



D&S Diversified Technologies LLP
Headmaster LLP

Oklahoma Medication Aide *and* Medication Aide (MA)-Insulin Administration Candidate Handbook

UPDATED: May 10, 2024

Version 4

Updates Effective May 2024

The handbook has been updated to reflect the transition to the new testing software platform, TestMaster Universe© (TMU©).

Contact Information

Questions regarding: Exam Applications • Exam Scheduling • Eligibility to Test • Rescheduling • Pre-Exam Name • Address Changes Contact your Training Facility		
Questions regarding: Exam Results (800) 393-8664		
Questions regarding: Medication Aide and MA-Insulin Administration Certification • NAR Registry • State and Federal Regulations • Post-Exam Name • Address Changes (405) 426-8150		
D&S Diversified Technologies (D&SDT), LLP - Headmaster, LLP PO Box 6609 Helena, MT 59604-6609 Email: oklahoma@hdmaster.com Web Site: www.hdmaster.com	Monday through Friday 7:00AM –6:00PM (Central Standard Time – CST) Oklahoma TestMaster Universe TMU©: ok.tmutest.com	Phone #: (800) 393-8664 Fax #: (406) 442-3357
Oklahoma State Department of Health (OSDH) PO Box 268816 Oklahoma City, OK 73126 Email: NAR@health.ok.gov Web Site: Oklahoma State Department of Health	Monday through Friday 8:00AM –5:00PM (Central Standard Time – CST)	Phone #: (405) 426-8150

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Oklahoma Medication Aide & MA-Insulin Administration Candidate Handbook

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Introduction

Medication aide and MA-insulin administration competency evaluation programs provide specific standards for medication aide and MA-insulin administration-related knowledge. The purpose of these programs is to ensure that candidates who are seeking to be medication aides or MA-insulin administration understand these standards and can competently and safely perform the job of an entry-level medication aide or MA-insulin administration aide. This handbook describes the process of taking the Medication Aide and MA-Insulin Administration competency exams in Oklahoma and is designed to help prepare candidates for testing.

The Oklahoma State Department of Health (OSDH) has approved HEADMASTER, LLP, to provide the certification examination and scoring services for Medication Aide and MA-Insulin Administration examinations.

For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (800)393-8664 or visit the Oklahoma Medication Aide webpage at www.hdmaster.com.

The information in this handbook will help you prepare for your examination and should be kept for future reference.

Certified Medication Aide and CMA-Insulin Administration

The Health Certification Project offers two written certification exams for nurse aides who administer medication:

- Certified Medication Aide
- CMA-Insulin Administration

Testing Prerequisites

- Candidate must currently be certified in Oklahoma as a long-term care, home health care, or developmentally disabled direct care aide
- Candidate must complete an approved training program

Certified Medication Aide candidates must also attest that they are at least 18 years old, received a high school or general equivalency diploma, hold a current Oklahoma nurse aide certification with no abuse notations, have six months experience as a CNA, and are physically and mentally capable of safely performing duties.

Required Documentation

- Original Training Verification Form signed by the training program supervisor
- Valid, current photo identification issued by a government entity within the U.S. (i.e.; passport, driver's license, school-issued ID)
- Proof of the SSN:
 - Social Security Card
 - Letter from Social Security Administration
 - W-2
 - Official Tax Return
- If unable to provide proof of SSN, a SSN Attestation Form must be completed
- Original ODH Form 504 documenting successful completion of training (CMA-Insulin Administration only)

- Verification of Oklahoma's current nurse aid certification in long-term care, home health care, or developmentally disabled care
- Verification of Oklahoma medication aide certification aide (CMA-Insulin Administration only)

Americans with Disabilities Act (ADA)

ADA Compliance

The Oklahoma Department of Health and D&SDT-HEADMASTER provide reasonable accommodations for candidates with disabilities or limitations that may affect their ability to perform the nurse 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. D&SDT-HEADMASTER must approve accommodations in advance of the examination. The request for accommodations can be found on the [D&SDT-HEADMASTER webpage](#) or by clicking on this link: [ADA Accommodation Form 1404](#). This form must be submitted to D&SDT-HEADMASTER with the required documentation listed on the second page of the ADA application to be reviewed by D&SDT-HEADMASTER for any accommodations. Email your completed ADA accommodation form and required documentation to oklahoma@hdmaster.com.

