

Training for Kansas Cosmo/Body Art Schools

We will start at 10:05am

Email Questions to: Support@NationalTestingNetwork.com

Audio:

Call Toll Free Conference Line: 866-414-2828

When directed, enter this code: 064691#

Presenter:

Shawn Terjeson

Director, IT

Ergometrics / National Testing Network

Training for Kansas Cosmo/Body Art Schools

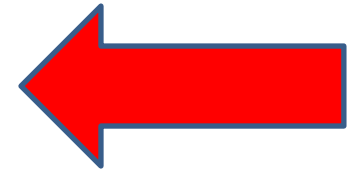
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Welcome to Cosmetology Kansas!

- Less Paperwork – Online Record Keeping
- Faster for Schools and Apprentices
- Continuous Testing – Apprentices Schedule Their own Tests
- Pass Rate Reports for Schools

Goal: Within 30 days of graduation, Apprentices have their tests completed and scored.

Agenda

1. Transition Assignments for Schools
2. Monthly Report Functions
3. Overview of Apprentice Test Scheduling
4. Notes

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Transition Process

- **School Assignment**

- Enter your apprentices into the database with their Total Accumulated Hours (as of July 31) **by August 10th**
- Enter first monthly reported hours for August by **September 10th**

By August 10th

1. Enter Your Apprentices in the Database

- Click: Enroll Student
 - Enter Apprentice Info in Form – **Please use EXTREME Accuracy** on SSN, Name, Date of Birth (must match ID) and Mailing Address
 - Only Enter Active Apprentices!
 - Enter Total Accumulated Hours as of July 31st

That's it, you are done!

By August 10th

1. Enter Apprentices into Database

Demo on Website

Questions: Support@NationalTestingNetwork.com

Can't hear?

Call Toll Free Conference Line: 866-414-2828

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Normal Activity School Web Reports

3 Functions

1. Enroll New and Transferring Apprentices
2. Report Apprentice Hours on a Monthly Basis
3. Update Apprentice Status

Enroll Apprentices

1. Enter New Apprentices in the Database

- Click: Enroll Student
 - Enter Apprentice Info in Form – **Please use EXTREME Accuracy on SSN, Name, Date of Birth and Mailing Address**
 - Print Apprentice License Application Form
 - Instruct Apprentice to Submit License Form Well Before 15 Days – The day you enter them in the system, the clock is ticking.

Transferring Apprentice

Transferring Apprentice from Kansas Schools

- Enter Social Security Number
- Confirm Apprentice Info and Program
- Accept or Deny Former Hours
- Print Apprentice License Application Form
- Instruct Apprentice to Submit License Form Well Before 15 Days – The day you enter them in the system, the clock is ticking.

Enroll Apprentices

Enroll Transfer Apprentices

Demo Transfer on Website

Questions: Support@NationalTestingNetwork.com

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By September 10th

3. Report August Monthly Hours into System

- Click: Student Hours
 - Choose August-2013
 - Click: Enter Hours
 - Enter hours, Click Update
 - Check for Green
 - By September 10, click: Send Report to KBOC
 - Body Art, this will replace Training Log Sheet

Schools will report all Apprentice enrollments and hours on this website from August 2013 forward.

By September 10th

3. Report August Monthly Hours into System

Demo on Website

Questions: Support@NationalTestingNetwork.com

Schools will report all Apprentice registrations and hours to the website from August 2013 forward.

By September 10th

3. Report August Monthly Hours into System

- Click: Student Hours
 - Choose August-2013
 - Click: Enter Hours
 - Enter hours, Click Update
 - Check for Green
 - By September 10, click: Send Report to KBOC
 - Body Art, this will replace Training Log Sheet

Schools will report all Apprentice enrollments and hours on this website from August 2013 forward.



ERGOMETRICS
& Applied Personnel Research, Inc.



Report Student Hours

Select a Month

- August - 2013
- September - 2013

- [Home](#)
- [Enroll Student](#)
- [View Roster](#)
- [Student Hours](#)
- [Technical Support](#)
- [One Test](#)
- [Change User name / Password](#)
- [Open Support Requests](#)
- [Super Enrollment](#)
- [Pass Rate By Student](#)
- [Student Pass Rates](#)
- [Log out](#)



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- Log out

Report Student Hours

Select a Month

- August - 2013
- September - 2013

Continue

**Report monthly hours for
August by September 10th**

Apprentice Hours

Total Training Hours - Total Eligible Hours

- Total Training Hours = All the hours you enter
- Total Eligible Hours = All the hours you enter up to the subject area minimums.

