

#### Kansas Board of Cosmetology

714 SW Jackson, Suite 100 Topeka, KS 66603 (785)296-3155 kboc@kboc.ks.gov



### School Seminar

2016

WELCOME

#### **KBOC Board Members**

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Roger Holmes, Vice-chair

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Glenda Chappell

Kimberley Holm

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Diane Pottberg

**Brian Tice** 

**LeAnna Hickman, Director of Licensing** 

Vickie Rodriguez

Darla Ray

Michaela Ewing

### School Seminar 2016 Agenda

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9:00 - 9:15 - Board Member Introductions
9:15 - 9:30 - Board Meeting
9:30 - 10:15 — Blood Spill Testing and Review
10:15 - 10:30 - Break
10:30 - 11:30 - Blood Spill Testing and Review
11:30 - 12:00 — Instructor Permit Process
12:00 - 1:00 - Lunch Break (on your own)
1:00 - 1:30 - CE Policy Review
 1:30 - 2:00 - Felony Review Process
2:00 - 2:15 - Break
2:15 - 2:30 — Exam Preparation Resources
                Questions and Answers
2:30
```



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### KBOC BOARD MEETING

### Board Agenda

- Call to order
- Approval of minutes
- Disciplinary Panel selection
- Ergometrics Annual School Overview CE
- Other business
- Adjourn



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## School Seminar

2016

#### Seminar Objectives

- 1. Clarify Blood Exposure / Spill Procedure
  - a. For proper teaching
  - b. So instructors can address failures
- 2. Describe process for new Instructor Permit
- 3. Review Continuing Education policy for instructors
- 4. Re-review Felony Review process
- 5. Identify exam preparation resources

## BLOOD EXPOSURE REVIEW

#### Let's be more than hearers



Let's be doers!



# INSTRUCTOR PERMIT **PROCESS**

### THEN

**Notice of Intent** 

### NOW

Instructor-in-Training Permit Process

### **Instructor-In-Training**

The Notice of Intent is included in the Instructor-In-Training Permit Application

 The school must submit within 7 days of starting the training.

#### Getting an Instructor License

- 300 Hour Program, must include 1 year work certification
- 450 Hour Program
- Locate the KBOC website for School Listing and Forms
  - www.kansas.gov/kboc
  - Schools

### Instructor-In-Training

- Instructor-In-Training Verification Form
  - School submits to the Board once 100 hours have been completed and recorded in Ergometrics
  - Allows you to obtain the Instructor Temporary Permit

#### Instructor-In-Training

 Once the training is complete, the school will refer the candidate for testing to complete the Instructor Written Board Exam.

- To prepare for the exam, go to <u>www.cosmetologykansas.com</u> under *Students*. Locate the *Exam Preparation guides*.
- Submit the New Instructor Application, once the exam has been scheduled or completed.
- Fees

# Continuing Education Policy Review

# Continuing Education for Instructors

- Must complete 20 hours total of Continuing Education within the renewal period (every 2 years)
  - 10 Hours of Teaching Skills and Methodology
  - 5 Hours of Practice
  - 5 Hours of Infection Control
- Excess of 20 hours <u>cannot</u> be carried over to next renewal period

#### Teaching Skills and Methodology

What is "Teaching Skills and Methodology?"

Any Courses/Training in the Board approved Instructor Curriculum pertaining to cosmetology professions

- 10 Hours total in this category
  - Carry-over into Practice
  - No carry-over into Infection Control

