



D&S Diversified Technologies LLP

Headmaster LLP

Montana Medication Aide I and II Candidate Handbook

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Version 2

Contact Information

<p>Questions regarding: testing process • test scheduling/rescheduling • eligibility to test • pre-test name and address changes (800) 393-8664</p> <p>Questions regarding: obtaining information on official regulations and guidelines for medication aides • medication aide licensure • applications for licensure • post-test name and address changes (406) 841-2300</p>		
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Introduction

In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for Medication Aides who work in such facilities. Each state is responsible for following the terms of this federal law.

As defined in the OBRA regulations, a Medication Aide competency evaluation program provides specific standards for Medication Aide related knowledge. The purpose of a Medication Aide competency evaluation program is to ensure that candidates who are seeking to be Medication Aides understand these standards and can competently and safely perform the job of an entry-level Medication Aide.

This handbook describes the process of taking the Medication Aide I and II competency examinations and is designed to help prepare candidates for testing. There is one part to the Medication Aide competency examination—a multiple-choice knowledge exam. Exam candidates must be registered, complete approved training, pass the exam and meet all other requirements of the Montana Board of Nursing (MBON) to qualify for certification as a medication aide in Montana. If the candidate passes the state exam, they qualify to apply for medication aide licensure.

The Montana Board of Nursing has approved HEADMASTER LLP to provide tests and scoring services for Medication Aide Testing. For questions not answered in this handbook please contact D&SDT-Headmaster at (800)393-8664 during regular business hours 6:00AM to 6:00PM (MST), Monday through Friday, excluding Holidays, or go to D&SDT-Headmaster's **Montana Medication Aide I and II webpage** at www.hdmaster.com. The information in this handbook will help you prepare for your examination and should be kept for future reference.

General Requirements for Licensure as a Medication Aide

Licensing Process for Montana Medication Aide I

In order to acquire your **Medication Aide I** license in Montana, you must meet the requirements of the Montana Board of Nursing (MBON) as stated in the Montana Board of Nursing Rules 24.159.911.

1. The applicant for licensure may apply to take the **Montana Medication Aide I** exam if the applicant:
 - a. Has completed a board-approved Medication Aide I training program as outlined in these rules; or
 - b. Holds an unencumbered certification or licensure in another state or U.S. jurisdiction to administer medications.
2. In order to be licensed as a **Medication Aide I** in Montana, the applicant shall pass the board-approved **Medication Aide I** exam.
 - a. The applicant may take the examination up to three times. If not successful on the third try, the applicant must retake and pass the **Medication Aide I** training program before being eligible to take the examination again.
 - b. The applicant must pass the exam within 12 months of satisfactorily completing the medication aide I training program, or else the applicant must complete the training program again before being eligible to take the exam again.

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3. The application will be kept on file for one year. If the applicant fails to complete the requirements for application within one year, a new application and fee will be required.
4. Licenses shall be issued for one-year periods and shall expire on the date set by ARM24.101.413.
5. Renewal notices will be sent as specified in ARM24.101.414, which must be completed and returned to the board before the dates set by ARM24.101.413, together with the renewal fee.

Obtaining a **Medication Aide I (MA I)** license is a two-part process. Upon completion of your training program, you will need to take your Medication Aide I Knowledge Exam through Headmaster. You must also apply for licensure with the Montana Board of Nursing. An application must be submitted to MBON with all appropriate documentation to be considered for **Medication Aide I** licensure. The application for state licensure can be downloaded from the MBON website at http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp.

In order to be eligible to take the **Montana Medication Aide I** knowledge exam, your demographic and training information must be entered into the D&SDT-Headmaster testing software, TestMaster Universe (TMU©), by your training facility. If your test date is not arranged by your training facility, you will need to call D&SDT-Headmaster at (800)393-8664 to arrange a test date upon successful completion of training.

Once you have completed a **MA I** training course, you have one year in which to pass the state licensure exam. You are allowed three test attempts within one year of completion of training.

Licensing Process for Montana Medication Aide II

In order to acquire your **Medication Aide II** license in Montana, you must meet the requirements of the Montana Board of Nursing (MBON) as stated in the Montana Board of Nursing Rules 24.159.911.

An applicant for a license to practice as a **Medication Aide II** shall submit to the board written evidence that the applicant:

1. Submit a completed application and application fee to the Montana Board of Nursing.
 - A. has successfully completed at least an approved 4-year high school course of study or the equivalent as determined by the office of public instruction;
 - B. holds a valid certificate from the Department of Public Health and Human Services as a certified nursing assistant (CNA);
 - C. has been employed as a certified nursing assistant in a long-term care facility licensed to provide skilled nursing care, as defined in **50-5-101**, for a minimum of 1,000 hours;
 - D. holds a valid certificate in cardiopulmonary resuscitation;
 - E. (a) has successfully completed a training program specified by the board that includes 100 hours of education consisting of classroom instruction, laboratory skills, and supervised medication administration related to basic pharmacology and principles of safe medication administration; *or*
(b) is currently licensed as a medication aide in another state with a program that is determined by the board to be reasonably equivalent to the board-specified program;
 - F. has passed a Board-approved competency examination with at least 80% proficiency; and
 - G. has completed 6 hours of annual continuing education in pharmacology and medication administration.

2. The application will be kept on file for one year. If the applicant fails to complete the requirements for the application within one year, a new application fee will be required.
3. Licenses shall be issued for one-year periods and shall expire on the date set by ARM 24.101.413.
4. Renewal notices will be sent as specified in ARM 24.101.414, which must be completed and returned to the Board before the date set by ARM 24.101.413, together with the renewal fee.

Obtaining a **Medication Aide II (MA II)** license is a two-part process. You will need to take your Medication Aide II Knowledge Exam through Headmaster. You must also apply for licensure with the Montana Board of Nursing. An application must be submitted to MBON with all appropriate documentation to be considered for **Medication Aide II** licensure. The application for state licensure can be downloaded from the MBON website at http://bsd.dli.mt.gov/license/bsd_boards/nur_board/board_page.asp.

In order to be eligible to take the Montana **Medication Aide II** knowledge exam, you will need to fill out the **Montana Medication Aide II Application** form found at mtcma.tmutest.com/apply. Once approved, you will be sent an email with your Username and Temporary Password to sign in to your TMU© record. You will be required to complete your TMU© account and then you will be eligible to pay your testing fee and schedule into a test event. If you do not see any eligible MA II test dates on the calendar, please call D&S-DT-Headmaster at (800)393-8664 for assistance with scheduling during regular business hours 6:00AM to 6:00PM Monday through Friday, MST, excluding Holidays. Please refer to the **'Complete your Account in TMU©'**, **'Self-Pay of Testing Fees'**, and **'Schedule/Reschedule into a Test Event'** sections for instructions.

There is no expiration date or limit on the number of times you may take the Montana **Medication Aide II** knowledge exam.

Americans with Disabilities Act (ADA)

ADA Compliance

The Montana Board of Nursing and D&S-DT-Headmaster provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the medication aide competency examination. Accommodations are granted in accordance with the Americans with Disabilities Act (ADA).

If you have a qualified disability or limitation, you may request special accommodations for examination. Accommodations must be approved by D&S-DT-Headmaster in advance of examination. The request for accommodations can be found on the [D&S-DT-Headmaster webpage](#) and clicking on the PDF Fillable [ADA Accommodation Form 1404](#). Fill out the ADA Request and attach with the required documentation found on the second page of the request form to an email to: montana@hdmaster.com, in order to be reviewed for an accommodation.

ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

Please allow additional time for your request to be approved. If you have any questions regarding the ADA review process or specific required documentation, please call D&S-DT-Headmaster at (800)393-8664.

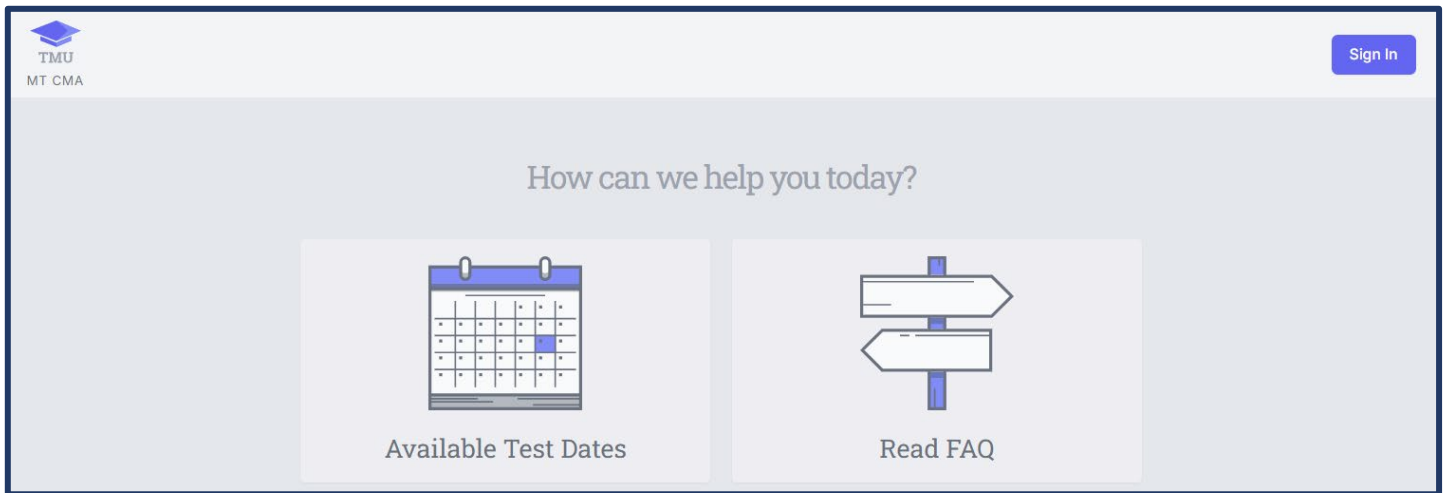
The Montana Medication Aide I and II Competency Exams

Payment Information

Exam Description	Price
Medication Aide I Knowledge Exam or Retake	\$69.50
Medication Aide II Knowledge Exam or Retake	\$69.50

Montana Medication Aide I and II TMU©

This is the Montana Medication Aide I and II TMU© main page mtcma.tmutest.com.



Completing your Account in TMU©

Your initial registration information will be entered in D&SDT-Headmaster’s TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to the Montana Medication Aide TMU© at mtcma.tmutest.com using your secure Email or Username and Password and complete your demographic information.