Schools will report all Apprentice enrollments and hours on the website from August 2013 forward.

Student Hours for June 2013

Send Report to KBOC

Search: = Sort by:

- All
 Cosmetologist
 Electrologist
 Instructor
 Esthetician
 Manicurist
 Tattoo Artist
 Body Piercer

Go

Appid	Name	Curriculum	Status	Eligible Hours	Enter Hours	Details
1 1005	LINDA CHESLEY	Cosmetologist	Active	0	Enter Hours	Details
2 1010	LANCE FRANKEL	Tattoo Artist	Active	219	Enter Hours	Details
3 1008	LOMBARDI LOLA	Manicurist	Active	195	Enter Hours	Details

Subject Area	New Hours	Total Hours	Required Hours
Scientific Concept	<input type="text" value="0"/> Update	56	60
Manicuring Skills	<input type="text" value="20"/> Update	47	75
Artificial Nails	<input type="text" value="60"/> Update	55	160
Business Practice	<input type="text" value="8"/> Update	24	35
State Law	<input type="text" value="3"/> Update	13	20

Close

4 1009	ALBRIGHT MACK	Esthetician	Active	241	Enter Hours	Details
5 1004	ALICE MAULDIN	Esthetician	Active	0	Enter Hours	Details

From July Forward

3. Update Apprentice Status

Click: “View Roster” or “Student Hours”, then click “View Details”

1. Active
2. Leave of Absence/Reinstate
3. Terminated
4. Terminated, Hours Suspended
5. Refer for Testing

From August 10th Forward

Update Apprentices Status

- Leave of Absence/Reinstate

Candidate Information

Close window

▼ Edit Student Status

Current Status Active

Total Accumulated Hours 241

Change Status To:

Leave of absence

Terminated

Terminated with Suspended Hours

Continue

▼ Edit Student Information

Personal Information <

First name: ALBRIGHT Last name: MACK Middle name: Date of birth: 1993-06-07

Resident address:

City: State: Zip: Home telephone (with area code):

Email:

Gender: Male

Update

▼ Student Hour Details

Hour Details for ALBRIGHT MACK - Esthetician

Date	Infection Control	Skin Anatomy	Skin Analysis	Skin Treatments	Body Treatments	Advanced Skin Treatments	Temporary Hair Removal	Make Up	Business Practice	State Law	Student Specific Needs	Total Month Hours	Current Month Reported
July-2013	50	60	4	20	02	20	20	20	02	18	25	241	No
Total accumulated hours:												241	

Close window

Terminate Apprentice

- **Terminate with Released Hours**
 - Apprentice is removed from roster, hours are applicable to testing and licensing
- **Terminate with Suspended Hours**
 - Apprentice remains on roster, hours are **NOT** applicable to testing
 - You can release hours if the Apprentice makes good.

Refer for Testing

80 Hour Rule

- **Goal: Get Apprentices Tested ASAP**
- Refer when Apprentice has 80 hours to go
- Example: 920 hours out of 1000
- **Refer for Testing**

Apprentices Must Have All Curriculum Hours Completed and Updated Before They Can Test

Refer for Testing

- Total Hours have are reported.
- This replaces the Notice of Completion and Certificate of Readiness Forms.
- The Apprentice will have to submit the Application for Practitioner Licensure.
- Body Art Apprentices will have to submit Release Forms and Verification of Infection and Pathogens training.
- Use forms on KBOC site.

Refer for Testing

Apprentices Must Have All Curriculum Hours Complete Before Testing

- Keep Reporting Apprentice Hours!
- Curriculum Hours Must Be Complete and **Updated** Before Test Date or the Apprentice will not be allowed to test!
- Remind Apprentices to Submit Practitioner's License Application

Refer for Testing

Apprentices Must Have All Curriculum Hours Complete Before Testing

- Requires Coordination Between You and the Apprentice
 - **Apprentice must schedule their tests far enough ahead**
 - **Give them the date they will be complete**
 - **You must enter all curriculum hours before the test date!**

Cosmetology: Refer for Testing

Cosmo Apprentices can be Referred for Testing at 1000 hours

- They can schedule their written test.
- They can take the written test as often as necessary.
- At 80 hours to completion, they can schedule their Practical Test.
- Curriculum hours must be complete and updated!
- Remind them to submit their Practitioner License Application.