#### Practice

#### What is "Practice?"

MUST be in the profession in which the instructor is licensed. Cosmetology instructors may take courses in Cosmetology, Nail Technology, and Esthetics.

- 5 Hours total in this category
- Carry-over
- No carry-over

#### Infection Control

#### What is "Infection Control?"

Any course/training in infection control which pertain to cosmetology professions and are designed to safeguard the public health, safety and welfare including, but not limited to:

- Blood-borne pathogens
- Olient safety
- Proper techniques for cleaning, disinfection and sterilization of equipment
- 5 Hours total in this category

#### Infection Control (cont'd)

#### **SOMETHING NEW**

Hours for Instructor Presentation or Board Infection Control Seminar shall be granted <u>once</u> in the renewal period (every two years)

## Continuing Education for Instructors

- Online Education
  - Courses on the Pre-Approved list located on our website <u>www.kansas.gov/kboc</u>
    - Schools (top of the page)
    - Continuing Education
  - Courses <u>NOT</u> on the Pre-Approved list

# Continuing Education for Instructors

Requirements for Submitting CE's

- Submit the Instructor CE Submission form including the following:
  - Your name
  - Location of the course
  - Date of the course
  - Start time and end time
  - Detailed course subject content
  - Presenter biography (short)
  - Sign-in sheet or Certificate of Completion
    - Sign-in sheets are also available on our website, under Forms and Applications

# **Continuing Education for Instructors**

- Also Include:
  - License Number
  - Current contact information (including email)
- Submit by email with delivery/read receipt

Keep documentation of your CE Hours

Do NOT send excessive hours

# Continuing Education for Instructors

1<sup>st</sup> Time renewal for Instructors *DO NOT* need
 Continuing Education for the renewal

Send in the renewal prior to the expiration date

 A letter will be mailed with the license to remind you of the requirements for your next renewal

#### Instructor License

 Instructor renewals will be processed in the order they are received

- Status Updates
  - o If you need to know the status of your renewal, please send an email to <a href="mailto:kboc@ks.gov">kboc@ks.gov</a>

## Felony Review

# Forms, Exam Preparation and Resources

### **Transfer of Training Hours**

#### School's responsibility

- Determine student's level of the abilities and knowledge
- Complete and submit transfer forms to the Board office

#### Board responsibility

- Track student training
- Provide training information to schools when available
- Review transfer forms for curriculum compliance



Hours Report			
Scientific Concepts	59	Physical Services	127
Chemical Services	156	Hair Designing	127
Business Practice	25	State Law	10
Student Specific Needs	10	l l	
Total Accumulated Hours	514	Total Eligible Hours:	514

View Hour Details

Candidate Hol	ur Details	Close							
Date	Scientific Concepts	Physical Services	Chemical Services	Hair Designing	Business Practice	State Law	Student Specific Needs	Total Month Hours	Current Month Reported
September- 2015	9	18	21	18	5	2	2	75	Yes
October-2015	5	24	34	24	5	2	2	96	Yes
November-2015	10	27	35	27	5	2	2	108	Yes
December-2015	10	23	28	23	5	2	2	93	Yes
January-2016	25	35	38	35	5	2	2	142	Yes
Category	59	127	156	127	25	10	10		

Total accumulated hours: 514

Apprentice Status: Terminated as of Feb-19-2016

#### Transfer of **Training Form**

To be submitted to the Board office within 30 days after enrollment of a transfer student

(KAR) 69-3-26