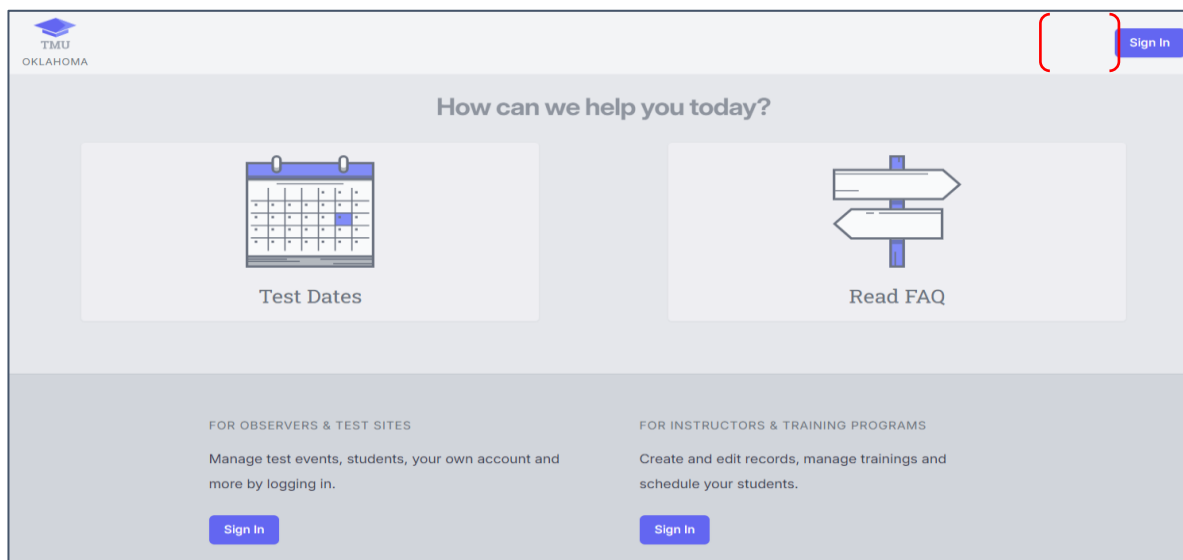
NOTE: ADA request forms submitted without supporting documentation of a diagnosed disability will not be accepted or reviewed.

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&SDT-HEADMASTER at (800)393-8664.

Oklahoma TestMaster Universe© (TMU©)

Oklahoma TMU© Home Page

This is the Oklahoma TMU© main page, ok.tmutest.com



Click on –
Sign In

If you have forgotten or do not know your Password, follow the instructions in the **'Forgot Your Password and Recover your Account'** section to Reset your Password and Recover your Account.

Sign In

USERNAME OR EMAIL

PASSWORD

☐ REMEMBER ME

Sign In

Forgot Your Password?

Enter your-
Username
or Email
and Password

Click on –
Sign In

Completing your TMU© Account

Your training program will enter your initial registration information into D&SDT-HEADMASTER's Oklahoma TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to TMU© (ok.tmutest.com) using your secure Email or Username and Password, complete and verify that your demographic information is correct.

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

If you do not know your Email or Username and Password, enter your email address and click "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 cannot sign in, contact D&SDT-HEADMASTER at (800)393-8664.

This is the Oklahoma TMU© main page ok.tmutest.com:



Sign In

How can we help you today?



Test Dates

Click on-
Sign In

If you know your
Username/Email
and Password



Read FAQ

- Click on 'Test Dates' to see the calendar of available test events and their location.
- Click on 'Read FAQ' for frequently asked questions.