- It is highly recommended that when you receive your confirmation email from TMU© (check your junk/spam mail) that your account has been created, that you sign in to your account, update your password and complete your demographic information.

If you do not know your Email or Username and Password, enter your email address and click on “Forgot Your Password?” You will be asked to re-enter your email and a ‘reset password link’ will be sent to your email (see instructions under ‘**Forgot your Password and Recover your Account**’). If you are unable to sign in for any reason, contact D&SDT-Headmaster at (800)393-8664.

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This is the screen you will see the first time you sign in to your TMU© account **with the demographic information you need to enter to complete your account:**

TMU MT CMA Tests Trainings Profile

Home > Setup Account

Setup Account

Enter the blank * fields and then click on-Finish Account Setup

We're Sorry, Your Account Still Needs Some Info
Enter the below information to finish setting up your account.

FIRST * MIDDLE LAST * SUFFIX
Best Student

SOCIAL SECURITY # * BIRTHDATE * PHONE *
Encrypted for your safety

ADDRESS *
Best Student Address

CITY * STATE * ZIPCODE *
Helena MT 59601

DISCLAIMER
By completing your account you consent to your name and certification status being publicly listed on the MT CMA registry

Finish Account Setup

TMU MT CMA Tests Trainings Profile

You will receive the message, Thanks, your account has now been set up.

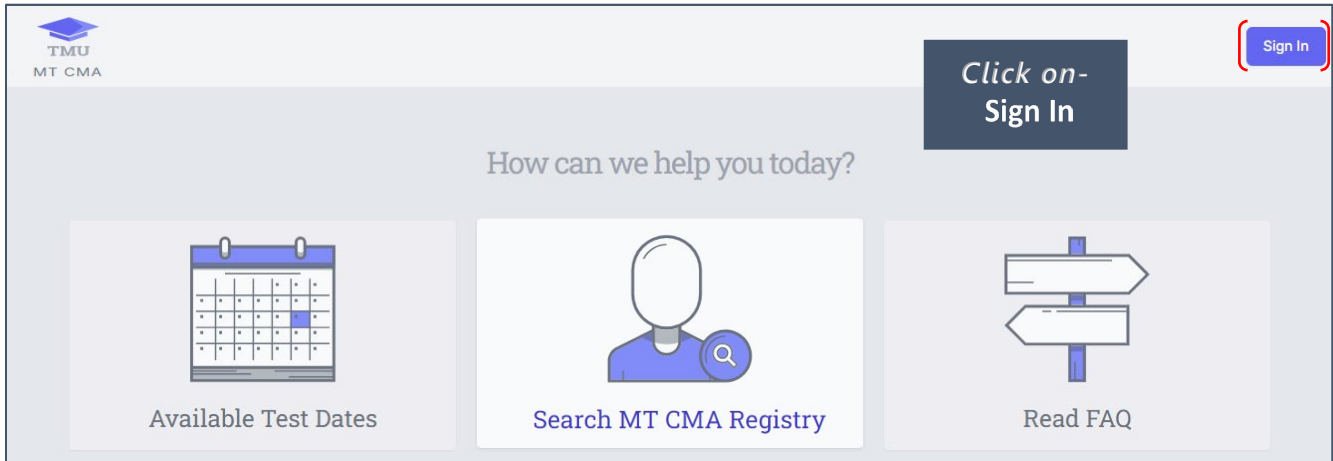
Welcome, Best!

Testing Your Profile

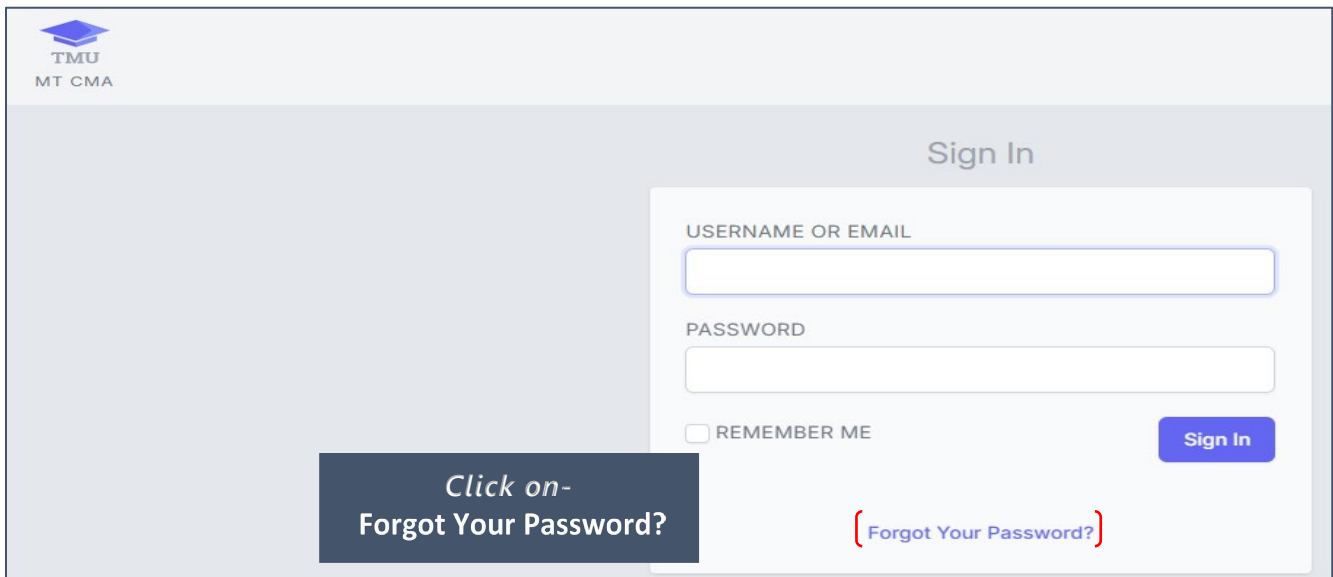
Your Certifications
No certifications on record.

Forgot your Password and Recover your Account

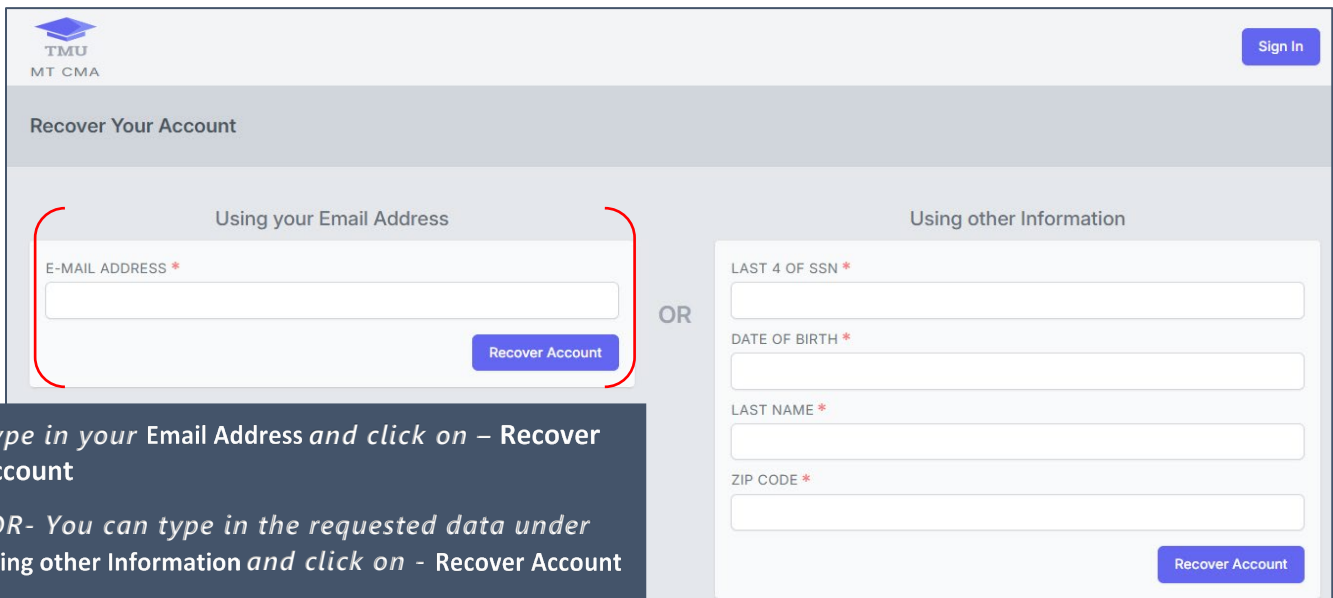
If you have forgotten or do not know your Password, follow the instructions below to Reset your Password and Recover your Account. Go to mtcma.tmutest.com.



The image shows the home page of the TMU MT CMA website. In the top right corner, there is a blue button labeled "Sign In" with a red bracket around it. Below the logo, a dark blue box contains the text "Click on- Sign In". The main heading is "How can we help you today?". There are three main navigation options: "Available Test Dates" with a calendar icon, "Search MT CMA Registry" with a person and magnifying glass icon, and "Read FAQ" with a signpost icon.



The image shows the sign-in page of the TMU MT CMA website. It features a "Sign In" heading and a form with fields for "USERNAME OR EMAIL" and "PASSWORD". There is a "REMEMBER ME" checkbox and a blue "Sign In" button. A dark blue box with the text "Click on- Forgot Your Password?" is overlaid on the page. A red bracket highlights a link labeled "Forgot Your Password?" located below the sign-in form.



The image shows the "Recover Your Account" page of the TMU MT CMA website. It has two main sections: "Using your Email Address" and "Using other Information". The "Using your Email Address" section has an "E-MAIL ADDRESS *" field and a "Recover Account" button, both enclosed in a red bracket. The "Using other Information" section has fields for "LAST 4 OF SSN *", "DATE OF BIRTH *", "LAST NAME *", and "ZIP CODE *", with a "Recover Account" button at the bottom. A dark blue box at the bottom left contains the text: "Type in your Email Address and click on – Recover Account -OR- You can type in the requested data under Using other Information and click on - Recover Account".

TMU
MT CMA

Recover Your Account

**You will receive the message,
We have e-mailed your password reset link! Please allow a few
minutes for the email to be delivered.**

Sign In

We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

DATE OF BIRTH *

LAST NAME *

ZIP CODE *

Recover Account

This is what the email will look like (check your junk/spam folder for the email):

Reset Password Notification External Inbox x

TMU <no-reply@tmutest.com>
to me

TMU

**Click on-
Reset Password**

Hello!

You are receiving this email because we received a password reset request for your account.

Reset Password

This password reset link will expire in 60 minutes.

