



State of Kansas Barber Stylist Candidate Information Bulletin

FREQUENTLY ASKED QUESTIONS

1. **WHAT IS THE REGISTRATION PROCESS IN KANSAS?** Those interested in a Barber Stylist license must first apply and pay the examination fee to the Kansas Board of Barbering (Board). The Board will review your experience and training and then will approve you for testing. Once you have been approved, the Board will notify you that you may then schedule your examination.

2. **HOW DO I SCHEDULE MY TEST?** Once you've been approved by the Board you may schedule at:

www.provexam.com

More information about scheduling your theory exam can be found on page 2 - 3 of this bulletin.

3. **WHERE CAN I TEST?** You may test at any one of Prov's Computer Based Testing (CBT) testing centers. Locations may be found on page 6 of this bulletin.

4. **HOW MUCH DOES IT COST?** The written examinations cost **\$88** each and is paid to the Board.

5. **WHEN DO I GET MY TEST RESULTS?** You will receive your unofficial written results by email within minutes of completing your exam. Your practical exam results will be emailed to you within 2-3 business days following the test. All official results will be sent to the State within 2-3 days following the test.

6. **WHAT IS ON THE TEST?** Exam information can be found on pages 4 of this bulletin.

APPLICATION TO THE BOARD

You must first apply and pay the exam fee to the Kansas Board of Barbering (Board).

Please Note: You **MUST** apply and pay the exam fee to the Board for approval if you fail the exam.

MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Exam Approval and/or
Licensing Questions -
Kansas
Board of Barbering
(Board)
700 Southwest Jackson
Suite 1002
Topeka, KS 66603
Ph: (785) 296-2211
State Agency's Email:
kbob@ks.gov

For Testing Questions -
Prov
150 W Civic Center Blvd,
Suite 601
Sandy, Utah 84070
Phone: (877) 228-3926
Call or Text: 801-733-4455
(Messaging rates may apply)
www.provexam.com
support@provexam.com
7:00 am to 11:00 pm CT
Monday-Friday

GENERAL TESTING INFORMATION

The Kansas Board of Barbering (Board) has contracted with Prov, Inc. to administer the following NIC examinations:

- Barber Stylist

The purpose of this bulletin is to provide you with information about taking your theory licensing examination with the State of Kansas. You will take your practical examination with the Board. For all license categories you will be required to pass BOTH a written and practical examination in order to become licensed.

Prov is not authorized to make the determination of which examination(s) candidates must take. If a candidate is unsure which exam is needed for the license being sought, resolve this question before scheduling. If candidates have questions regarding which exam(s) to take, please check with your school, or contact the Board at **(785) 296-2211**.

EXAMINATION CATEGORIES & COST

Candidates seeking to be licensed in the State of Kansas must successfully complete two (2) examinations. The written test covers the technical knowledge elements of the specific licensing field, whereas the practical (or performance test) requires you to demonstrate your technical abilities related to your license. Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

Prov is only contracted to administer the written exam for the State of Kansas. Your practical exam will be administered by the Board. Each written exam costs **\$88**. The fee is the same whether you are testing for the first time or if you are retaking the test.

TABLE OF CONTENTS

Frequently asked questions..... 1
 Application to the Board..... 1
 More questions..... 1
 General Testing Information..... 1
 Examination Categories & Cost 2
 Table of Contents..... 2
 Testing with Prov 2
 Where to take your exam in Kansas 2
 Scheduling your Exam online..... 2
 Scheduling by Phone..... 3
 Cancel/Rescheduling Policy 3
 Emergency Situation Policy..... 3
 Preparing for Your Exams 3
 Exam Descriptions..... 4
 Test Day Rules and Procedures..... 4
 Check-in Deadline 4
 Proof of Identity 4
 Prohibited Items 4
 Visitor Policy 5
 Unethical Conduct Policy..... 5
 Candidate Civility Expectations 5
 Results Reporting..... 5
 Retesting Policy..... 5
 Prov’s Non-Discrimination Statement 5
 Special Accommodations..... 6
 Testing Site Availability 6
 Kansas Test Site Locations – Written Examinations 6
 Written Test Site Instructions 6

TESTING WITH PROV

Your written exam will be administered by computer at one of Prov’s testing centers. Prov’s testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov’s testing system:
<https://youtu.be/h3T9svnlLY>.