Oklahoma Medication Aide & MA-Insulin Administration Candidate Handbook

If you know your email or username and password, 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**:

Tests
Trainings
Billing
Downloads
Profile

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

Home
> Setup Account

Setup Account

We're Sorry, Your Account Still Needs Some Info

Enter the below information to finish setting up your account.

FIRST *

MIDDLE

LAST *

SUFFIX

Sample

Candidate

SOCIAL SECURITY # *

BIRTHDATE *

PHONE *

Encrypted for your safety

ADDRESS *

CITY *

STATE

ZIPCODE *

WI

Finish Account Setup

Tests
Trainings
Billing
Downloads
Profile

Sample

✔

Thanks, your account has now been setup.

✕

Welcome, Sample!

Testing

Your Profile

Your Certifications

No certifications on record.

Forgot your Password and Recover your Account

If you do not remember your password, follow the instructions with screenshots in this section.



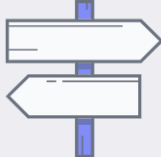
Sign In

Click on-
Sign In

How can we help you today?



Test Dates



Read FAQ



Sign In

USERNAME OR EMAIL

PASSWORD

☐ REMEMBER ME

Sign In

Click on-
Forgot Your Password?



Forgot Your Password?

Type in your Email Address - Click on – Recover Account - An email with the reset link will be emailed to you. Click on the reset link in your email to reset your password.

(-OR- You can type in the requested data under Using other Information if you have already updated your demographic information in your account) - Click on - Recover Account