#### KANSAS BOARD OF COSMETOLOGY

714 SW Jackson, Suite 100 . Topeka, KS 66603 Telephone: (785) 296-3155 • Fax: (785) 296-3002 E-mail: Kboc@ks.gov • Website: www.kansas.gov/kboc

#### FER OF COSMETOLOGY TRAINING HOURS BETWEEN SCHOOLS

TPHCTIONS			

- 2. This form is to be submitted to the Board within 30 days after enrollment of a transfer student per; K.A.R. 69-3-26. If the hours being transferred are from another state the training document provided by that state is to be included with the Once the hours have been reviewed a written determination of approved hours to be credited toward the Kansas curriculum This form is to submitted to the Board upon request per: K.A.R. 69-5-16 (a)(1).
- This form is to supplied to another school should the student discontinue your program for any reason per: K.A.R. 69-5-16 (a)(2).
- 7. This form is to be supplied to the student upon the student's request per:K.A.R. 69-5-16 (a)(3)

CHOOL DATA		ation must be typed				
IAME OF SCHOOL RECEIVING	HOURS					
CHOOL ADDRESS (STREET,	CITY, STATE, ZIP)					
CHOOL ADMINISTRATOR		START DA	ATE			
APPRENTICE PERSONAL DATA	A All informa	tion must be typed				
PPRENTICE NAME (LAST, FIRST	, MIDDLE)	APPRENTICE SOCIAL SECURITY NUMBER				
PPRENTICE ADDRESS (STREET.	. CITY. STATE. ZIP)					
(	, , , ,					
				(OITM)		
CHOOL FROM WHICH APPRENTI	CE IS TRANSFERRING	(NAME)		(CITY)		
RAINING INFORMATION IST HOURS THIS SCHOOL IS ACC		ation must be typed	IECT ADEAC			
UBJECT	HOURS TO CREDIT	ISUBJECT	JEGT AREAS	HOURS TO CREDIT		
CIENTIFIC CONCEPTS (115)		HAIR DESIGNING (36	50)			
HYSICAL SERVICES (400)		BUSINESS PRACTIC				
HEMICAL SERVICES (450)		STUDENT SPECIFIC				
FILMICAL SERVICES (400)	-	310DENT SPECIFIC	NEEDS (50)	!		
OR TRANSFER BETWEEN KANS	STATE LAW (50)					
		011112 2111 (00)				
	REQUIRED-	TOTAL HOURS TO	0.00			
TO DE O	OMPLETED E	SV V KVVICVO	S SCHO			
		DI A NAINSAG	3000	OL		
GNATURE OF SCHOOL OWNER OR AUTHORIZED	AGENT		OFFICE US	E ONLY		
	DATE	<b>.</b>				

## Notice of Completion

Submit to the Board by the 10<sup>th</sup> day of the month following a student's disenrollment

(KAR.) 69-3-37



#### KANSAS BOARD OF COSMETOLOGY

714 SW Jackson, Suite 100 • Topeka, KS 66603 Telephone: (785) 296-3155 • Fax: (785) 296-3002 E-mail: Kboc@ks.gov • Website: www.kansas.gov/kboc

#### NOTICE OF COMPLETION COSMETOLOGY

1. This form is to be completed in its entirety for any apprentice who has discontinued training or graduated in KS.								
If only reporting that an apprentice has met all contractual requirements complete the following sections:								
Apprentice Personal Data, Contractual Information and Certification.								
3. Mail the completed form and apprentice license to:								
Kansas Board of Cosmetology, 714 SW Jackson Suite 100, Topeka Ks 66603-3751.								
APPRENTICE PERSONAL DATA  All information must be typed								
APPRENTICE NAME (LAST, FIRST, MIDDLE)  APPRENTICE SOCIAL SECURITY NUMBER*								
APPRENTICE ADDRESS (STREET, CITY	', STATE, ZIP	)						
SCHOOL NAME AND ADDRESS								
TRAINING START DATE		DATE OF AR	DDENITICE TE	RMINATION OR GRADUATI	ION			
TIVALINIO START DATE		DATE OF A	I KLIVIICE IL	NININATION ON GRADUATI	ioiv			
TRAINING INFORMATION		All informa	tion must be	typed				
LIST TOTAL ACCUMULATED HOURS FO	OR ABOVE-N							
SUBJECT	TOTAL HOU		SUBJECT		TOTAL HOURS			
SCIENTIFIC CONCEPTS			BUSINESS	PRACTICES				
PHYSICAL SERVICES		STATE LA		N				
CHEMICAL SERVICES			STUDENT SPECIFIC NEEDS					
LIAID DEGIGNING			TOTAL OUR IFOT HOURS		0			
HAIR DESIGNING			TOTAL SU	BJECT HOURS	U			
CONTRACTUAL INFORMATION		Check one		11.4				
				d into a contract with this				
		-		completed. Therefore, a				
