

INSTRUCTOR

EXAM PREPARATION GUIDE



Introduction

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

Read this entire Exam Preparation Guide. It has information you need to complete the exam process. You can also find this information online at www.cosmetologykansas.com.

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

EXAMINATION REQUIREMENTS

Requirements to Sign Up for an Exam	You must be at least 17 years of age and within 80 hours of completing your program to 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	<p>For entry into your exam, you are required to provide originals of qualifying pieces of identification. <i>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.</i> If your name is incorrect in our system, please contact us by clicking on the “Contact Support” link at (www.cosmetologykansas.com).</p> <ul style="list-style-type: none"> • Two forms of government issued identification (see below) are required. <ul style="list-style-type: none"> ○ 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 (<i>for example, official court document indicating name change, etc.</i>). 												
Accepted as Identification	<ul style="list-style-type: none"> • U.S. or foreign 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 • Federal or state employee ID card – valid, shows your signature and photo • 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 												
<u>Original Identification With Photo</u>	<ul style="list-style-type: none"> • Certified birth certificate – original or certified document • Social Security card (not laminated) or Tax Payer ID letter • Certified birth registration card • Government issued visa – valid, or expired within one year • Voter’s card • Medicare card • Social Security Administration receipt of name change / replacement card 												
<u>Original Identification Without Photo</u>													
Examples of Items Not Accepted as Identification	<table border="0" style="width: 100%;"> <tr> <td>Medical marijuana card</td> <td>Copies of ID</td> <td>Car registration</td> <td>Cosmetology license</td> </tr> <tr> <td>Credit card</td> <td>Costco card</td> <td>Jury summons</td> <td>Gun permit</td> </tr> <tr> <td>Car insurance card</td> <td>School ID</td> <td>Bus passes</td> <td>Food handler’s card</td> </tr> </table>	Medical marijuana card	Copies of ID	Car registration	Cosmetology license	Credit card	Costco card	Jury summons	Gun permit	Car insurance card	School ID	Bus passes	Food handler’s card
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Credit card	Costco card	Jury summons	Gun permit										
Car insurance card	School ID	Bus passes	Food handler’s card										

Getting Started

To take your written exam, you need to be referred online at www.cosmetologykansas.com by your school, your apprenticeship program 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 Exam Preparation Guide by the day of your exam.
- Use your temporary username and password, given to you by your school or the referring agency, to create your own personal username and password online.
- Go online to schedule the date and time of your written exam. (You need to use your personal username and password for scheduling.)

Exam Locations and Scheduling

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

Payments

The written exam fee is \$50 and all individual retests scheduled are \$50 each through Thursday, September 17, 2015. Effective September 18, 2015, the written exam fee will be \$75 and any exam retest will be \$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 you can use to go back online and schedule your exam.

SCHEDULING AND TAKING THE EXAM

Special Accommodations Requests	<p>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 (425-774-0829).</p> <p>National Testing Network Accommodation Request 18720 33rd AVE W Lynnwood, WA 98037</p> <p>All sections of the form must be completed; if one of the forms does not apply, please mark as "not applicable".</p> <p>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.</p>
Languages	<p>The exams are only offered in English.</p>
Arrival Time	<p>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.</p>
Late Arrival Policy	<p>Entrance to the examination closes at test time. No candidate who arrives late will be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to reschedule and pay for another exam at a later time.</p>
Getting Your License	<p>Step 1: Log into your account at www.cosmetologykansas.com</p> <p>Step 2: Click "Print Practitioner Application"</p> <p>Step 3: Mail application and payment to KBOC with any additional documentation required (address and payment information found in the application)</p> <p>Note: Application must be received and processed by KBOC in order to receive your license</p>
Need Help?	<p>If you need help with this process, please contact us anytime by clicking the "Contact Support" link on www.cosmetologykansas.com.</p>

EXAM RULES

No Study Materials	No textbooks or other study materials are allowed in exam rooms.
Personal Belongings and Attire	No purses, backpacks or other personal belongings are allowed in exam rooms. Such items may not be accessed during the exam. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. No weapons of any kind are allowed in the facility. National Testing Network assumes no responsibility or liability for any personal items 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 unless specifically directed or permitted to do so by a test proctor or evaluator. (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.
No Drinking, Eating, Chewing, or Smoking	No eating, drinking, gum chewing, toothpick 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.
Breaks	No timeout for breaks is 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 and the answer sheets will be voided. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Some violations can result in additional suspensions from testing or affect receiving a Kansas 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 18720 33 rd Ave. W., Lynnwood, WA 98037 or to http://cosmetologykansas.com/process.cfm?id=contact .