Using your Email Address

E-MAIL ADDRESS *

Recover Account

OR

Using other Information

LAST 4 OF SSN *

DATE OF BIRTH *

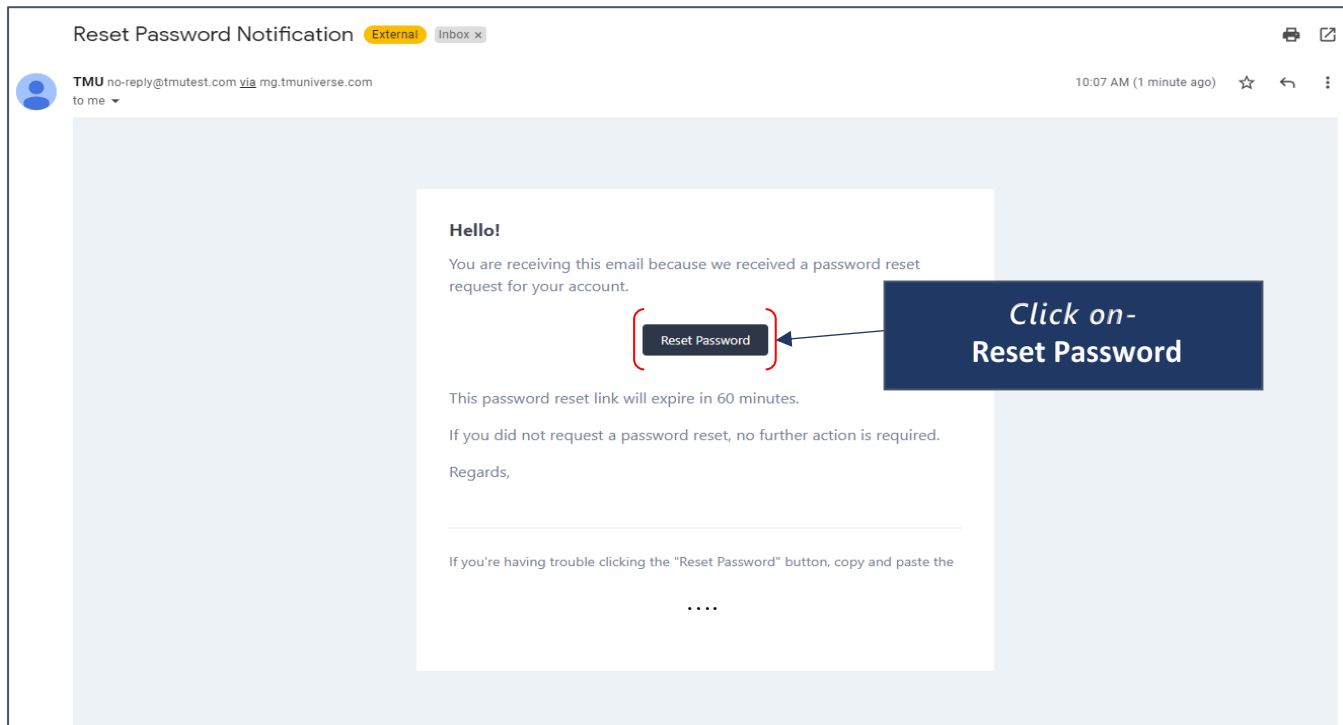
LAST NAME *

ZIP CODE *

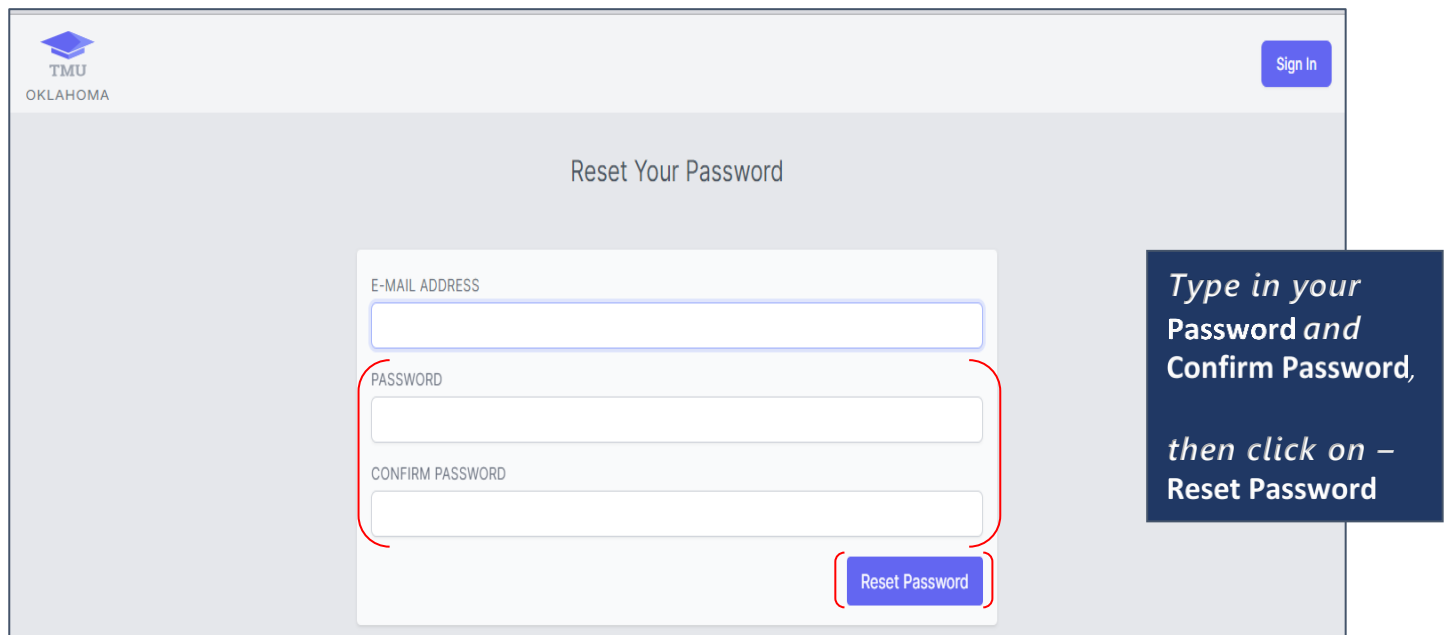
Recover Account

Oklahoma Medication Aide & MA-Insulin Administration Candidate Handbook

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



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



TMU OKLAHOMA Sign In

Reset Your Password

E-MAIL ADDRESS