Update Apprentice Status

Refer for Testing – Update Hours

Demo on Website

Questions: Support@NationalTestingNetwork.com

Student Hours for June 2013

Send Report to KBOC

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Update Database

Close

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Student Hours for June 2013

Send Report to KBOC

Report to KBOC

Search: Last Name = Sort by: Last Name

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 Cosmetologist
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Update Database

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Apprentice Testing Issues

- **Apprentices will not be allowed to test if:**
 - Their Total Hours are Not Updated!!!
 - The spelling of their name and birth date in the system does not EXACTLY match their photo ID.

Apprentice Issues

- They won't get their license if their mailing address is not correct.
- Encourage Apprentices to read the Exam Preparation Guide.



Apprentice Experience Welcome to NTN

www.CosmetologyKansas.com

- **Overview of Apprentice Experience**
 - Logging onto Their Account
 - Applying for Practitioner License
 - Request Special Accommodations
 - Scheduling Tests
 - Paying for Tests
 - At Each Test – We will collect their photo, thumbprint and signature

Choose a test day and time for your written test



1 Choose a Test location



2 Schedule Your Test



3 Pay for Your Test



4 Take the Test at a Center Near You

Welcome

Wichita Testing Center

Prev Month		March 2011					Next Month
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
		1 9:00 AM	2	3 9:00 AM	4 9:00 AM	5	
6	7 9:00 AM	8 9:00 AM	9	10 9:00 AM	11 9:00 AM	12 9:00 AM	
13	14 9:00 AM	15 9:00 AM	16	17 9:00 AM	18 9:00 AM	19 9:00 AM	
20	21 9:00 AM	22 9:00 AM	23	24 9:00 AM	25 9:00 AM	26 9:00 AM	
27	28 9:00 AM	29 9:00 AM	30	31 9:00 AM			

Written Test Information:

[\(Change\)](#)

Location: Wichita Testing Center
 2536 W. 42nd St.
 Wichita, KS 98526
 866-563-3882

Date/Time: Pending

Hours Currently Recorded **1600**
 Hours Required Before Testing **1600**

Cosmetologist
 Study Guide

FAQ

If You Cannot Pay by Credit Card

Contact

Log out



Student Name

Cosmetologist

Confirm Schedule and Pay



Choose a Test location



Schedule Your Test



Pay for Your Test



Take the Test at a Center Near You

Confirm Schedule and Pay

Cosmetologist Written Test Information:

[\(Change Date/Time\)](#)

Location: Wichita Testing Center
3101 111th Street SW., Suite P
Wichita, KS 95861

Date/Time: Friday, December 21, 2012 01:45 PM

Payment Information

Exam fees are non-refundable.

A reschedule requires at least one (1) weeks' notice.

Your program hours must be completed and reported by your school before your test date.

You must bring two (2) pieces of original government-issued ID to your tests, one (1) with photo.



Item	Cost
Written Test	\$50.00
Total Cost	\$50.00

Email: (Receipts will go to this email)

Card Holder First Name:

Card Holder Last Name:

Card Holder Phone:

Card Number:

Expiration Date: (MMYY)

CVV2/CVC2: [Whats this?](#)

Street Address:

Zip:

Click this button only once!

Hours Currently Recorded 1650
Hours Required Before Testing 1600

[Cosmetologist Study Guide](#)

[FAQ](#)

If You Cannot Pay by Credit Card

[Contact](#)

[Log out](#)

Transition Process

- **School Assignment**

- Enter your Apprentices with their Total Accumulated Hours (as of July 31) into the database **by August 10th**

Normal Activity

- Enter Apprentice monthly hours for August **by September 10th**

We will send your User Name and Password later today, from Support@NationalTestingNetwork

Notes

- How to correct Apprentice name in system.
- How to refer for one test if Apprentice has completed the written or practical test.
- Support Hours:
 - 9am to 5pm Pacific Time
 - Support Ticket on the website
 - Phone Support
 - Near future – Expanded Hours

Study Guides for Apprentices

Candidate Information Bulletin Available July 12th

Online Booklets at:

- www.cosmetologykansas.com

Written Practice Tests for Apprentices

www.cosmopracticetest.com

Events

Annual School Personnel Meeting

Monday, July 15th 9:00 a.m.

Eisenhower State Office Building

4th floor Auditorium

700 SW Harrison St.

Topeka, KS

Week of July 22nd

Online Scheduling of Exams for Apprentices

Exams

August 15th



www.CosmetologyKansas.com

Questions and Answers