WHERE TO TAKE YOUR EXAM IN KANSAS

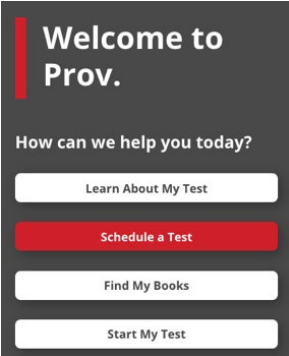
Prov has established **two (2)** testing centers in Kansas where you may take your written test.

Locations may be found on page 6 of this bulletin.

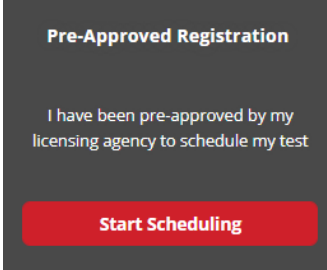
SCHEDULING YOUR EXAM ONLINE


Once approved by the State, you will receive an email from Prov notifying you that you have been approved. Use the information in this letter to schedule your examination.

- To Schedule your exam, go to:
<https://provexam.com/>. From our homepage, select “Schedule a Test”



Next, select **Pre-Approved Registration**.



2. Enter your Candidate ID (found on your email from the Board), as well as your Last Name. Then press the **NEXT** button. A verification code will be sent to your email. This code is required to access your account.
3. After entering the code, you will see the Candidate Dashboard and your available exams. Select a Date, Time, Location for the written exam by selecting the link labeled:
 [Find suitable time and venue](#)
4. Prov's scheduling system will search for the closest testing centers to the address you entered. Select the **SCHEDULE** hyperlink to check the calendar for a specific testing center.
5. Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time and select **Add to Cart**.
6. You will receive an email and text message that will include information regarding your scheduled date/time.

If you have any problems with online scheduling, give us a call at (801) 733-4455.

SCHEDULING BY PHONE

To schedule an examination by phone, candidates should contact Prov toll free at (877) 228-3926. Prov scheduling staff is available 7:00 a.m. through 11:00 p.m. CT, Monday through Friday.

Candidates should be prepared to provide the Prov scheduling staff with their name, social security number and their address. Once registered in the database, Prov staff will search for the next available testing date and time. Once candidates are scheduled, Prov staff will email them information regarding their testing schedule.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fee.

EMERGENCY SITUATION POLICY

If you are unable to attend your scheduled examination due to an emergency situation, you must provide written documentation to Prov for review.

You may contact Prov toll free at (877) 228-3926, call or text (801) 733-4455 or send an email to support@provexam.com.

If approved, you will be notified and provided with authorization to reschedule your examination.

PREPARING FOR YOUR EXAMS

The exams utilized in Kansas are designed to test what you should know (and be able to do) as you begin your career as a Barber Stylist. Your examinations have been developed by the National Interstate Council of State Boards of Cosmetology (NIC).

EXAM DESCRIPTIONS

The following exam descriptions are provided by the NIC and additional information may be found at nictesting.org. To learn more about your specific exam, please select the [hyperlink](#) next to either the Written or Practical test and you will be taken to the NIC website for a complete description of each examination.

Barber Stylist

WRITTEN EXAM:

- ✓ [Barber Styling Written CIB](#)

Foreign Languages

If you wish to access an NIC CIB in one of the available foreign languages, please click this link and select from the drop-down box: [NIC CIB Dropdown Selections](#)

NIC References

For information about exam references, please see here: [NIC References](#)

TEST DAY RULES AND PROCEDURES

Check-in Deadline

The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fee, and will be required to reschedule for a future testing date.

Proof of Identity

Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. You will also be required to sign a test center log, and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit your exam fee for that testing session.

