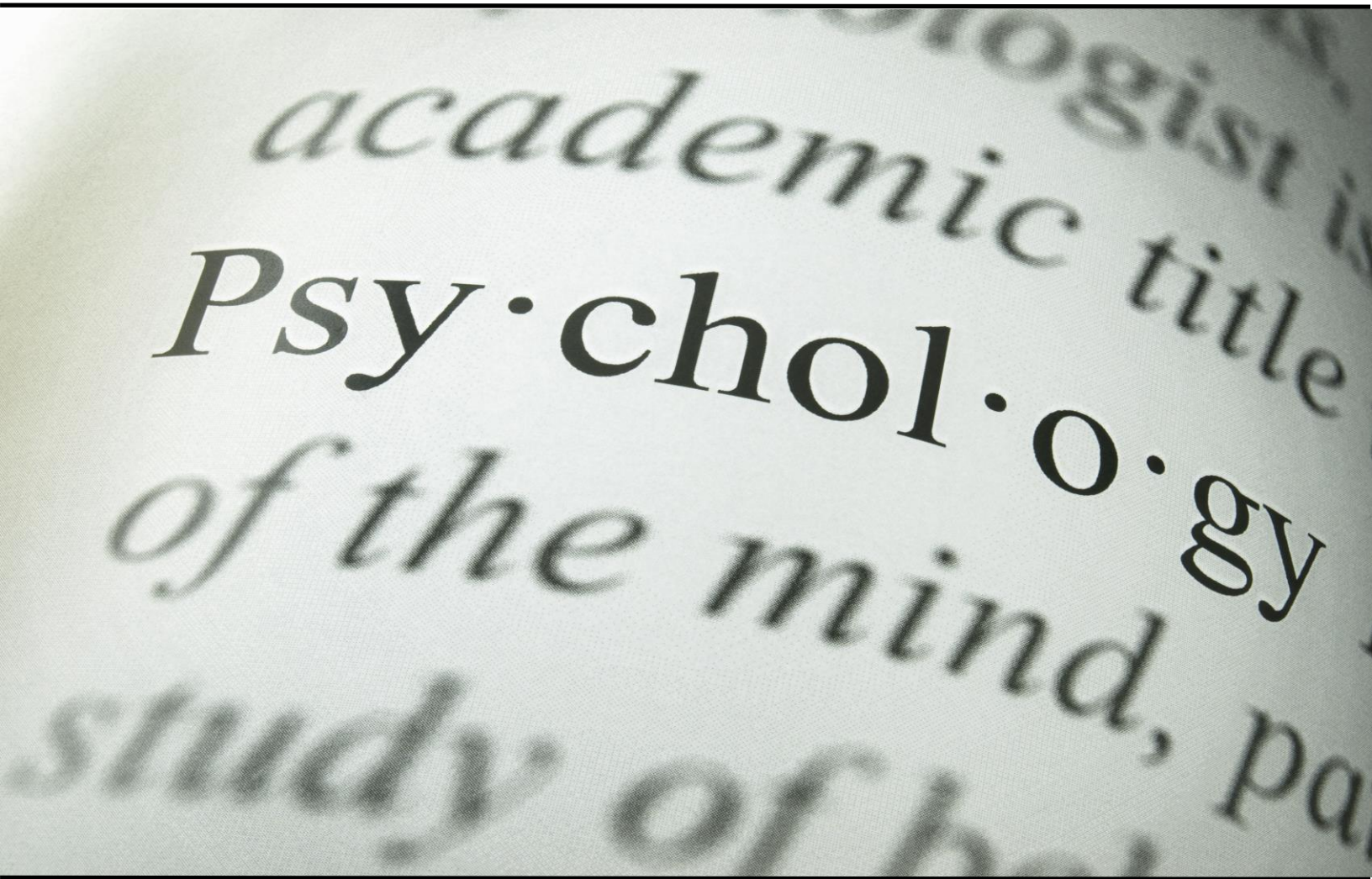


LICENSED MENTAL HEALTH TECHNICIAN EXAM PREPARATION GUIDE



Introduction

This Exam Preparation Guide contains the information needed to schedule your exam for LMHT Licensure. To obtain your license, the Kansas State Board of Nursing requires you to pass an exam after you complete your program.

Read this entire Exam Preparation Guide. It has information you need to complete the exam process. You can also find this information online at <https://ntnlicensingexams.com>.

National Testing Network is contracted to administer the examinations and provide candidate services for the State of Kansas. To submit a question, click the “Contact Support” link on <https://ntnlicensingexams.com>.

