Milady Standard Nail Technology. 8th Edition. 2021. Cengage Learning.
3. Salon Fundamentals Nails. 1st Edition. 2007. Pivot Point International, Inc.

Written Test Administrations

Written Exam Time

Written Theory Exam: 2 hours
Written Practical Exam: 2 hours

Computerized Testing

Both written exams are 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 exams, you will be able to go back to any question and review and change your answer, if needed. You are responsible for submitting your exam, on the computer, once you are finished.

All Testing Materials are Provided

All materials you need to take the written exams 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 a 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

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.

Written Theory Exam Detailed Content: Manicure

The written theory exam contains 100 multiple-choice questions that come from the areas listed in this section. All topic areas were rated as important to successful job performance. Content area scores are provided only to assist candidates in understanding the strength of their performance in each content area if the exam is failed. Total scores cannot be computed from content area scores.

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 and 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

Written Theory Exam Sample Questions

Questions on the written theory exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below. A written practice test is available online at www.cosmetologykansas.com.

1. What does it mean when an infection control product is labeled "sanitizer"?
 - a. The product contains 3% alcohol.
 - b. The product is a disinfectant.
 - c. The product is a cleaner, but not a disinfectant.
 - d. The product is a sterilizer, but not a cleaner.

2. Which of the following is a characteristic of antiseptics?
 - a. Antiseptics are not regulated or registered with any U.S. government agency for use.
 - b. Antiseptics effectively remove stains from clothing.
 - c. Antiseptics are strong enough to decontaminate implements.
 - d. Antiseptic hand sanitizers are safe for skin.

3. Metal instruments that can be reused, such as shears, metal pushers, and comedone extractors, are commonly considered
 - a. disposable implements.
 - b. cheap implements.
 - c. single use implements.
 - d. multi use implements.

4. Work surfaces, such as counters, tables, and sinks are to be cleaned how frequently?
 - a. before beginning a service on a client
 - b. once per day
 - c. only after performing services on 3 clients
 - d. twice per day

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

Written Practical Exam Detailed Content: Manicure

The written practical exam contains 125 multiple-choice questions that come from the areas listed in this section. All topic areas were rated as important to successful job performance. Content area scores are provided only to assist candidates in understanding the strength of their performance in each content area if the exam is failed. Total scores cannot be computed from content area scores.

Blood Exposure - 8%

- Handling of a blood exposure incident
- Disposal of blood-contaminated objects

Safety and Sanitation - 30%

- Personal hygiene
- Sanitation of implements and tools
- Identification and disposal of single-use items
- Cleaning and disinfecting work surfaces
- Safe handling and application of chemical products
- Storage and labeling of chemical products
- Safe handling and application of implements and tools

Set Up - 2%

- Secure draping of client

Manicure - 12%

- Safe handling and application of abrasives
- Safe handling and application of nail nippers
- Safe handling and application of nail clippers
- Procedural understanding of performing basic manicure
- Procedural understanding of applying a basic polish

Pedicure - 16%

- Safe handling and application of nail rasp
- Safe handling and application of curette
- Safe handling and application of callus softeners
- Safe handling and application of pedicure baths
- Procedural understanding of performing basic pedicure

Nail Enhancements - 32%

- Safe handling and application of wrap resin and wrap resin accelerator
- Safe handling and application of monomer liquid and polymer powder (acrylic)
- Safe handling and application of electric files
- Procedural understanding of nail tip application
- Procedural understanding of nail wrap application
- Procedural understanding of removing nail enhancements
- Procedural understanding of applying monomer liquid and polymer powder (acrylic) nail enhancements

- Procedural understanding of applying light cured gel polish
- Procedural understanding of dip system application
- Procedural understanding of nail sculpting

Written Practical Exam Sample Questions

Questions on the written practical exam are followed by four answer choices with only one correct answer. Written Practical items are about applied knowledge and focus on procedural understanding and the safe handling and application of tools. Review the sample questions and answers below.

1. Before disinfecting a dirty implement, it must
 - a. be completely dry.
 - b. be cleaned with soap (or detergent) and water.
 - c. have a thin coat of oil applied to it.
 - d. be rinsed with cold water.

2. After washing towels and linens, they should be
 - a. stored with soiled towels and linens.
 - b. discarded.
 - c. stored in a clean, closed container.
 - d. on a chair.

3. You covered your work surface with disinfectant. What will you do after that?
 - a. make sure it remains moist for the contact time shown on the label
 - b. immediately wipe it dry with a clean towel
 - c. dry it after one minute
 - d. leave it to dry while you do something else

4. You have received a new product to use. What will you do first?
 - a. smell it
 - b. thoroughly read the label
 - c. try it on your skin
 - d. get rid of your old product and start using the new

Answers: 1. b 2. c 3. a 4. b