If you did not request a password reset, no further action is required.

Regards,
TMU

If you're having trouble clicking the "Reset Password" button, copy and paste the

Note: If you do not reset your password right away, the link does expire in 60 minutes and after that time, you will need to request a new link.

Reset Your Password

E-MAIL ADDRESS
sample@sampleemail.com

PASSWORD

CONFIRM PASSWORD

Reset Password

Type in your Password and Confirm Password, then click on – Reset Password

This is the home screen you will see once you have reset your password:

The dashboard features a top navigation bar with icons for Tests, Trainings, Billing, Downloads, and Profile. A shopping cart icon shows 1 item. The main content area includes a 'Welcome, Best!' message, two large buttons for 'Testing' and 'Your Profile', and a 'Your Certifications' section with the message 'No certifications on record.'

Scheduling a Montana Medication Aide Exam

MEDICATION AIDE I

In order to schedule an examination date, you must have successfully completed a Montana Board of Nursing approved medication aide (MA) level I training program. Your training program will enter your initial training information into the TMU© database. You will receive an email and text message with your Username and Temporary Password. You will need to sign in and complete your account. See instructions under the **'Complete your TMU© Account'** section.

Once your completed account is in the D&SDT-Headmaster TestMaster Universe© (TMU©) Montana CMA database, you may pay your testing fee and schedule your MA I exam date online at the Montana CMA TMU© webpage at mtcma.tmutest.com using your email and password (see instructions under **'Schedule/Reschedule into a Test Event'**). If you are unable to sign in with your email, please call D&SDT-Headmaster for assistance at (800)393-8664 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays.

Securely processed Visa or MasterCard credit card or debit card information is required when scheduling online. After testing fees are paid, you will be able to schedule and/or reschedule your test event up to the business day prior to a scheduled test date of your choice and receive your test confirmation notification online or on the screen while you are logged in. (**NOTE:** *Some training programs pre-pay testing fees for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.*) You may login with any Internet-connected device. To schedule or reschedule your test date, sign in to the Montana CMA TMU© webpage at mtcma.tmutest.com with your email and password.

If you are unable to schedule/reschedule on-line, please call D&SDT-Headmaster at (800)393-8664 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays, for assistance.

MEDICATION AIDE II

In order to schedule an examination date, you must complete the Montana Medication Aide II Application found at mtcma.tmutest.com/apply.

Once your application is approved, D&SDT-Headmaster will create your initial account in the D&SDT-Headmaster TestMaster Universe© (TMU©) Montana CMA database. You will receive an email and text message with your Username and Temporary Password. You will need to sign in and complete your account. See instructions under the **'Complete your TMU© Account'** section.

You will then be able to pay your testing fee and schedule your MA II exam date online at the Montana CMA TMU© webpage at mtcma.tmutest.com using your email and password (see instructions under **'Schedule/Reschedule into a Test Event'**). If you are unable to sign in with your email, please call D&SDT-Headmaster for assistance at (800)393-8664 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays.

Securely processed Visa or MasterCard credit card or debit card information is required when scheduling online. After testing fees are paid, you will be able to schedule and/or reschedule your test event up to the business day prior to a scheduled test date of your choice and receive your test confirmation notification online or on the screen

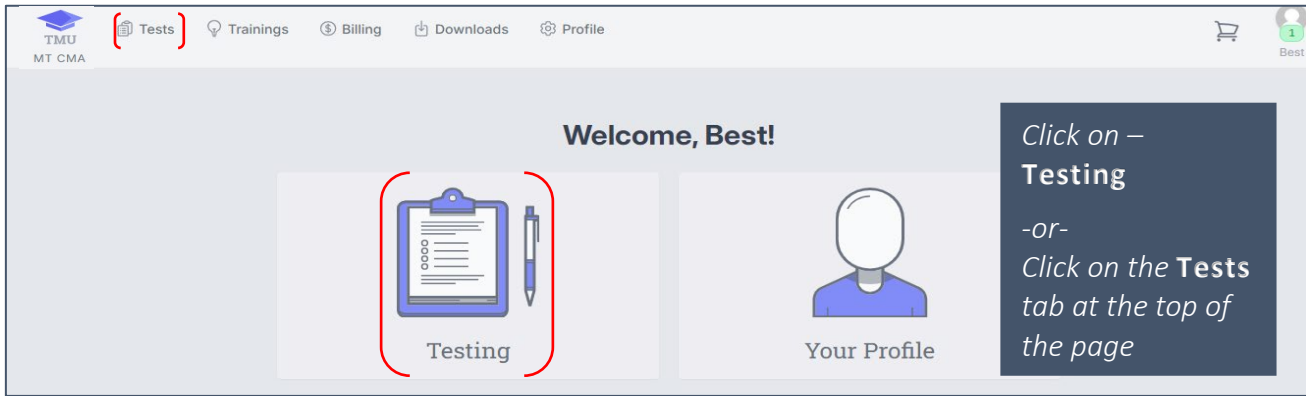
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while you are logged in. You may login with any Internet-connected device. To schedule or reschedule your test date, sign in to the Montana CMA TMU© webpage at mtcma.tmutest.com with your email and password.

If you are unable to schedule/reschedule on-line, please call D&SDT-Headmaster at (800)393-8664 during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays, for assistance.

Self-Pay of Testing Fees in TMU©

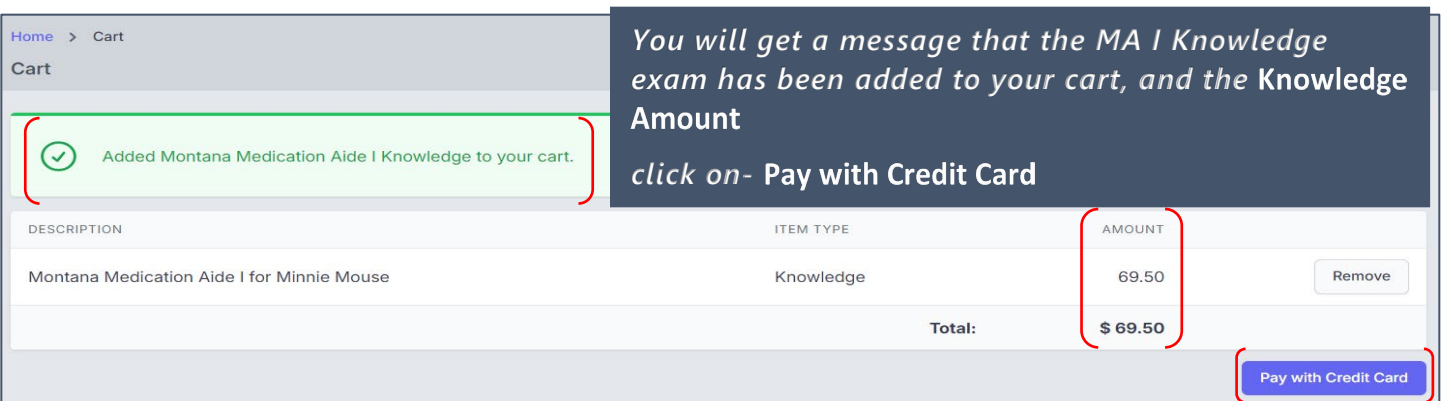
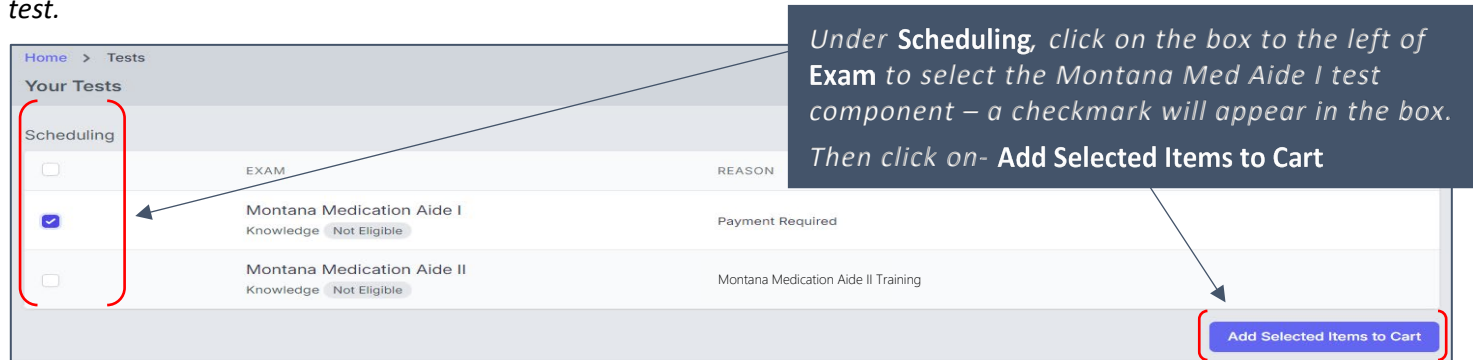
Testing fees will need to be paid *before* you can schedule a test date.



MEDICATION AIDE I

Once your training program has completed your training record with completion hours and date, you will receive an email and text message that you are eligible to schedule a test date. Securely processed Visa or MasterCard credit card or debit card information is required when paying testing fees online.

NOTE: Some training programs pre-pay testing fees for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already prepaid for your test.



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MEDICATION AIDE II

Under Scheduling, click on the box to the left of Exam to select the Montana Med Aide II test component – a checkmark will appear in the box. Then click on- Add Selected Items to Cart

Scheduling	EXAM	REASON
<input type="checkbox"/>	Montana Medication Aide I Knowledge <small>Not Eligible</small>	Montana Medication Aide I Training Training
<input checked="" type="checkbox"/>	Montana Medication Aide II Knowledge <small>Not Eligible</small>	Payment Required

Add Selected Items to Cart

You will get a message that the MA II Knowledge exam has been added to your cart, and the Knowledge Amount click on- Pay with Credit Card

Cart

Added Montana Medication Aide II Knowledge to your cart.

DESCRIPTION	ITEM TYPE	AMOUNT	
Montana Medication Aide II for Donald Duck	Knowledge	69.50	Remove
Total:		\$ 69.50	

Pay with Credit Card

The Prepay to Schedule screen is the same for Medication Aide I and Medication Aide II, the DESCRIPTION will show either Medication Aide I Knowledge or Medication Aide II Knowledge:

Home > Prepay

Prepay to Schedule

Example for Med Ad I

What You're Paying For	
DESCRIPTION	COST
Montana Medication Aide I for Minnie Mouse	69.50
Total: \$ 69.50	

What You're Paying For	
DESCRIPTION	COST
Montana Medication Aide II for Donald Duck	69.50
Total: \$ 69.50	

Pay with a Card

CARDHOLDER NAME CARD NUMBER

EXP MONTH EXP YEAR SECURITY CODE

CARDHOLDER ADDRESS

CITY STATE ZIP CODE

Payment refunds may be subject to a processing fee per your state's refund policy

Submit Payment

Enter the Credit Card information and then click on- Submit Payment

You will receive a receipt of the transaction.

