

December 21, 2021

Dear Candidate:

PLEASE READ THIS NOTIFICATION LETTER IN ITS ENTIRETY. The Kansas Board of Barbering has received your application to test and exam fee. You are scheduled to take the barber instructor license examination on **Sunday, January 30, 2022.**

You **must** respond to this email to inform the Kansas Board of Barbering Administration Office of whether you will attend on this exam date. Reply to kbob@ks.gov with your yes or no (if replying with no, please give the reason) for attending this examination **no later than January 14, 2022.** If you do not respond by this date, you will **NOT** be allowed to test on January 30 and your fee will **not** be refunded and will **not** be applied to a future test date.

The examinations will be held at the following location:

**Paul Mitchell - The School
3242 N. Rock Road #106
Wichita, KS 67226
316-630-0600**

All examinees and your models are to report to the exam location at **8:00 AM** where you will sign-in at the registration desk. **Exam will start at 9:00 AM and anyone not signed-in by 8:45 AM will not be allowed to test.**

Unforeseen circumstances: The Board expects you to attend this examination. After you confirm, if unforeseen circumstances arise that will prevent you from attending, notify the Board immediately. Failure to attend the exam without notifying the Board will result in forfeiture of your exam fee.

If you cannot report to Paul Mitchell - The School the morning of the exam, please respond via email to KBOB@ks.gov and let the Administrative Office know. If on the morning of the exam you are unable to make it, please telephone the College and ask to speak with a representative of the Board.

Cassiopeia Capps
Administrative Officer