being released for inclusion toward the 1500 hours required for licensure pursuant to K.S.A. 65-1903.								
This document certifies the	at the above	e-named app	rentice entere	d into a contract with this	school.			
The apprentice has not paid all contractual fees to this school and/or completed all assignments.								
Upon payment of all said contractual fees and/or completion of all assignments, a Notice of Training								
Completion shall be submitted to the Kansas Board of Cosmetology within 10 days of said completion.								
It is understood that the above-named apprentice will not be eligible for examination in the state of								
Kansas until all contractual requirements have been met and required certification has been submitted.								
CERTIFICATION								
I DECLARE UNDER PENALTY OF PERJURY IN THE	STATE OF KANS	AS THAT THE INFO	ORMATION PROVI	DED IS TRUE AND CORRECT				
SIGNATURE OF SCHOOL OWNER OR A	JTHORIZED /	AGENT/DATE		NAME AND ADDRESS OF	SCHOOL			
02/22/2016 *Disclosure is mandatory for licensure and authorized by KSA 74-148; used to verify identity and license individuals lawfully residing in the US.								

### **Testing**

- Students may be referred for testing
   80 hours prior to graduation
- Schools are responsible for entering students' hours into the Ergometrics database at graduation
- Students will not be allowed to test if the school did not enter their hours. The \$75 rescheduling fee will not be waived.

#### **Exam Locations**





- The Board office is not a test site
- Test Site Locations
- Topeka:
- 301 SW Gage Blvd.
- Suite 181
- Topeka, Ks 66606
- Wichita:
- 550 N Webb Road, Suite A
- Wichita, Ks 67206
- Great Bend:
- 3107 W 12th Street
- Great Bend, Ks 67530

### **Exam IDs**

.: Required Identification

Accepted as

Identification

Original

Photo

Identification With

For entry into your exam, you are required to provide originals of qualifying pieces of identification. 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.
  - o 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.).
- 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
- 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

A complete list of acceptable IDs can be found on page 3 of all Exam **Preparation Guides** 

Original
Identification
Without Photo

Examples of Items

Not Accepted as

Identification

Medical marijuana card Copies of ID Car registration Cosmetology license Credit card Costco card Jury summons Gun permit Medicaid card Car insurance card School ID Bus passes Food handler's card

### TEMPORARY PERMITS ARE AVALIBLE FOR

- Persons who have submitted a complete licensures application
- Persons who have not taken their exams
- Persons who have passed one part of their exams and but have not yet taken the second portion of the exam
- Persons who failed one portion of their exams, but upon retaking passed the failed portion. They have not yet taken the second portion of their exams

Only one permit per person No extensions can be issued

## **Exam Score Postings**

### **Written Exams**

 Scores are posted the same day or the day following the date the exam is taken

### **Practical Exams**

• Scores are posted by the end of business five (5) business days after the date the exam is taken. The day after the exam date is counted as day one

### **Ergometrics is on Pacific time**

• If scores do not post by 7:00p.m. Kansas time on the 5th day contact Ergometrics. The Board does not have

access to the scores database	May 2016 Salandardina							
decess to the scores datasase		25	26	27	28	29	30	1
Exam Date	-11	2	3	4	5	6	7	8