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For special circumstances only: You may pay your testing fees by filling out and submitting D&SDT-Headmaster's Candidate Payment Form 1402MT with your payment (Money Order, Cashier's Check, Visa or MasterCard credit/debit card only).

Please contact D&SDT-Headmaster via email at montana@hdmaster.com to request the Candidate Payment Form 1402MTMA.

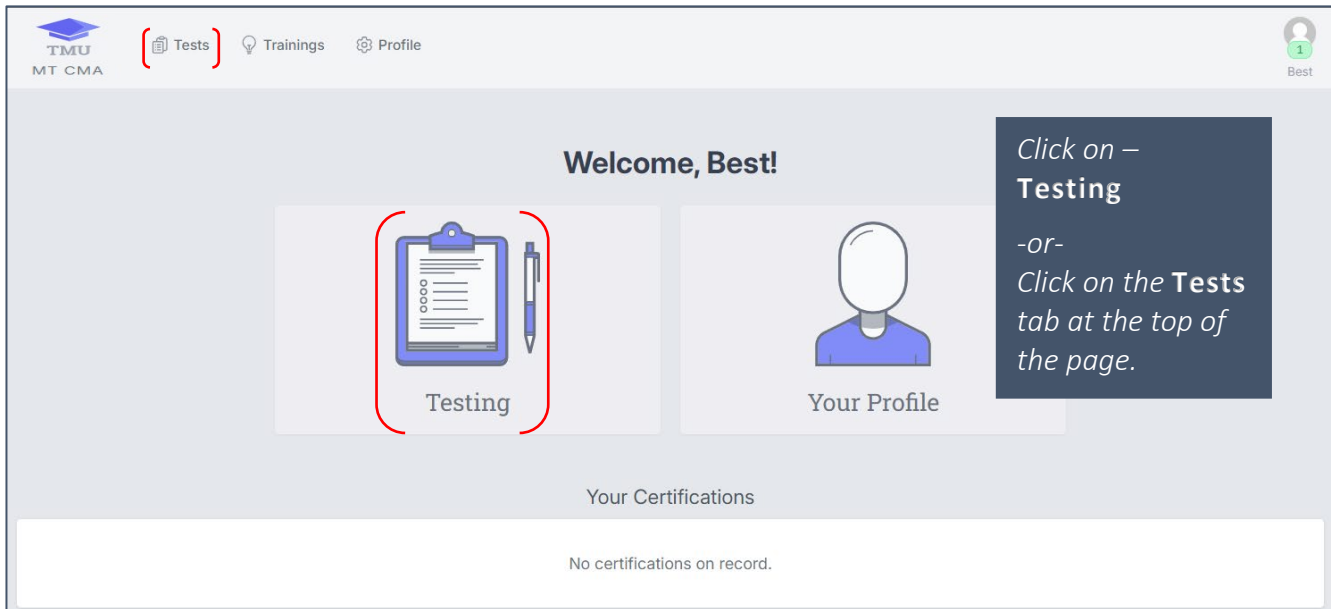
- If paying with a money order or cashier's check – make it payable to **HEADMASTER**.
- If you fax, (406)442-3357, your Candidate Payment Form 1402, a credit/debit card payment is required and a \$5 per candidate Priority Fax Service fee applies.

When you submit a Candidate Payment Form 1402, once processed, you will be sent an email and text message with your Username and Password. Please see instructions in the '**Completing Your TMU© Account**' section. If you do not receive an email or text message from D&SDT-Headmaster within 5 business days of sending/submitting your Candidate Payment Form 1402, call us immediately. If after business hours, leave us a message on the answering machine at (800)393-8664.

Note: Candidate Payment Form 1402s with any missing or incomplete information, payment or signatures; will not be processed and the form will be shredded. If a money order or cashier's check was sent with the form, it will be mailed back to the candidate.

Schedule/Reschedule into a Medication Aide I or II Test Event

Once your testing fees are paid for, you will be eligible to choose a test site and date. Follow the instructions in the next section to schedule/reschedule into a test event.



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MEDICATION AIDE I:

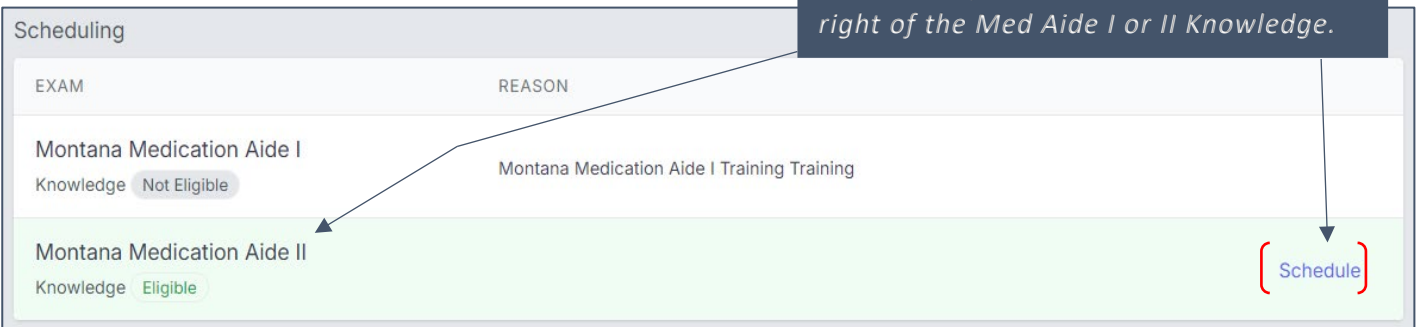


EXAM	REASON
Montana Medication Aide I Knowledge Eligible	
Montana Medication Aide II Knowledge Not Eligible	Montana Medication Aide II Training

The Med Aide I and II Knowledge Exams will appear in this format showing you are eligible to schedule.

To schedule, click on – Schedule to the right of the Med Aide I or II Knowledge.

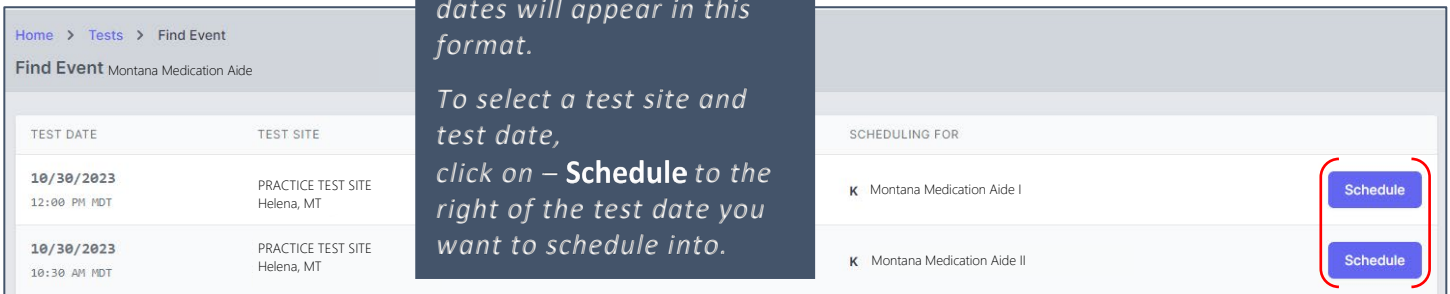
MEDICATION AIDE II:



EXAM	REASON
Montana Medication Aide I Knowledge Not Eligible	Montana Medication Aide I Training Training
Montana Medication Aide II Knowledge Eligible	

All eligible test sites and dates will appear in this format.

To select a test site and test date, click on – Schedule to the right of the test date you want to schedule into.



Home > Tests > Find Event

Find Event Montana Medication Aide

TEST DATE	TEST SITE
10/30/2023 12:00 PM MDT	PRACTICE TEST SITE Helena, MT
10/30/2023 10:30 AM MDT	PRACTICE TEST SITE Helena, MT

SCHEDULING FOR
K Montana Medication Aide I
K Montana Medication Aide II

mtcma.tmutest.com says

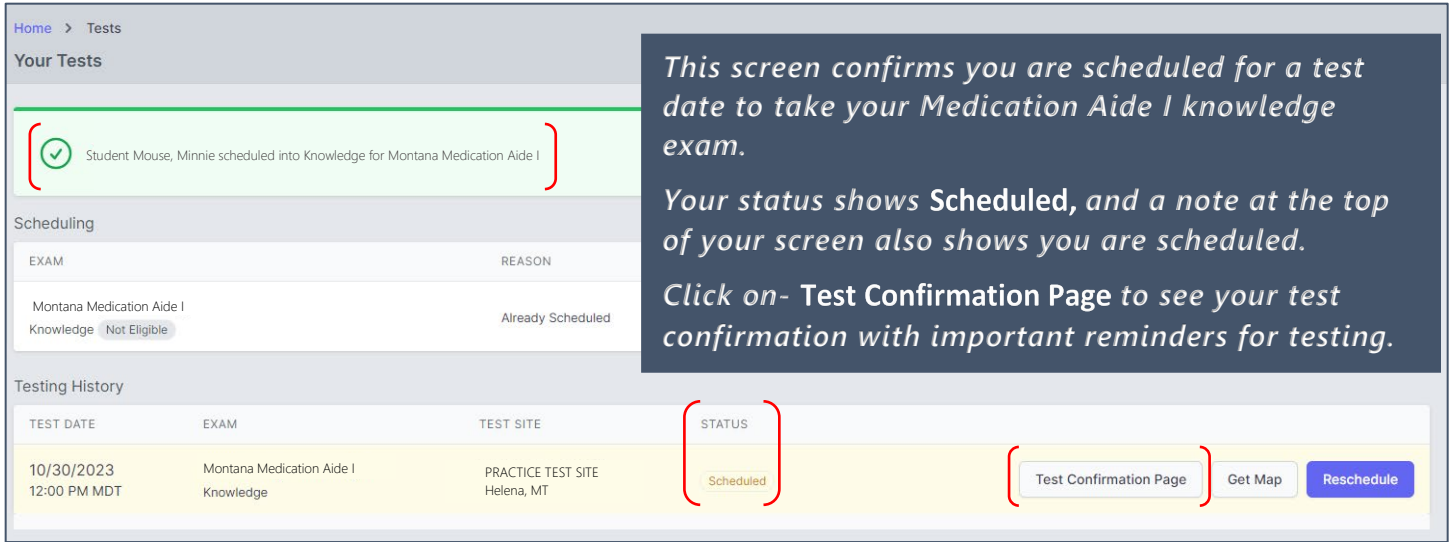
Schedule into this Event on 10/30/2023 for Montana Medication Aide I Knowledge. Are you sure?



