



# 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](http://www.provexam.com)  
  
You may also call/text us at (801) 733-4455. More information is published on page 2 of this bulletin.
  
3. **WHERE CAN I TEST?** You may test at any one of Prov's Computer Based Testing (CBT) testing centers. Locations are provided 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?** Unofficial written exam results are available at the testing center once you complete your exam. Official exam results will be emailed to you within 3 days after your test.
  
6. **WHAT IS ON THE TEST?** Exam information is provided 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](http://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 the written examination and a practical examination.

Prov is only contracted to administer the written examination 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 examination.

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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/h3T9svnldLY>.

WHERE TO TAKE YOUR EXAM IN KANSAS

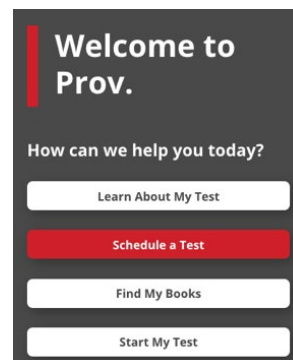
Prov has established **five (5)** testing locations in Kansas where you may take your written examination.

Locations are provided on page 6 of this bulletin.

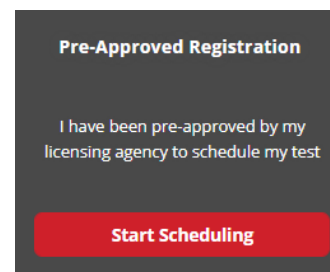
SCHEDULING YOUR EXAM ONLINE


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, you must provide written documentation to Prov for review.

You may call or text Prov at (801) 733-4455 or send an email to [support@provexam.com](mailto: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 as you begin your career as a Barber Stylist.

The following section provides links and descriptions to the various licensing examinations.

## EXAM DESCRIPTIONS

The National Examinations are provided by the National Interstate Council of State Boards of Cosmetology (NIC). To learn more about your specific exam, please select the following hyperlinks to access the NIC Candidate Information Bulletins (CIBs).

## 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 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

You will be required to show government-issued, photo-bearing identification that includes your signature. Your first and last name on your ID MUST match the name on your admission documents. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. Temporary IDs must have a photo to be accepted. Expired IDs will NOT be accepted. Please contact Prov in advance of your test date if you have any questions regarding your photo 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 as instructed or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees 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.

### **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 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

Unofficial written exam results are available at the testing center once you complete your exam. Official exam results will be emailed to you within 3 days after your test.

Official exam results for the practical exam will be emailed to you within three (3) business days after your test.

## 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 are provided 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** examination.

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. Fort Hays State University**  
701 Park Street  
Testing Services – Picken Hall, Room 117  
Hays, KS 67601
- 2. Manhattan Area Technical College**  
3136 Dickens Ave  
Testing Services – Building 700  
Manhattan, KS 66503
- 3. Johnson County Community College**  
12345 College Blvd  
Regnier Testing Center – 2<sup>nd</sup> floor, Room 243  
Overland Park, KS 66201
- 4. Wichita State University**  
1845 Fairmount Street  
Counseling and Testing Center – Grace Wilkie Hwy  
3<sup>rd</sup> Floor – Room 320  
Wichita, KS 67260
- 5. Kansas State University**  
2323 Anderson Avenue  
Testing and Program Services  
Manhattan, KS 66502

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 bulletin 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.**

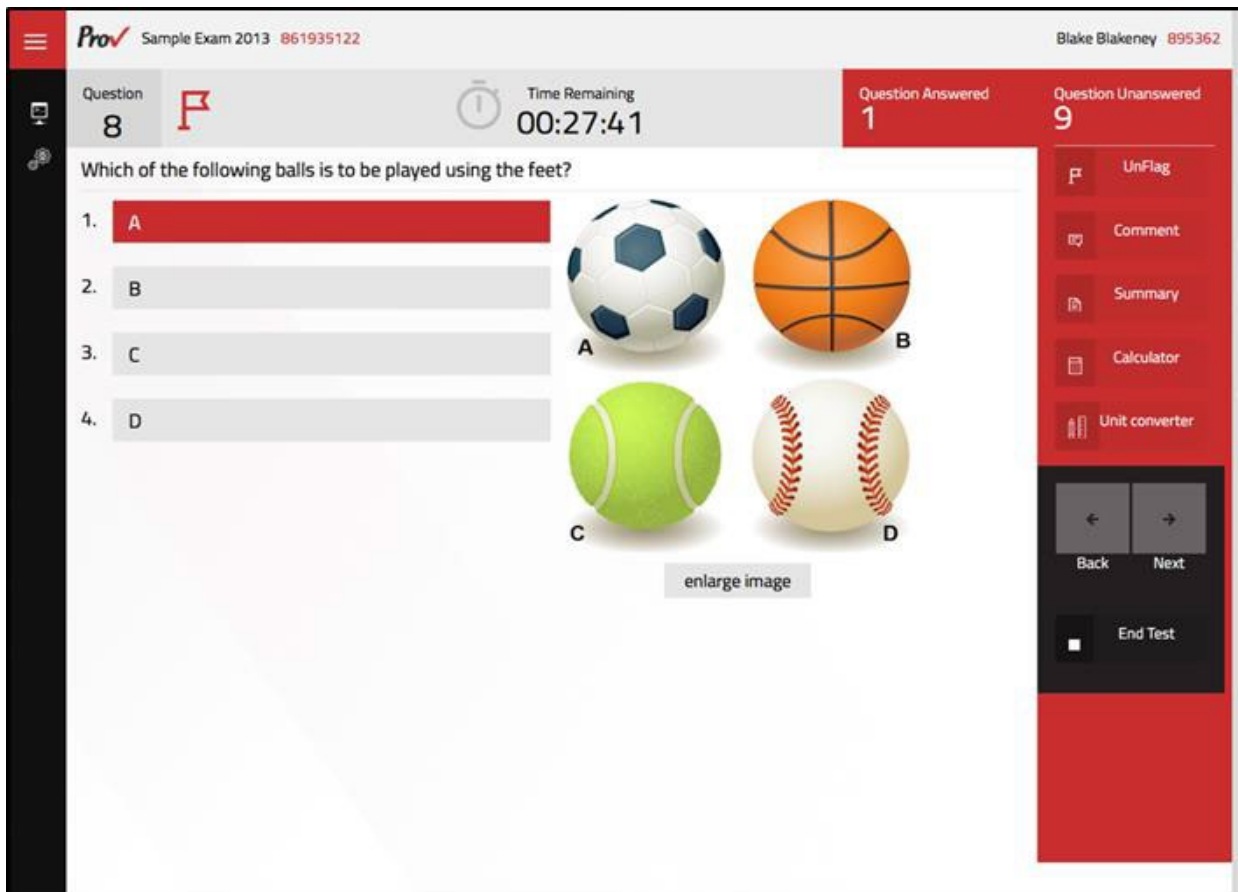
## Testing Rules

- 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 <b>Time Remaining</b> reaches 0:00.
Selecting your answer	Use your mouse to select a number ( <b>1</b> , <b>2</b> , <b>3</b> , or <b>4</b> ). 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 <b>Flag</b> 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 <b>Summary</b> .
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 <b>Comment</b> 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 <b>Next</b> or <b>Back</b> 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 <b>Summary</b> button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press <b>End Test</b> 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.