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 one week 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 a written exam to be licensed in the State of Kansas. Passing score for the written exam is 75. Candidates scoring less than 75 on the written exam must take the entire written exam again.
When can I retake an exam?	You can go online and sign up to retake the written exam at a later 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 by the testing center as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification from the testing center, exams can be rescheduled by clicking the "Contact Support" link on www.cosmetologykansas.com and submitting a weather reschedule support ticket.
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. You must be prepared in all areas shown.

EXAM CONTENT OVERVIEW

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

Learning Theories and Motivation

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

Instructional Delivery and Classroom Set-up

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

Lesson Plans & Records

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

Assessment and Evaluation

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

Written Exam

REFERENCE MATERIALS

The written examination is developed to assess your knowledge of the profession and developed from books and other reference materials listed below that contain critical information.

1. Barnes, L. (2009). *Milady's Master Educator Student Course Book; vol. one: Basic teaching skills for career education instructors*. Albany, NY: Milady, a part of Cengage Learning.
2. Pivot Point International (2002-2006). *Mindful teaching series, courses 101, 201, 301, 401, 501, 601*. Chicago, IL: Pivot Point International, Inc.
3. Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from: <http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

WRITTEN TEST ADMINISTRATION

Written Exam Time	2 hours
Computerized Testing	The written exam is computer administered. You must be able to use a mouse and 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 available 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 at the workstation where you take the exam.

TIPS FOR TAKING THE WRITTEN EXAM

Read directions	Avoid careless errors by thoroughly reading and understanding the instructions before you begin.
Read questions thoroughly	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
Read all answers before choosing	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
Answer every question	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.
Don't spend too much time on one question	If you have a hard time with a particular question, move on and make a note to come back to that question later.
Double check answers	If you finish early, use the remaining time to review and double-check your answers.

DETAILED WRITTEN EXAM CONTENT: INSTRUCTOR

Kansas State General Laws, Rules and Regulations Laws, Rules and Regulations contained in the following publication:
Kansas Board of Cosmetology (2011, July). *General Laws Rules and Regulations relating to the practice of cosmetology, nail technology, esthetics and electrology*. Retrieved June 1, 2013 from:
<http://www.kansas.gov/kboc/CosmoStatsandRegs.htm>

Learning Theories and Motivation Learning styles
Teaching methods (examples: lecture, demonstration, discussion)
Motivational strategies (examples: enthusiasm, presentations, activities)
25% Characteristics of adult learners

Instructional Delivery and Classroom Set-up Identifying and selecting instructional materials (examples: equipment, teaching aides)
Knowledge of subject matter
48% Applied teaching methods (examples: lecture, demonstration, discussion)
Classroom organization
Classroom management and supervision (examples: situations, discipline, leadership)
Visual aids
Instructor qualities:
 ▪ Professional conduct, image, and ethics
 ▪ Communication skills (examples: language, voice, and non-verbal)
Student assignments

Lesson Plans and Records Preparing course outline, learning objectives, and lesson plans
Record keeping (examples: attendance, progress reports, assessments)
12%

Assessment and Evaluation Types of assessment (examples: written, oral, performance/practical)
Assessing students' needs
Methods and selection of assessment
15% Rating scales and checklists
Consistency in grading

PRACTICE QUESTIONS

Questions on the written exam are followed by four answer choices with only one correct answer. Review the sample questions and answers below.

1. Which of the following is characteristic of adult learners?

- a. They are goal oriented.
- b. They have established habits and opinions.
- c. They make connections to prior knowledge.
- d. All of the above.

2. Learning style refers to the student's preferred

- a. method of thinking, understanding, and processing information.
- b. cosmetology techniques.
- c. style of communicating with clients.
- d. None of the above.

3. Teaching aids that use words or phrases to trigger associations and memory of information are called

- a. maps.
- b. reading lists.
- c. mnemonics.
- d. student feedback forms.

4. The fourth and final step or stage of learning is

- a. assimilation.
- b. input.
- c. desire.
- d. repetition.

5. A group of diverse learners will benefit most from a lesson if the instructor

- a. varies his or her teaching methods.
- b. teaches information sequentially.
- c. assigns projects.
- d. None of the above.

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