To confirm this is the site and date you want to schedule, click on – OK

Montana Medication Aide I & II Candidate Handbook

The process is exactly the same for Medication Aide II.



This screen confirms you are scheduled for a test date to take your Medication Aide I knowledge exam.

Your status shows Scheduled, and a note at the top of your screen also shows you are scheduled.

Click on- Test Confirmation Page to see your test confirmation with important reminders for testing.

EXAM	REASON
Montana Medication Aide I Knowledge Not Eligible	Already Scheduled

TEST DATE	EXAM	TEST SITE	STATUS
10/30/2023 12:00 PM MDT	Montana Medication Aide I Knowledge	PRACTICE TEST SITE Helena, MT	Scheduled

Buttons: [Test Confirmation Page](#) [Get Map](#) [Reschedule](#)

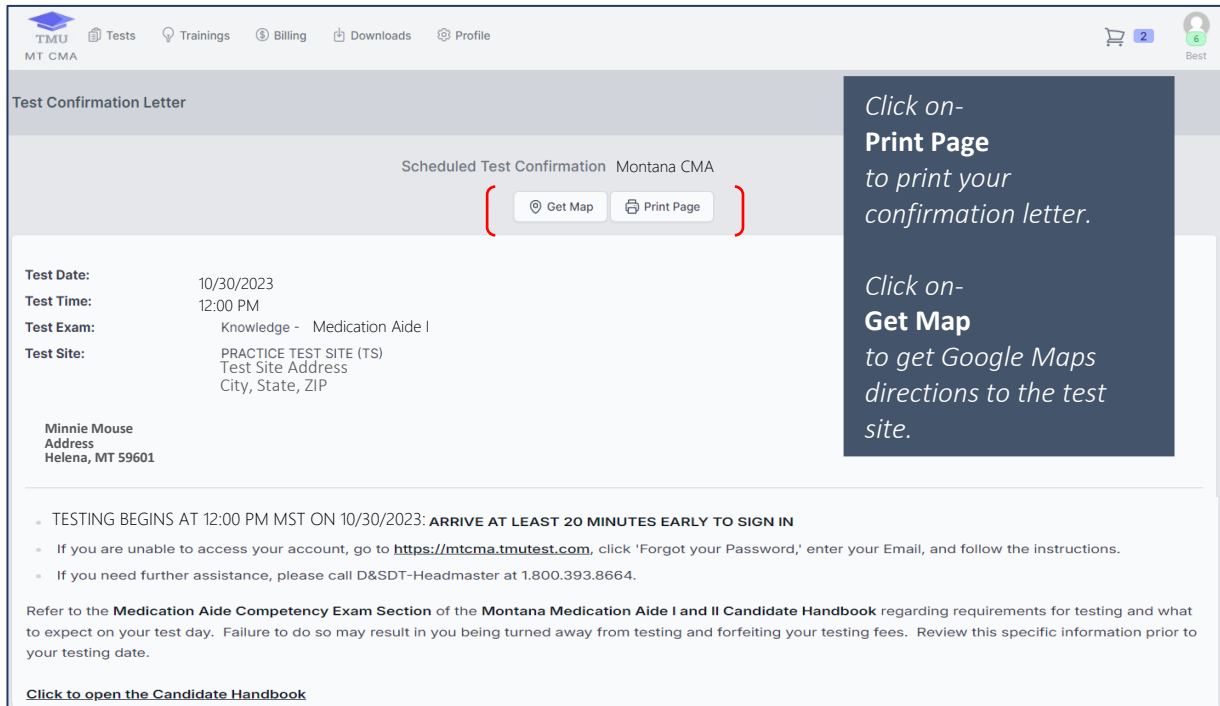
Test Confirmation Letter

Your test confirmation letter will provide you with important information regarding where you are scheduled to test (date, time and address). It can be accessed at any time. (See example below.)

The body of the test confirmation letter will refer you to the candidate handbook that will give you state specific instructions on what time to arrive by, ID requirements, dress code, etc.

Note: Failure to read the candidate handbook could result in No Show for your test event for not adhering to the policies of testing, etc.

It is important you read this letter!



Scheduled Test Confirmation Montana CMA

Buttons: [Get Map](#) [Print Page](#)

Test Date: 10/30/2023
Test Time: 12:00 PM
Test Exam: Knowledge - Medication Aide I
Test Site: PRACTICE TEST SITE (TS)
 Test Site Address
 City, State, ZIP

Minnie Mouse
 Address
 Helena, MT 59601

Click on- Print Page to print your confirmation letter.

Click on- Get Map to get Google Maps directions to the test site.

- TESTING BEGINS AT 12:00 PM MST ON 10/30/2023: **ARRIVE AT LEAST 20 MINUTES EARLY TO SIGN IN**
- If you are unable to access your account, go to <https://mtcma.tmutest.com>, click 'Forgot your Password,' enter your Email, and follow the instructions.
- If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

Refer to the **Medication Aide Competency Exam Section** of the **Montana Medication Aide I and II Candidate Handbook** regarding requirements for testing and what to expect on your test day. Failure to do so may result in you being turned away from testing and forfeiting your testing fees. Review this specific information prior to your testing date.

[Click to open the Candidate Handbook](#)

MEDICATION AIDE I

Many training programs host and pre-schedule in-facility test dates for their graduating students. Your program/instructor will have informed you if this is the case. Prior to scheduling a test, verify with your instructor if the training program has already scheduled and/or prepaid for your test. Regional test seats are open to all candidates. Regional test dates are posted on the calendar on the Montana CMA TMU© site mtmca.tmutest.com.

If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (800)393-8664, during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays.

Note: Candidates who self-schedule online, or those scheduled by their training programs, will receive their test confirmation at the time they are scheduled.

D&SDT-Headmaster **does not send** postal mail test confirmation letters to candidates.

MEDICATION AIDE II

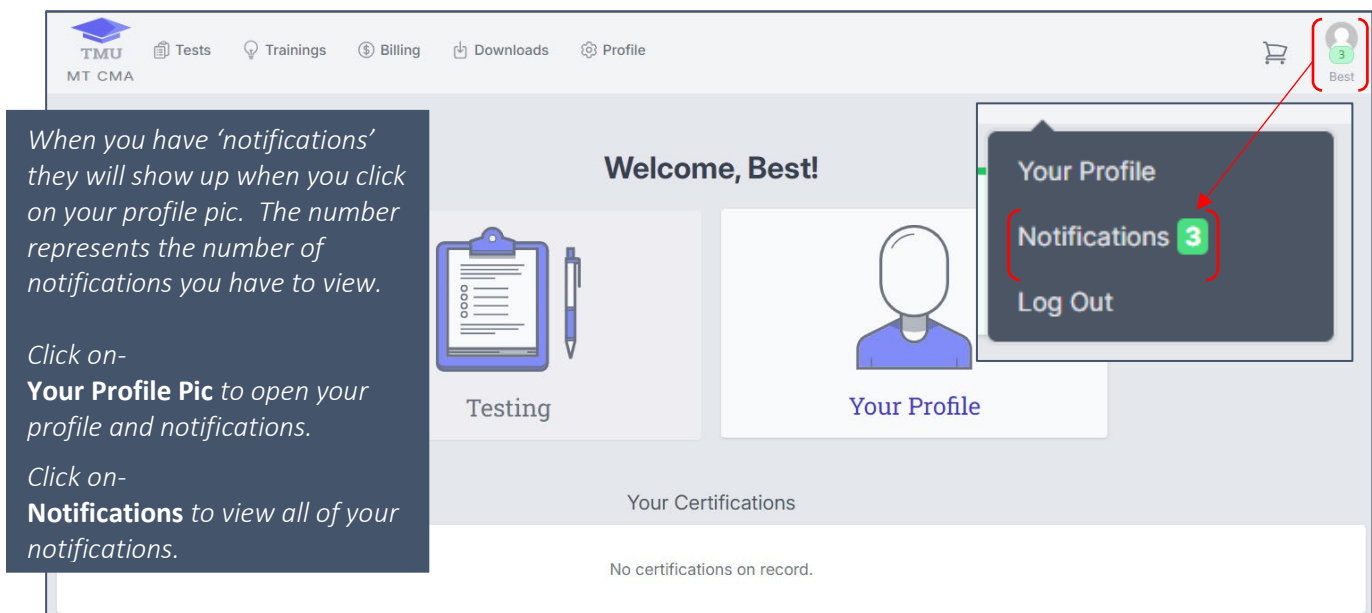
Regional test dates are posted on the calendar on the Montana CMA TMU© site mtmca.tmutest.com. You will receive your test confirmation when you schedule.

D&SDT-Headmaster **does not send** postal mail test confirmation letters to candidates

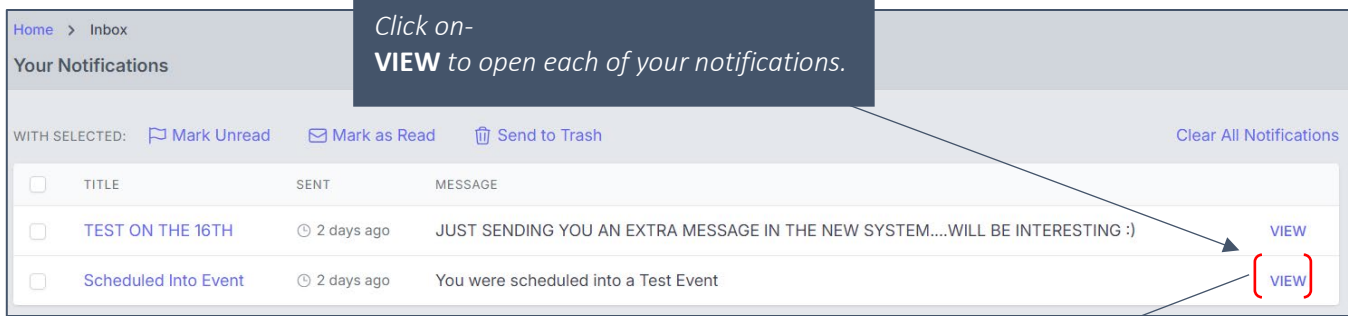
If you have any questions regarding your test scheduling, call D&SDT-Headmaster at (800)393-8664, during regular business hours 6:00AM to 6:00PM, MST, Monday through Friday, excluding Holidays.