	\	9	10	11	12	13	14	15
Score Posting date—	20	16	17	18	19	20	21	22
		23	24	25	26	27	28	29
	=	30	31	1	2	3	4	5
		Section in a		Section No. 100	4 - Hall Str. 196 196	Spring from Holiday		ALCOHOL: MICHIGAN

# **License Issuing**

- Application
- **\$45**
- Current government issued photo ID
- Name change documents
- High school transcripts
- Notice of Completion

Notification of incomplete application will be sent to the applicant by:

- Email first
- Letter if we do not have an email address

Everything is sent to the most recent email or mailing address provided to Board office.

If the student moves, changes their email address or phone number, they must provide the Board their new information.

# **Special Accommodations and Appeals**

- The Board cannot accept special accommodations requests and appeals
- Special accommodations requests and appeals must be submitted directly to Ergometrics in writing
- Directions are on pages 5 & 6 of the Exam Preparation Guide
- The students will generally receive a response within 7 business days

## What An Appeal Can Do

- Consider appeals regarding procedural errors or adverse environmental conditions
- Insure the data was recorded accurately
- Insure scores computed correctly

## What An Appeal Cannot Do

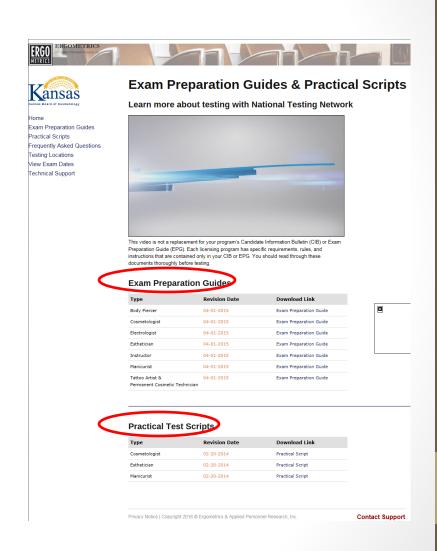
 Provide specific answers to questions regarding what items were missed on a written exam

 Provide specific answers to questions regarding what steps were missed on a practical or blood spill exam

# What An Appeal Response Will

### **Provide**

- Tell what was done according to the request in the letter
- If the request was a scoring issue they will be directed to the strength and weakness report provided with their exam score
- Students will be directed to the Exam Preparation Guide and Practical Exam Scripts

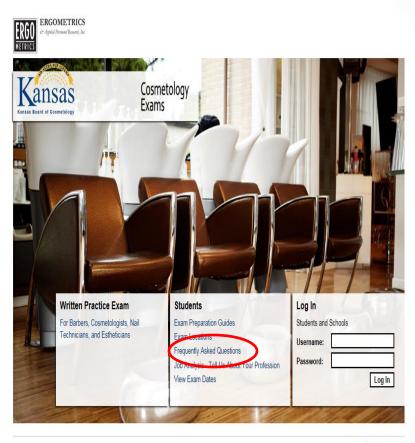


### What the Board Recommends

Review the information provided under

"What are Common Safety and Sanitation Mistakes?"

This information can be found under Frequently Asked Questions on the Ergometrics website.



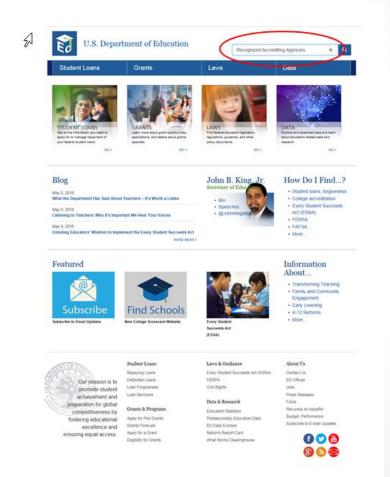
Privacy Notice | Copyright 2016 @ Ergometrics & Applied Personnel Research, Inc.

**Contact Support** 

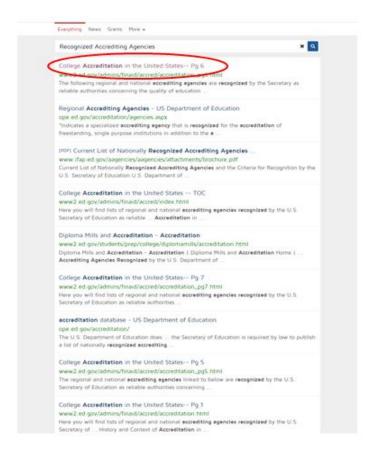
# WILL MY STUDENTS' HIGH SCHOOL TRANSCRIPT BE RECOGNIZED?

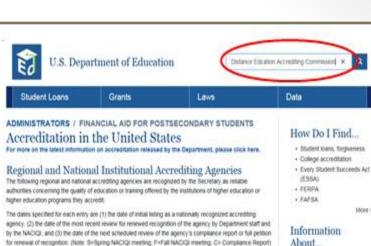
## **Online High Schools**

- Go to U.S.
   Department of Education website www.ED.gov
- In the search box type "Recognized Accrediting Agencies"
- Click search



### Click on "College Accreditation in the United States – Pg 6"





for renewal of recognition, (Note: S+Spring NACIQI meeting; F+Falt NACIQI meeting; C+ Compliance Report). Uniess otherwise noted in a Title IV note after the agency's name, accreditation by an agency listed below may be used by an institution accredited by the agency to establish eligibility to participate in Title IV programs. Since December 1999, the Department has been routinely including distance education (defined at the time to

include correspondence education) in its in-depth review of all agencies seeking initial or continued recognition. Consequently, all recognition decisions made after December 1, 1999 and prior to July 2010. include a determination as to whether an agency's scope of recognition includes the accreditation of distance education. Beginning in July 2010, at each review for renewal of recognition, an agency will be expected to demonstrate its evaluation of distance education and/or correspondence education in order to retain distance education and/or correspondence education in its scope of recognition.