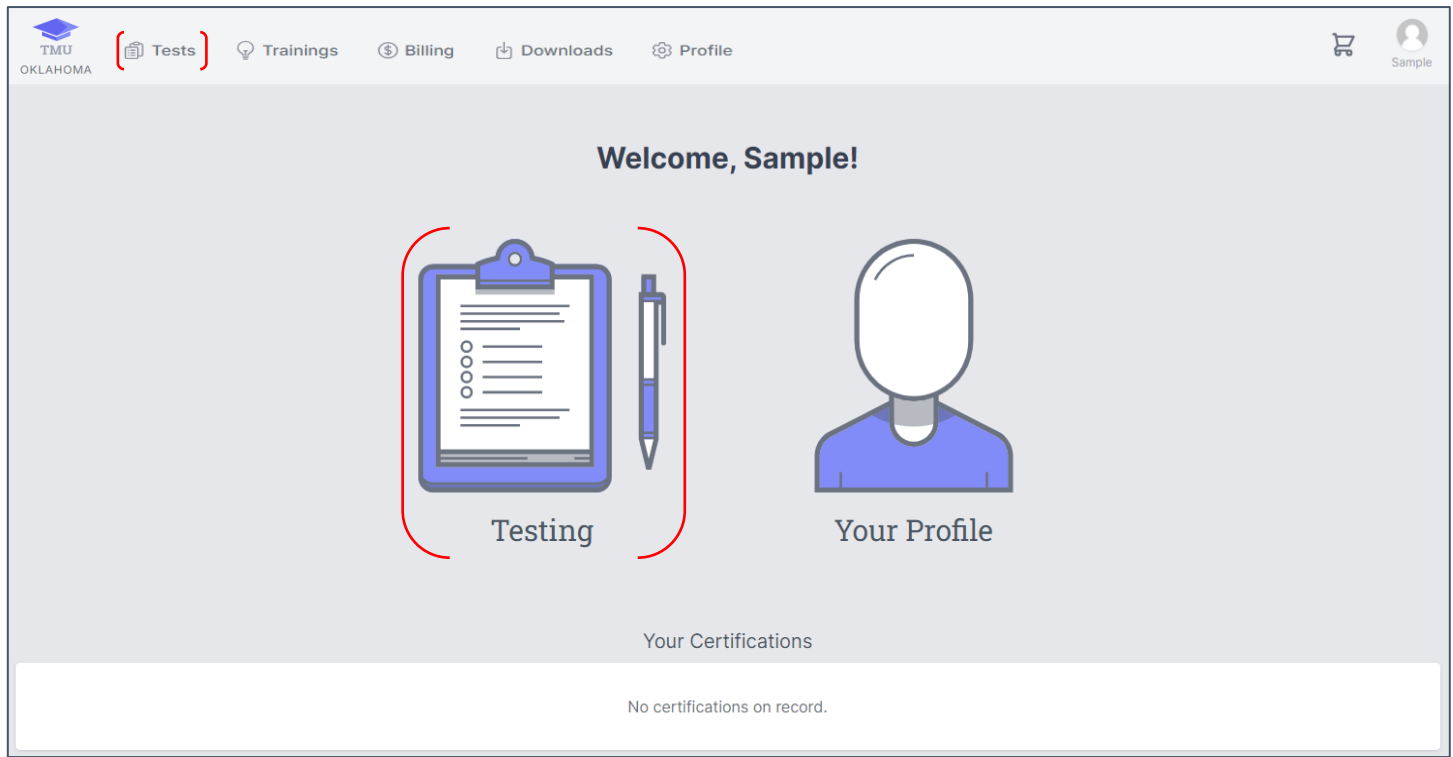
PASSWORD

CONFIRM PASSWORD

Reset Password

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

This is the home screen you will see:



The Oklahoma Medication Aide & MA-Insulin Administration Competency Exams

Applying to take the Medication or MA-Insulin Administration Aide Exams

To apply to take the Oklahoma Medication or Insulin Administration Aide Exam, contact your training program/trainer or D&SDT-HEADMASTER at (800)393-8664.