Checking/Viewing your TMU© Notifications

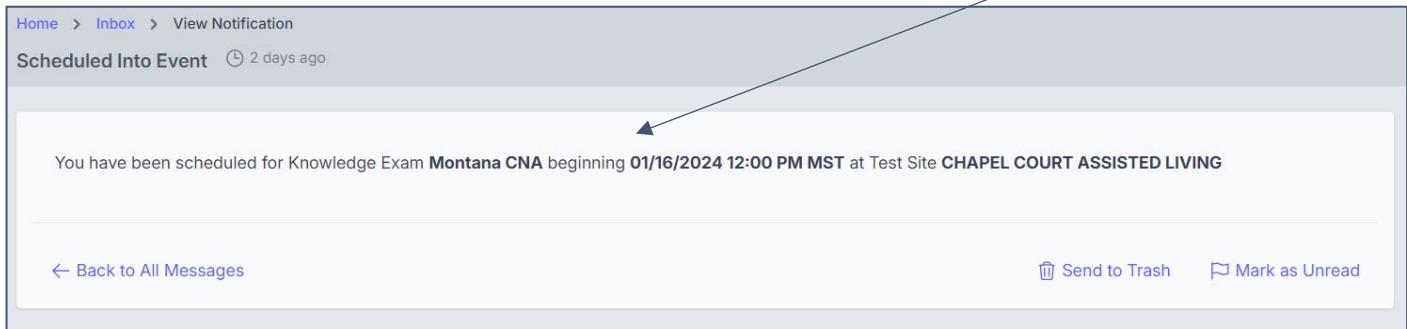
Remember to check your ‘notifications’ in your TMU© account for important notices regarding your selected test events and other information.



Montana Medication Aide I & II Candidate Handbook



Notification example for Montana CNA shown:



Exam Check-In

You need to arrive at your confirmed test site between 20 to 30 minutes before your exam is scheduled to start.

- You need to make sure you are at the event at least 20 minutes prior to the start time to allow time to get signed in with the RN Test Observer.
 - For example: if your test start time is 8:00AM – you need to be at the test site for check-in **no later than 7:40AM**.
- Testing begins promptly at the start time noted.

Note: If you arrive late, you will not be allowed to test.

Testing Attire

There is not a required testing attire, however, it is recommended you dress appropriately.

- No Bluetooth-connected devices, smart watches or fitness monitors are allowed.

Identification

You must two forms of valid identification: a **US GOVERNMENT ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION** and your **ORIGINAL SOCIAL SECURITY CARD*** (*an official letter from the Social Security office that has your SS# printed on it is acceptable). Only **original** IDs and social security cards, or official letters (must show your printed SS#) from the Social Security office are accepted. No photocopies, faxes or images are allowed. Examples of the forms of US government issued, signed, photo ID's that are acceptable are:

- Driver's License
- State issued Identification Card
- US Passport (Foreign Passports and Passport Cards *are not* acceptable)
 - (**Exception:** Foreign Passports with a signature and containing a US VISA [the US VISA will not have a signature] included are acceptable).

Montana Medication Aide I & II Candidate Handbook

- Military Identification (*that meets all identification requirements*)
- Work Authorization Card (*that meets all identification requirements*)
- Alien Registration Card (*that meets all requirements; NOTE: a fingerprint may be in place of a signature*)
- Tribal Identification Card (*that meets all identification requirements- a fingerprint in place of a signature is acceptable*)

The **FIRST** and **LAST** names listed on your two forms of ID presented to the RN Test Observer during sign-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names that were entered in the Montana CMA TMU© database by your training program. You may call D&SDT-Headmaster at (800)393-8664 during regular business hours, Monday through Friday, 6:00AM to 6:00PM MST, excluding Holidays, to confirm that your name of record matches your US government issued ID and Social Security Card, or sign in to your account in TMU© at mtcma.tmutest.com, using your Email or Username and Password, to check or change your demographic information.

If you need to apply for new social security card, please do not schedule your test date until you have received your new card from the Social Security office.

Note:

- **You will not be admitted for testing if you do not bring proper/valid identification.**
 - Check to be positive that both your FIRST and LAST printed names on both of your IDs match your current name of record in TMU©.
 - A driver's license or state-issued ID card that has a hole punched in it is NOT VALID and will not be accepted as an acceptable form of ID.
- In cases where names do not match or your IDs are not proper/valid, you will be considered a NO SHOW and you will forfeit your testing fees and have to pay for another exam date.

Instructions for the Medication Aide I and II Knowledge Exams

Test instructions for the knowledge exam will be provided in written format in the waiting area when you sign-in for your test.

These instructions detail the process and what you can expect during your exam. Please read the instructions **before** entering the knowledge exam room. The instructions will be left in the waiting area during testing for you to refer to throughout your time at the test site. The RN Test Observer/Knowledge Test Proctor will ask you questions about the instructions you read when you enter the testing rooms.

The **Knowledge Exam Instructions** are also available under the '**DOWNLOADS**' tab in your TMU© account. Refer to the '**Accessing the Candidate Handbook and Testing Instructions in your TMU© Account**' section of this handbook for instructions.

Testing Policies

The following policies are observed at each test site—

- Make sure you have signed in to your TMU© account at mtcma.tmutest.com before your test date to update your password and complete your demographic information. Refer to the '**Completing Your TMU© Account**' section of this handbook for instructions and information.
 - If you have not signed in and completed/updated your TMU© account when you arrive for your test, you may not be admitted to the exam and any exam fees paid *will NOT be refunded*.

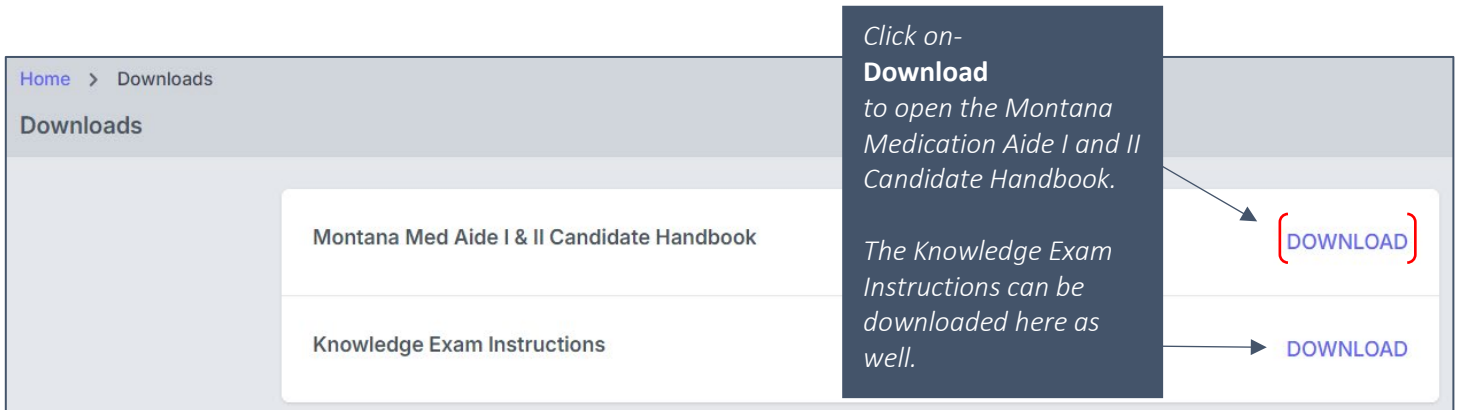
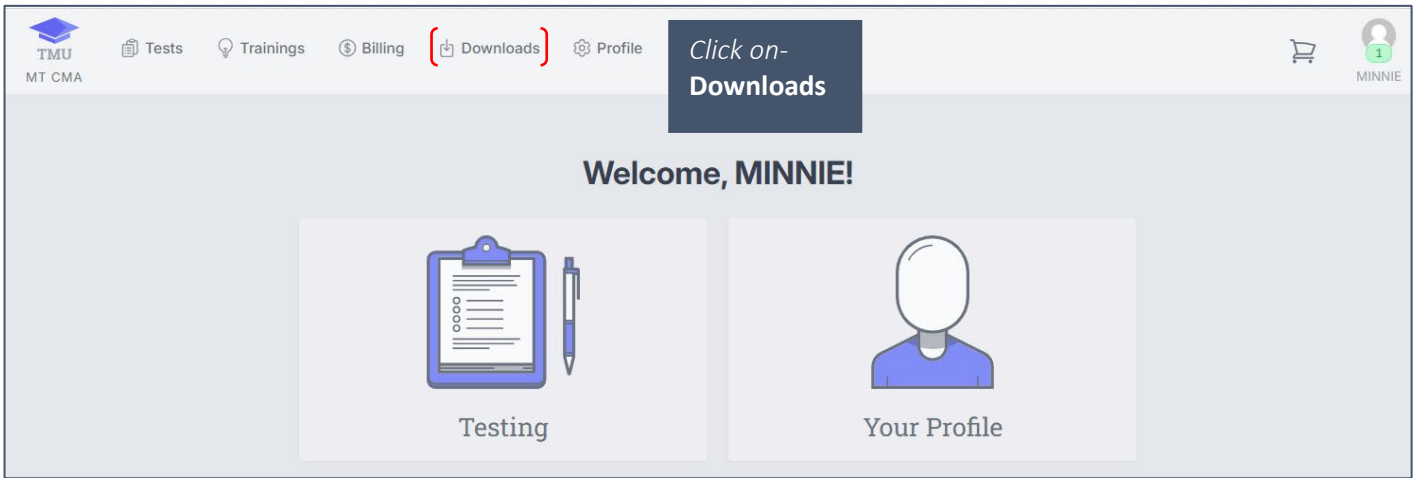
Montana Medication Aide I & II Candidate Handbook