#### Accrediting Commission of Career Schools and Colleges

Scope of recognition: the accreditation of postsecondary, non-degree-granting institutions and degree-granting institutions in the United States, including those granting associate, baccalaureate and master's degrees, that are predominantly organized to educate students for occupational, trade and technical careers, and including institutions that offer programs via distance education.

Michale McComs. Executive Director 2101 Wilson Boulevant, Suite 502

Arlington, Virginia 22201

Tel. (703) 247-4212(8). Fax (703) 247-4533(8)

E-mail address: recoms@accsc.org Web address: www.accsc.org.

#### Accrediting Council for Continuing Education and Training

Scope of recognition: the accreditation throughout the United States of Institutions of higher education that. offer continuing education and vocational programs that confer certificates or occupational associate degrees. including those programs offered via distance education.

Title IV Note: Only those institutions classified by this agency as "vocational" may use accreditation by the agency to establish eligibility to participate in Title IV programs.

William V. Larton, Executive Director

1722 N Street, NW

Vinsipination, DC 20036

Tel. (202) 955-1113(8) Fax (202) 955-1118(8)

E-mail address: wysnon@accet.org.

Web address: www.accet.org

#### Accrediting Council for Independent Colleges and Schools

Scope of recognition: the accreditation of private postsecondary institutions offering certificates or diplomas. and positive ondary institutions offering associate, bachelons, or master's degrees in programs designed to educate students for professional, technical, or occupational careers, including those that offer those programs via distance education.

More >

### About

- . Transforming Teaching
- · Family and Community Engagement
- + Early Learning
- 4 K-12 Reforms

Make a

#### Related Topics

- No Related Topics Found



AdvancED was created in 2006 through a merger of divisions of the

North Central Association Commission on Accreditation and School Improvement (NCA CASI)

### AND

Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)

It was expanded through the addition of the Northwest Accreditation Commission (NWAC) in 2011.

#### SCHOOLS AND AGENCIES THE BOARD ARE NOT ABLE TO RECOGNIZE

### ON LINE SCHOOLS:

Adison High School <u>www.adisonhschool.net</u>

Atlantic International Institute- First Coast Academy

www.firstcoastacadeny.com

Belford High School Unavailable

Continental Academy\*\*\* www.continentalacademy.com

(\*\*\*accepted 5-10-2006 through 1-26-2010)

Cornerstone Christian Correspondence School Townsend Georgia

Enterprise Online High School <u>www.ehsonlinehighschool.org</u>

Jefferson High School Unavailable

Lincoln Online High School <u>www.lincolnonlinehighschool.com</u>

Nation High School <u>www.nationhighschool.com</u>

Stratford Career Institute www.scitraining.com

#### ACCREREDITING AGENCIES NOT RECOGNIZED:

- ACI Accrediting Commission International
- NAPS National Association of Private Schools

### **HOME AND PRIVATE SCHOOLS**

Name of student
Name and address of school
Name of the school administrator(s)
Copy of the transcript with a graduation date

# OUT OF COUNTRY HIGH SCHOOLS OR PREVIOUS TRAINING

All high school education and previous vocational training received outside of the 50 United States must go to Educational Credential Evaluators, Inc. (ECE) for evaluation.

www.ece.org

eval@ece.org

414-289-3411

# Questions?