EXAMINATION REQUIREMENTS

Requirements to Sign Up for an Exam	To take your written exam, you need to be referred by the Kansas State Board of Nursing. Once you have completed the eligibility requirements and are approved by the Kansas State Board of Nursing, you will receive an email from National Testing Network with instructions on how to sign up to take an exam.		
Required Identification	For entry into your exam, you are required to provide one form of original qualifying government issued identification (see below). Identification must include a current photo and signature. <i>Your name (and date of birth if it is listed) on the ID are required to match your name and date of birth exactly as listed in your online account when you arrive at the test site.</i> If your name is incorrect in our system, please contact us by clicking the “Contact Support” link on https://ntnlicensingexams.com .		
Accepted Original Identification With Photo	<ul style="list-style-type: none">• U.S. or Foreign Driver’s License• U.S. Armed Services ID Card – with photo and signature• U.S. Veterans Identification Card/Veterans Health Identification Card• U.S. or Foreign Passport• U.S. Certificate of Citizenship or Naturalization – with signature and photo• U.S. Permanent Resident Card – valid, with your signature and photo		
Examples of Items <u>Not</u> Accepted as Identification	Copies of ID	Bus passes	Car insurance card
	Credit cards	Costco card	Jury summons
	School ID	Gun permit	
	Food Handler’s card	Car registration	

Getting Started

Once you have completed the eligibility requirements and are approved by the Kansas State Board of Nursing, you will receive an email from National Testing Network with instructions on how to sign up to take an exam. This will include a username, password and payment voucher that you must have to access the registration process.

As a candidate, it is your responsibility to:

- Submit application to Kansas State Board of Nursing and submit all required materials. Applications with instructions can be found at www.ksbn.org/lmht
- Read and be familiar with this Candidate Information Bulletin by the day of your exam.
- Use the username, password and payment voucher emailed to you to access test registration and scheduling.
- Schedule the date and time of your written exam online.

Exam Locations and Scheduling

Go to <https://ntnlicensingexams.com> to see exam locations and schedule your exam. Choose any available time and date at the location you prefer for your written exam. You must schedule exams yourself online. Walk-in candidates are not admitted to examinations and testing centers cannot schedule candidates.

Special Accommodations Requests

For those with special needs, Americans with Disabilities Act (ADA) accommodations are available. You must request accommodations when submitting your application to Kansas State Board of Nursing and must be approved prior to scheduling a test. A list of documentation required to be submitted with request for special accommodations can be found at www.ksbn.org/accommodations.htm. You will be notified by the Board of Nursing regarding the result of your request. Do not schedule an appointment to take the NCLEX until you have received written confirmation of your accommodations.

Languages

The exam is offered in English.

Arrival Time

Make sure you have the correct date, time, and location of your exam. Arrive 20-30 minutes before your scheduled exam time so you have plenty of time for registration.

Late Arrival Policy

Entrance to the examination closes at test time. No candidate who arrives late will be admitted. No exam will be delayed waiting for a late arrival. If you are late for your exam, you must go online to reregister and reschedule and pay for another exam at a later time. You will also be required to submit a new application and fees to the Kansas State Board of Nursing.

Need Help?

If you need help with this process, please contact us anytime by clicking the “Contact Support” link on <https://ntnlicensingexams.com>.

EXAM RULES

No Study Materials	No textbooks or other study materials are allowed in exam rooms.
Personal Belongings	No purses, backpacks or other personal belongings are allowed in exam rooms. Such items may not be accessed during the exam. Candidates must remove all jackets, sweaters, scarfs, or other bulky clothing. If you are wearing long sleeves they must be pulled up. No weapons of any kind are allowed in the facility. National Testing Network assumes no responsibility or liability for any personal items in the facility.
No Digital Devices	No digital devices (cell phones, pagers, mp3 players, data sticks, cameras, voice recorders, etc.) are allowed in exam rooms.
Talking	During the exam, speak politely and only to test proctors. Do not speak to other candidates. Raise your hand if you need assistance during an exam.
No Cheating	Cheating or falsifying information is not tolerated.
No Disruptions	No disruptive behavior or unnecessary noise is allowed.
No Drinking, Eating, Chewing, or Smoking	No eating, drinking, gum chewing, toothpick chewing, or smoking is allowed. No food or beverages may be brought into the exam facility. (Drinking water is available.)
Stay Within Your Workstation	Candidates and their test items must remain within the boundaries of their assigned workstations. Bending or leaning into someone else's work area is not allowed.
Breaks	No timeout for breaks is given during exams. You must get permission from an evaluator or an administrator to leave your station.
No Companions or Visitors	Candidates are not allowed to have companions or visitors in the building.
Rule Violations	Any candidate who violates exam rules or who does not show respect for the professional exam setting will be required to leave the examination site; the opportunity to sit for the examination will be forfeited and the test results will be voided. Those who cheat may also be responsible for damages based on copyright and trademark law violations. Some violations can result in additional suspensions from testing or affect receiving a Kansas license.
Appeals Process	National Testing Network will consider appeals regarding significant procedural errors or adverse environmental conditions during exam administration. Please contact National Testing Network Customer Support within 15 days after the date of testing. The appeal must be made in writing and can be sent to support@nationaltestingnetwork.com or to 18720 33 rd Ave. W., Lynnwood, WA 98037.