- Testing begins promptly at the start time noted on your confirmation. If you arrive late for your confirmed exam (you need to be at the test site to **check in at least 20 to 30 minutes before your scheduled start time** – if your test start time is 8:00AM, you need to be at the test site **by 7:40AM at the latest**), you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not bring valid and appropriate US government issued, non-expired, signed photo ID and original social security card (or letter from the Social Security office), you will not be admitted to the exam, considered a No Show and any exam fees paid *will NOT be refunded*.
 - If the **FIRST** and **LAST** names listed on your ID and social security card (or letter from the Social Security office) presented to the RN Test Observer during sign-in at your test event **DO NOT MATCH** the FIRST and LAST names that were entered in the Montana CMA TMU© database, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you do not conform to all testing policies, you will not be admitted to the exam and any exam fees paid *will NOT be refunded*.
- If you NO SHOW for your exam day, any test fees paid *will NOT be refunded*. You must re-pay your testing fees online in your TMU© account to schedule another exam date.
- **PERSONAL ITEMS:** Such as water bottles, briefcases, large bags, study materials, extra books, or papers are not permitted to be on or near you in the testing room. You will be informed by the testing team of the designated area to place your personal items and you are to collect these items when you complete your test.
- **ELECTRONIC DEVICES:** Cell phones, smart watches, fitness monitors, electronic recording devices, Bluetooth-connected devices are not permitted to be on or near you in the testing room. You will be informed by the testing team of the designated area to place your electronic devices and you are to collect these items when you complete your test.
 - All electronic devices must be **turned off**.
 - Smart watches, fitness monitors and Bluetooth-connected devices must be removed from your wrist/body.
- Anyone caught using any type of electronic recording device during testing will be dismissed from the exam, have their test scored as a failed attempt, forfeit all testing fees and reported to the Montana Board of Nursing. MBON staff will make decisions regarding any disciplinary measures. You will not be able to test again without approval from MBON. You may, however, use personal devices during your free time in the waiting area.
- You are encouraged to bring a jacket, snack, drink or study material to have while waiting to test.
- Translation dictionaries, devices or non-approved language translators *are not allowed*.
- Scratch paper and a basic calculator *will be provided by the testing team*.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, smoke, use e-cigarettes or vape during the exam.
- You are not allowed to leave the testing rooms once the exam has begun **for any reason**. If you do leave during your test event, you will not be allowed back into the testing rooms to finish your exams.

Montana Medication Aide I & II Candidate Handbook

- If you are discovered causing a disturbance of any kind, engaging in any kind of misconduct, are visibly impaired, or try to take any notes or testing materials from the testing room, you will be dismissed from the exam, your test will be scored as a failed attempt and you will be reported to the Montana Board of Nursing. MBON staff will make decisions regarding any disciplinary measures.
- Test sites, RN Test Observers and Knowledge Test Proctors are not responsible for candidate personal belongings at the test site.
- No visitors, guests, pets (including companion animals) or children are allowed.
 - Service animals with an approved ADA accommodation in place are allowed.
- ***Please refer to this Montana Medication Aide I and II Candidate Handbook before your test day for any updates to testing and/or policies.***
- The Candidate Handbook can also be accessed within your TMU© account under your ‘Downloads’ tab.

Accessing the Candidate Handbook and Testing Instructions in your TMU© Account



Security

If you refuse to follow directions, use abusive language or disrupt the examination environment, or are visibly impaired your test will be stopped and scored as a failed attempt. You will be dismissed from the testing room and will forfeit any testing fees paid and a report of your behavior will be given to the Montana Board of Nursing. MBON staff will make decisions regarding any disciplinary measures. You will not be able to test again without approval from MBON.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to the Montana Board of Nursing and is subject to prosecution to the full extent of the law. Your test will be scored as a failed attempt and you will forfeit any testing fees paid. MBON staff will make decisions regarding any disciplinary measures. You will not be able to test again without approval from MBON.

If you give or receive help from anyone during testing (which also includes the use of any electronic recording devices such as cell phones, smart watches, or navigating to other browsers/sites during an electronic exam, etc.), your test will be stopped, you will be dismissed from the testing room and your test will be scored as a failed attempt. You will forfeit any testing fees paid. You will be reported to the Montana Board of Nursing. MBON staff will make decisions regarding any disciplinary measures. You will not be able to test again without approval from MBON.

Reschedules

All candidates are able to reschedule online in their TMU© account using their Email or Username and Password any time up until **one (1) full business day** preceding a scheduled test day, **excluding** Saturdays, Sundays and Holidays.

You may reschedule an exam date by signing in to your TMU© account at mtcma.tmutest.com using your Email or Username and Password. (See instructions with screen shots under ‘**Schedule/Reschedule into a Test Event**’.)

Example: If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to reschedule the Thursday before your scheduled exam.

Scheduled test date is on a:	Reschedule the previous:
Monday	The previous Thursday
Tuesday	The previous Friday
Wednesday	The previous Monday
Thursday	The previous Tuesday
Friday	The previous Wednesday
Saturday	The previous Thursday
Sunday	The previous Thursday

Note: Reschedules will not be granted less than one (1) full business day prior to a scheduled test date.

Refund of Testing Fees Paid

Requesting a refund of testing fees paid is different than rescheduling a test date. Requesting a refund means that you are not interested in taking the Montana Medication Aide I or II exam at all.

Scheduled in a Test Event

- 1) If you are scheduled in a test event, a refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster’s main webpage at www.hdmaster.com at least **one (1) full business day** prior to your scheduled test event (excluding Saturdays, Sundays and Holidays). No phone calls will be accepted.

Montana Medication Aide I & II Candidate Handbook

Example: If you are scheduled to take your exam on a Saturday, Sunday or Monday, you would need to request a refund by filling out and submitting the Refund Request Fillable Form by close of business the Thursday before your scheduled exam. D&SDT-Headmaster is open until 6:00PM Mountain Standard time.

- 2) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.
- 3) Refund requests must be made within thirty (30) days of payment of original testing fees with Headmaster. Any requests for refunds made beyond the 30 days of original payment of testing fees with Headmaster will not be issued.

Not Scheduled in a Test Event

- 1) Refund requests must be made within thirty (30) days of original payment of testing fees with Headmaster. Any requests for refunds made beyond the 30 days of original payment of testing fees with Headmaster will not be issued.
- 2) A refund request of testing fees paid must be made by filling out and submitting the [Refund Request Fillable Form 1405](#) on D&SDT-Headmaster's main webpage at www.hdmaster.com. No phone calls will be accepted.
- 3) Refund requests made in the required time frame qualify for a full refund of any testing fees paid minus a \$35 refund fee.

Unforeseen Circumstances Policy

If a Regional exam date is cancelled due to an unforeseen circumstance, D&SDT-Headmaster staff will make every effort to contact you using the contact information (phone number/email) we have on file in your TMU© account to reschedule you, for no charge, to a mutually agreed upon new test date.

Therefore, you must keep your contact information up to date in case we need to contact you (**see examples below for reasons we may not be able to contact you that you are responsible for.*)

If D&SDT-Headmaster is unable to reach you via phone call or email with the information in your TMU© account (**see examples below*) in the event of an unforeseen circumstance for a test event you are scheduled in to, you will be taken out of the test event and D&SDT-Headmaster will not reschedule you until we hear back from you.

NOTE: The *examples listed below are your responsibility to check and/or keep updated.

- If D&SDT-Headmaster leaves you a message or emails you at the phone number or email in your TMU© account and:
 - you do not call us back in a timely manner,
 - your phone number is disconnected/mail box is full,
 - you do not check your messages in a timely manner,
 - you do not check your email or reply to our email in a timely manner,
 - your email is invalid or you are unable to access your email for any reason.

NOTE FOR MEDICATION AIDE I CANDIDATES: If you are scheduled to test at your training program site, your instructor will inform you of any exam cancellations, etc.

No Shows

If you are scheduled for your exam and do not show up without notifying D&SDT-Headmaster at least one (1) full business day prior to your scheduled testing event, *excluding* Saturdays, Sunday, and Holidays, or if you are turned

away for lack of proper identification, original social security card (or letter from the Social Security office), proper attire, or any other reason to deem you ineligible to test, you will be considered a **NO SHOW**. You will forfeit all fees paid and must submit a new testing fee to schedule yourself into a new test event.

These fees partially offset D&SDT-Headmaster cost incurred for services requested and resulting work that is performed. If a reschedule or refund request is not received before the one (1) full business day preceding a scheduled test event, *excluding Saturdays, Sundays, and Holidays* (see examples under Reschedules and Refund of Testing Fees Paid), a NO SHOW status will exist and you will forfeit your testing fees and must repay the full testing fee to secure a new test event.

No Show Exceptions

Exceptions to the No Show status exist; if you are a No Show for any test component for any of the following reasons, a free reschedule will be authorized to the remitter of record providing **the required documentation is received within the appropriate time frames outlined below**.

Note: When providing documentation for a No Show exception, it is your responsibility to contact D&SDT-Headmaster to confirm that any documentation faxed, emailed or mailed has been received.

- **Car breakdown or accident:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a tow bill, police report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Weather or road condition related issue:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a road report, weather report or other appropriate documentation must be submitted within **three (3) business days** of the exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Medical emergency or illness:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and a doctor's note must be submitted within **three (3) business days** of the missed exam date. If we do not receive proof within the 3-business day time frame you will have to pay as though you were a NO SHOW.
- **Death in the family:** D&SDT-Headmaster must be contacted within one business day via phone call, fax or email and an obituary for **immediate family only** submitted within **seven (7) business days** from a missed exam date. If we do not receive proof within the 7-business day time frame you will have to pay as though you were a NO SHOW. (Immediate family include parent, grand and great-grand parent, sibling, children, spouse or significant other.