Scheduling/Rescheduling an Exam

In order to schedule an examination date, candidates must have successfully completed an Oklahoma State Department of Health-approved Medication Aide (MA) or Medication-Insulin Administration (MA-IA) training program. In addition, all MA and MA-IA exam candidates must be registered with D&SDT-HEADMASTER by their training program.

Medication Aide or MA-Insulin Administration Program Candidates

Your training program will enter your initial training information into the Oklahoma TMU© database. Your training program/trainer will verify the name entered into TMU© against the two forms of identification and training verification form you will present when you check in at a test event. If you discover your name on your forms of ID and training verification form does not match your name as listed in your TMU© account, please inform your training program/trainer or call D&SDT-HEADMASTER at (800)393-8664. Please see the forms of ID requirements under '**Identification**'.

To change or reschedule your test date, contact your Training Program/Trainer.

Test Confirmation Letter

Your test confirmation letter will provide the necessary information regarding where you are scheduled to test (date, time, and address). It can be accessed at any time.

Please review the Oklahoma MA/MA-IA Candidate Handbook for specific instructions on time to arrive at the test event, ID requirements, testing attire, testing policies and procedures, what to expect, etc.

Note: Failure to read the candidate handbook could result in a no-show for your test event if you do not adhere to the testing policies, etc.

It is crucial you read this letter!

Scheduled Test Confirmation Notification Example:

Test Confirmation Letter

Scheduled Test Confirmation - Oklahoma Medication Aide or MA-Insulin Administration

Get Map
Print Page

Test Date:

05/14/2024

Test Time:

2:17 PM CST

Test Exam:

Knowledge – Medication Aide or MA-Insulin Administration

Test Site:

Test Site Name
 Address
 City, State ZIP

Sample Candidate
 1000 Best Lane
 Oklahoma City, OK 00000

- TESTING BEGINS AT 2:17 PM CDT ON 05/14/2024: **ARRIVE AT LEAST 20 MINUTES EARLY TO CHECK IN**
- If you cannot access your account, go to <https://ok.tmutest.com>, click 'Forgot Password,' enter your Email, click 'Send Reset Password Link' and follow the directions. If you need further assistance, please call D&SDT-Headmaster at 1.800.393.8664.

LTC/HHA: Refer to the **LTC/HHA Competency Exam** section of the **Oklahoma LTC/HHA Candidate Handbook** for information about testing requirements and what to expect on your test day. Failure to do so may result in being turned away from testing and forfeiting your testing fees. Review this specific information before your testing date.

MA/MA-IA: Refer to the **MA/MA-IA Competency Exam** section of the **Oklahoma MA/MA-IA Candidate Handbook** for information about testing requirements and what to expect on your test day. Failure to do so may result in being turned away from testing and forfeiting your testing fees. Review this specific information before your testing date.