Prohibited Items

No cameras, recorders, cell phones, computers, pagers, tablet computers, music players, smart watches, radios, electronic games, or any other electronic devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Additionally, other personal items such as purses, notebooks, references or study materials, briefcases, backpacks, wallets, pens, pencils, other writing devices, food or any other items should be placed in secure storage at the testing facility.

For exam security you may also be **asked to remove** articles of clothing that may pose a security risk such as the following:

- Bulky clothing, scarves, hoodies, shawls, vests, jackets, coats, and so forth.
- Hats or headgear not associated with religious reasons.
- Any other clothing or device that may be interpreted as having the potential to compromise the testing process.

We ask that you leave all unauthorized materials in your car or vehicle. If you are caught using unauthorized materials during testing, these materials will be confiscated, your testing will be terminated with your exam fee forfeited, and the State will be notified of your dismissal from the exam.

Visitor Policy

No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates' test.

Unethical Conduct Policy

Any individual caught giving or receiving assistance during or after the examination or caught using unauthorized materials during the examination will be reported directly to the Office of Professional Regulation. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fee paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

Candidate Civility Expectations

We understand that taking a test can be stressful. Sometimes this stress may cause someone to visibly show their frustration during or after the testing event. While we understand the sources of the stress, we find any action that threatens our proctors or examiners to be unacceptable. If a candidate verbally or physically threatens or assaults any of our proctors or examiners, that candidate may be banned from testing for a time. The candidate's actions will be reported to the licensing Board or agency. If any physical harm occurs, civil action may also be taken against the candidate.

RESULTS REPORTING

Upon completion of the written examination, your test will be scored and you will be provided with an unofficial score result while at the testing center. Official score results for the written and practical exam will be sent within three (3) business days following completion of the test.

All exams will be scored and graded against a cut-score established by NIC for these examinations. The score on these examinations are reported as a "scaled score". This score is not the same as a raw score (which is the number of correct responses on a test). This means that the score does NOT represent the percentage of questions correctly answered on the test. Each part of the examination has its own cut-score and is weighted according to its importance in the demonstration of entry-level competence.

RETESTING POLICY

In order to retake a failed examination, you must first apply and pay the exam fee to the Board.

The Board will review your application and then will approve you for testing. Once you have been approved, you will receive an email notifying you that you may then schedule to retake your examination.

Candidates cannot retake an exam once they have passed that exam unless required by the State of Kansas.

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 877-228-3926 or write to:

Prov, Inc., 150 W Civic Center Drive, Suite 601, Sandy, UT 84092.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If candidates feel that they qualify for special accommodations during testing, they should contact Prov at (877) 228-3926. Prov will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then work directly with the candidates to make the accommodations they will need in order to complete their examination.

ADA forms can be found here. [ADA Forms](#)

Note: Accommodations will not be provided based solely on a candidate's inability to read and comprehend English. This is due to the possible impact on the security and integrity of the NIC examinations, any accommodation provided shall be made in accordance with the NIC guidelines and applicable law.

TESTING SITE AVAILABILITY

The following are the testing sites where you may schedule to take your **written** examinations. Note that sites may change as needed. Please refer to the current online scheduling system to find available testing times for each location. Test sites in bordering states are not included in this list but will populate when scheduling examinations.

KANSAS TEST SITE LOCATIONS – WRITTEN EXAMINATIONS

- 1. Johnson County Community College**
12345 College Blvd
Regnier Testing Center – 2nd floor, Room 243
Overland Park, KS 66201
- 2. Fort Hays State University**
701 Park Street
Testing Services – Picken Hall, Room 117
Hays, KS 67601

Additional test sites are currently being arranged and will be included in this list and when candidates are scheduling their exams very soon!

WRITTEN TEST SITE INSTRUCTIONS

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

Prov Theory Test Site Instructions

Please take a moment to read the following information. If you have any questions please let your proctor know. Failure to follow these testing rules can have serious consequences.

Be advised, the testing center and testing room may be under video surveillance.