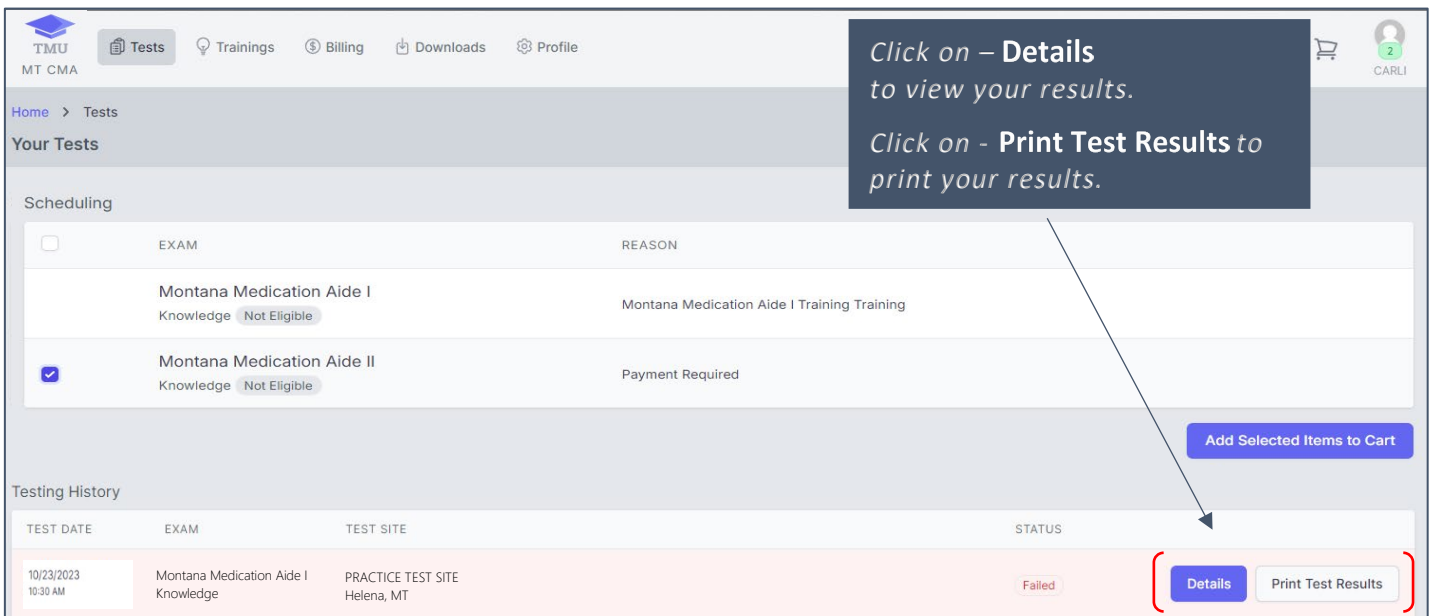
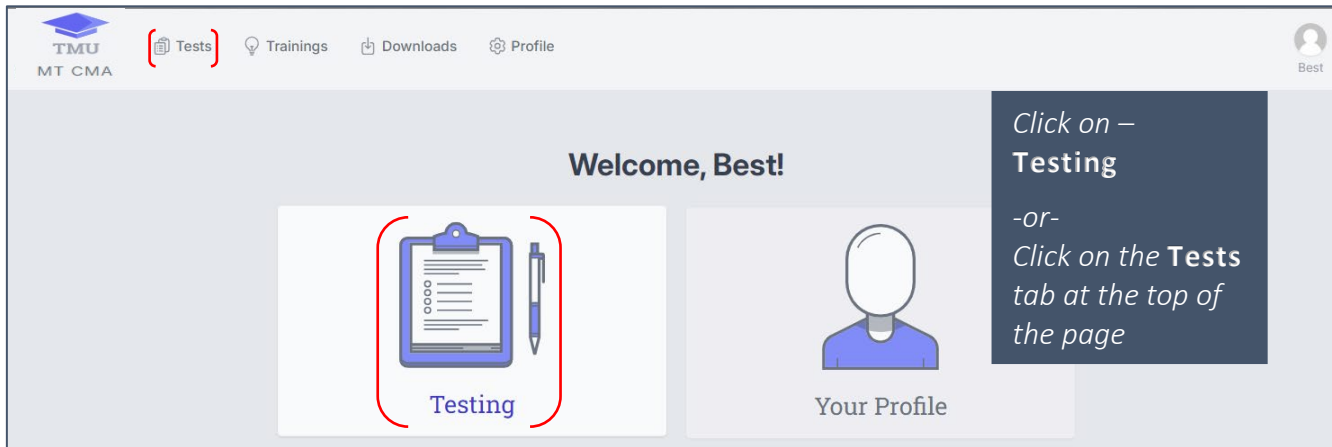
Test Results

After you have completed the Knowledge Exam, your test will be officially scored and double checked. Official test results will be available by signing in to your TMU© account after 6:00PM (MST) the business day after your test event.

Note: D&SDT-Headmaster does not send postal mail test result letters to candidates.

Montana Medication Aide I & II Candidate Handbook

To view your test results, sign in to your account in TMU© at mtcma.tmutest.com. (Refer to the screen shots below.)



Sample test results letter:

← Back
Print

HEADMASTER, LLP
 P.O. BOX 6609, HELENA, MT 59604-6609
 800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

IMPORTANT TEST RESULTS
 TEST DATE: Thursday, October 19, 2023

Dear

You have **failed** the knowledge portion of the Medication Aide exam.
 Your overall knowledge test score is 74%.
 You must have an overall score of **80%** or better to pass.
 You have **failed** the skill portion of the Medication Aide exam.
80% or better on each skill task without missing any **Key Steps** to pass the skills test.
 A passing score **does not** imply certification. You must verify on the registry.
 Any weaknesses indicated in your test results are listed below:

Knowledge Exam Results By Subject Area

Six Rights of Medication Administration	100%
Medication Effects	60%
Allowable Routes	50%
Regulation of Controlled Substances	100%
Medication Administration	60%
Documentation	100%
Error Reporting	100%
Role/Responsibilities	75%
Terminology	75%
State Regulations	50%

Vocabulary words to study: medication administration, dermatological medication, ophthalmic medications, adverse reaction, role & responsibility, antimicrobials, authorized duties, nitrofurantoin (Furadantine), medication administration, effects of medications, oxygen, administration protocols, medication administration

*This is just an example,
actual test results will
contain Montana
Medication Aide I or II
specific information and
requirements.*

D&SDT-Headmaster does not issue licensure. (See instructions for Medication Aide I and II under **‘General Requirements for Licensure as a Medication Aide’**.)

Test Attempts

Medication Aide I

You have **three (3) attempts** to pass the **Medication Aide I** knowledge exam **within one (1) year** from your date of nurse aide training program completion. After one year, your training expires and you are no longer eligible to test based on this training cycle.

Medication Aide II

You have **unlimited attempts** to take the **Medication Aide II** knowledge exam with no expiration date.

Retaking the Montana Medication Aide I and II Exams

In the event that you fail the knowledge exam, when you want to apply for a retest, you will need to repay for your retake before you can schedule a new exam date.

You can schedule a test or re-test online by signing in to your TMU© account at mtcma.tmutest.com. (See instructions under **‘Schedule/Reschedule into a Test Event’**.)

You will need to pay with a VISA or MASTERCARD before you are able to schedule. (See instructions under ‘Self-Pay of Testing Fees’.)

If you need assistance scheduling your re-test, please call D&SDT-Headmaster at (800)393-8664 during regular business hours 6:00AM to 6:00PM Monday through Friday, MST, excluding Holidays. We are able to assist you in scheduling a test or re-test date as long as your fees have been paid first.

Test Review Requests

You may request a review of your test results or dispute any other condition of your testing. **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request Form 1403](#) available on D&SDT-Headmaster’s main webpage at www.hdmaster.com (before you get to the Montana Medication Aide I and II webpage). Submit the Test Review Fee of \$25 (MasterCard, Visa or debit card) and a detailed explanation of why you feel your dispute is valid (upload with Form 1403) via the PDF fillable Test Review Request and Payment Form 1403 **within three (3) business days** from official scoring of your test (excluding Saturdays, Sundays and Holidays). Late requests will be returned and will not be considered.

PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST: Please call D&SDT-Headmaster at (800)393-8664 during regular business hours, Monday through Friday, 6:00AM to 6:00PM MST, excluding Holidays, and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Many times, once you have further details about the scoring of your test, you will understand the scoring process and learn how you can better prepare yourself for subsequent exam attempts. If, after discussion with D&SDT-Headmaster staff, you still have a concern with your testing process that affected the outcome of your exam, you may submit a Test Review Request.

Since one qualification for certification as a nurse aide in Montana is demonstration by examination of minimum medication aide knowledge, the likely outcome of your review will determine who pays for your re-test. If the results of the review are in your favor, Headmaster will pay for your re-test fee and refund your review fee. Headmaster will review your detailed recollection, your knowledge test markings in addition to reviewing markings and notations recorded by the RN Test Observer at the time of your test. Headmaster will re-check the scoring of your test and may contact you and/or the RN Test Observer for any additional recollection of your exam. Headmaster cannot discuss test results or test disputes with the candidate’s instructor/training program. Headmaster will only discuss test results or test disputes with the candidate. Headmaster will not review test results or disputes with family members or anyone else on behalf of the candidate. Headmaster will complete your review request within 10 business days of the receipt of your timely review request and will email the review results to your email address of record.

The Medication Aide I and II Knowledge Exams

The Knowledge Test Proctor will provide instructions for taking the Knowledge Exam.

You will have a maximum of **sixty (60) minutes** to complete the 50 question Medication Aide I and II Knowledge Exams. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the Knowledge Exam (such as “What does this question mean?”).

You must have a score of 80% or better to pass the Medication Aide I and II knowledge portion of the exam.

Electronic testing using TMU© internet connected computers is utilized at all sites in Montana. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click in your answers.

NOTE: You will need your TMU© Username or Email and Password to sign in to your knowledge exam. Please see the information under ‘**Completing Your TMU© Account**’ to sign in to your account in TMU©.

NOTE: *The Knowledge Test Proctor will provide you a code at the test event to start your test.*

Scratch paper will be provided by the Knowledge Test Proctor if needed. If you wish to use a basic calculator for any portion of the knowledge exam, you may request one from the test proctor. You may not use a cell phone or computer calculator.

All test materials must be left in the testing room. Anyone who takes or tries to take materials, notes or information from the testing room is subject to prosecution and will be reported to their training program and the Montana Board of Nursing.

Foreign translation dictionaries (either paper format or electronic), translating devices or non-approved language translators **are not allowed**.

Medication Aide I and II Knowledge Exam Content

The Medication Aide I and II Knowledge Exams consists of 50 multiple-choice questions. Questions are selected from subject areas based on the Montana Board of Nursing approved Montana test plans and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows on the next page.

Knowledge Exam Subject Areas

MEDICATION AIDE I:

Adverse Medication Reactions	5
Allowable Routes	4
Classification of Medications	2
Documentation	4
Error Reporting	3
Medication Administration	7
Purposes of Medications	4
Regulation of Controlled Substances	3
Responsibilities	5
Role	5
Six Rights	5
State Regulations	1
Terminology	2

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Medication Aide II:

Communication and Documentation	6
Ethical and Legal	6
Medication Administration	16
Medication Fundamentals	16
Safety	6

Medication Aide Knowledge Exam Vocabulary Lists

Medication Aide I

911
abdomen
abuse
accountability
acetaminophen
acetaminophen(APAP)/hydroc odone
acid
administering antacids
administering cardiac drugs
administering eye ointment
administering medication
administration considerations
administration error
administration of ear drops
administration process
adverse effect
adverse reactions
Advil
affects of medication
agitation
allergic reactions
allergies
amoxicillin
analgesic
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