FREQUENTLY ASKED QUESTIONS

How and when do I find out about my exam results? You will be notified by Kansas State Board of Nursing of your exam results. The Kansas State Board of Nursing will not give your exam results to you over the phone; you will receive notification in the mail.

What is the passing score? Passing score for the exam is 75.

When can I retake an exam? You may retake your exam every 45 days as needed. You may log back in to your account to schedule a new exam after 45 days has passed from the date of your last exam. You will be required to submit a new application and fees to the Kansas State Board of Nursing prior to being made eligible to retest.

What is the cancellation and refund policy? Exam fees are non-refundable. Exams can be rescheduled by clicking the "Contact" link on <https://ntnlicensingexams.com> and submitting a support ticket a minimum of 7 calendar days prior to your exam date. Schedule changes are not allowed within 7 days of the exam date.

What is the policy on extreme weather and emergency closure? In cases of extreme weather conditions or other emergency situations that warrant closure of any testing center, you will be notified by the testing center as soon as possible. When possible, you will be notified at least two hours before your scheduled time. After you receive notification from the testing center, exams can be rescheduled by clicking the "Contact" link on <https://ntnlicensingexams.com> and submitting a weather reschedule support ticket.

Is my score valid in other states? The State of Kansas has no control over what is accepted in other states.

EXAM CONTENT OVERVIEW

Following is the overview of the minimum competencies for licensure requirements covered in the exam process.

Communicating and Participating in Plan of Care

- Assesses the physical dimensions of the client.
- Assesses the emotional dimensions of the client.
- Assesses intellectual dimensions of the client.
- Assesses social dimensions of the client.
- Assesses spiritual dimensions of the client.
- Participates in the nursing process.
- Uses appropriate communications.

Administering Special Therapies: Medications/Oxygen

- Administers medications.

Therapeutic Needs

- Acts as a role model for the patient.
- Provides a safe environment for the client.
- Assists with behavioral changes.

Basic Nursing Care

- Utilizes measures to maintain or improve client health status on a daily basis.
- Maintains safe, therapeutic and secure environment.
- Assists with admissions and discharges.
- Identifies abnormal signs and symptoms of common diseases and conditions.

Legal, Ethical, and Current Practice

- Discusses statutory and administrative regulations pertaining to the work of a mental health technician with an emphasis on the legal protection of the rights of the public, client, employer, and mental health technicians.
- Uses appropriate ethical standards of conduct.
- Uses information resources.
- Defines role of the mental health technician.

Collecting and Reporting Information

- Conducts client interviews.
- Records and reports client information using appropriate agencies' policies and procedures.

WRITTEN TEST ADMINISTRATION

Exam Time	2 hours
Computerized Testing	The exam is computer administered. You must be able to use a mouse and be familiar with basic keyboarding. Exam administrators will give clear instructions and can help if you have trouble using the computer. During your exam, you will be able to go back to any question and review and change your answer, if needed.
Languages	The exam is offered in English.
All Testing Materials are Provided	All materials you need to take the exam are provided to you by the test administrator at the time of your exam. No other materials or personal belongings are allowed in the exam room.

TIPS FOR TAKING THE EXAM

Read directions	Avoid careless errors by thoroughly reading and understanding the instructions before you begin.
Read questions thoroughly	Read every question carefully before you answer it. The most common reason people miss questions when they know the material is that they do not read the questions carefully.
Read all answers before choosing	Read all answers before making your choice. Even if you come to an answer that looks good, one of the answers below it may look better.
Answer every question	You might choose the right answer even if you are not sure. Rule out the answers you know are wrong and then make the best available choice.
Don't spend too much time on one question	If you have a hard time with a particular question, move on and make a note to come back to that question later.
Double check answers	If you finish early, use the remaining time to review and double-check your answers.