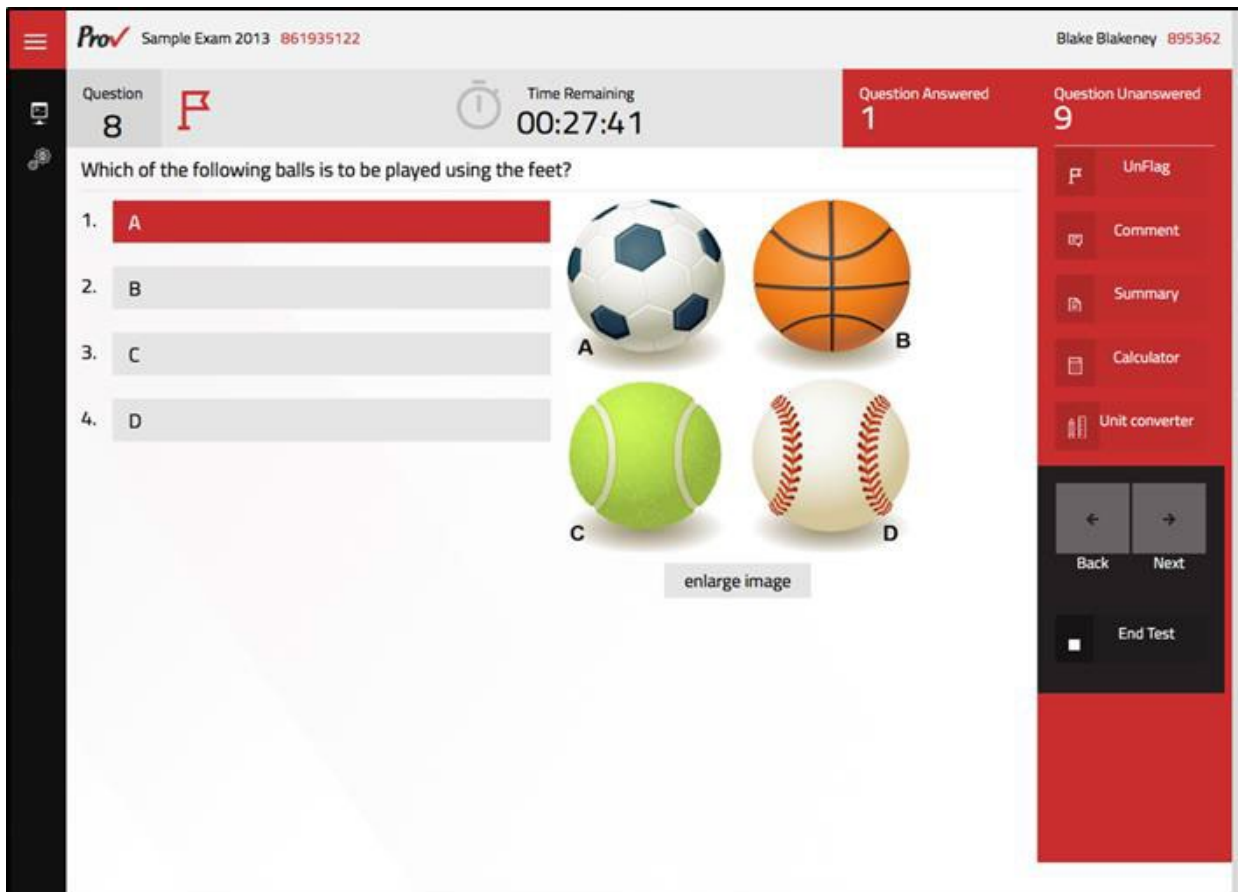
Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- You will receive your unofficial test results today and you'll be notified of the official test result via email within 4 days after your test.



In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

Computer Testing Navigation



Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when Time Remaining reaches 0:00.
Selecting your answer	Use your mouse to select a number (1 , 2 , 3 , or 4). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the Flag Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking Summary .
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the Comment button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the Next or Back buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the Summary button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press End Test button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.