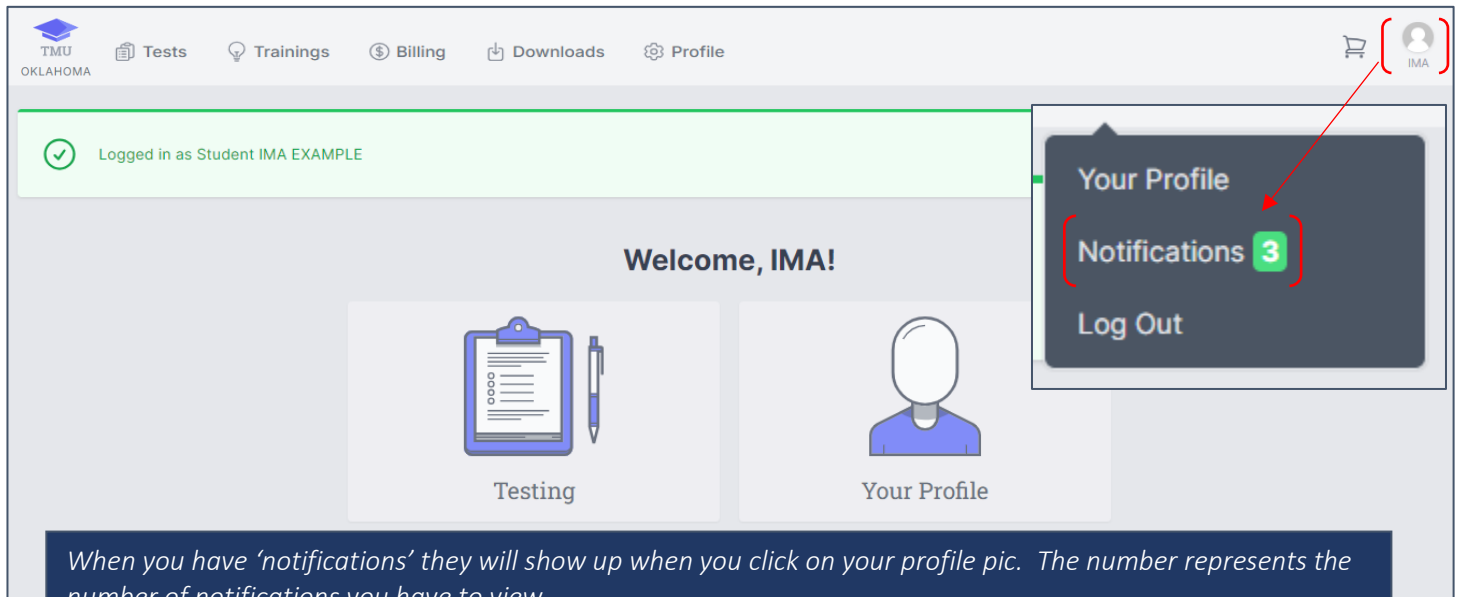
[Click to open the LTC/HHA Candidate Handbook](#)
[Click to open the MA/MA-IA Candidate Handbook](#)

*Click on- **Print**
to print your confirmation letter.*

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

Checking your TMU© Notifications

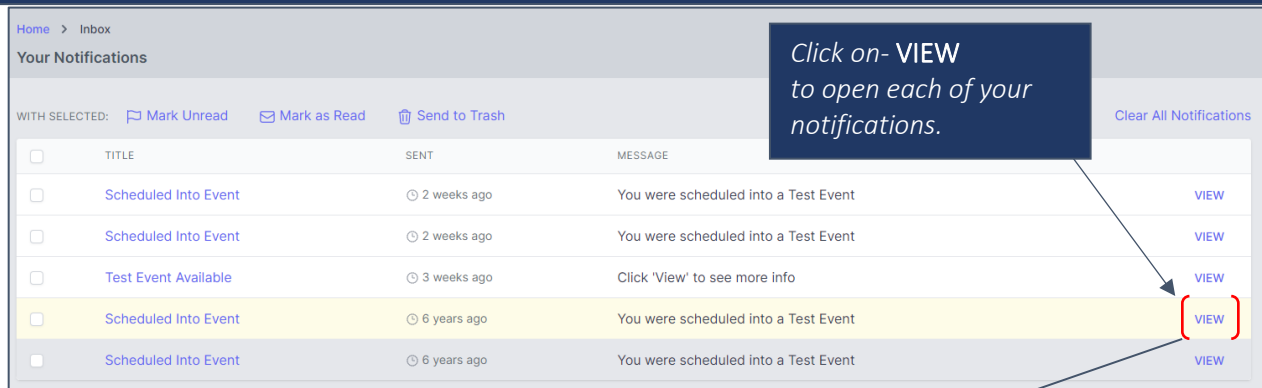
Remember to check your 'notifications' in your TMU© account for important notices regarding your selected test events and other information. See the screenshots that follow:



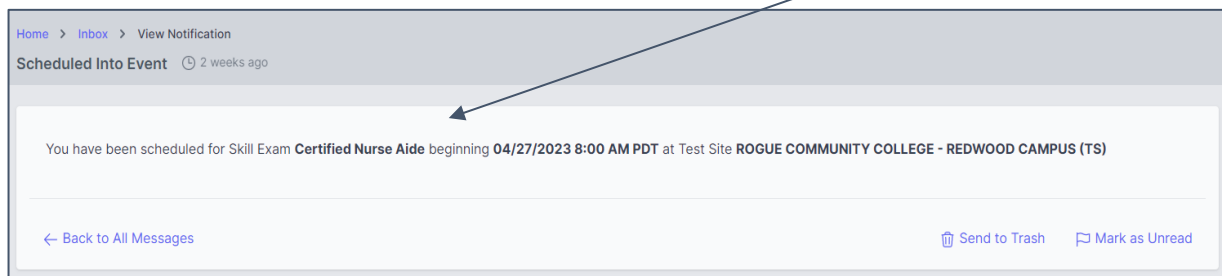
When you have 'notifications' they will show up when you click on your profile pic. The number represents the number of notifications you have to view.

Click on- **Your Profile Pic** to open your profile and notifications.

Click on- **Notifications** to view all of your notifications.



Notification example:



Test Day

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

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

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

Testing Attire

There is no mandated dress code; however, scrubs and close-toed shoes are recommended.

Identification

You must bring a **NON-EXPIRED, SIGNED, PHOTO-BEARING FORM OF IDENTIFICATION**, a **second signature ID**, and your **Training Verification Form** that you were given by your Trainer at the completion of the training program.

NOTE: You will not be admitted for testing if you do not bring proper IDs and your Training Verification Form.

Examples of accepted **NON-EXPIRED, SIGNED, PHOTO-BEARING** forms of identification include:

- Driver's License
- State-issued Identification Card
- Passport
- Military Identification Card that meets all identification criteria
- Alien Registration Card (*may contain a fingerprint in place of a signature*)
- Tribal Identification Card that meets all identification criteria
- Work Authorization Card (*may contain a fingerprint in place of a signature*)

Examples of accepted **second signature-bearing** forms of identification include:

- Social Security Card
- Credit Card or Debit Card
- 1st Aid or CPR Card
- Hunting or Fishing License

The **FIRST** and **LAST** names listed on both IDs and your Training Verification Form presented to the RN Test Observer during check-in at your test event **MUST EXACTLY MATCH** the FIRST and LAST names entered in the Oklahoma TMU© database by your training program. You may call D&SDT-HEADMASTER at (800)393-8664 during regular business hours, Monday through Friday (excluding Holidays), 7:00AM to 6:00PM, Central Standard Time, to confirm that your name of record matches your two forms of ID and your Training Verification Form, or log in to ok.tmutest.com using your username and password to check on or change your demographic information.

Note:

- **You will not be admitted for testing if you do not bring proper/valid forms of identification.**
 - Be sure your photo-bearing form of identification is not expired and that both forms of identification are signed.
 - Check to ensure that your FIRST and LAST printed names on your identification card, the second form of ID, and Training Verification all match your current name of record in your TMU© account.
 - 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.

If names do not match or your ID(s) are not proper/valid, you will be considered a no-show, forfeit your testing fees, and have to pay for another exam date.

You will be required to re-present your ID when you enter the knowledge test room and skills testing lab. Please keep your ID with you during the entire exam day.

Instructions for the Knowledge Exam

When you check in for your knowledge exam, test instructions will be provided in written format in the waiting area.

These instructions detail the process and what you can expect during your exams. Please read the instructions **before** entering the knowledge test 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 Observer or Knowledge Test Proctor will ask you questions about the instructions you read when you enter the knowledge test room.

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

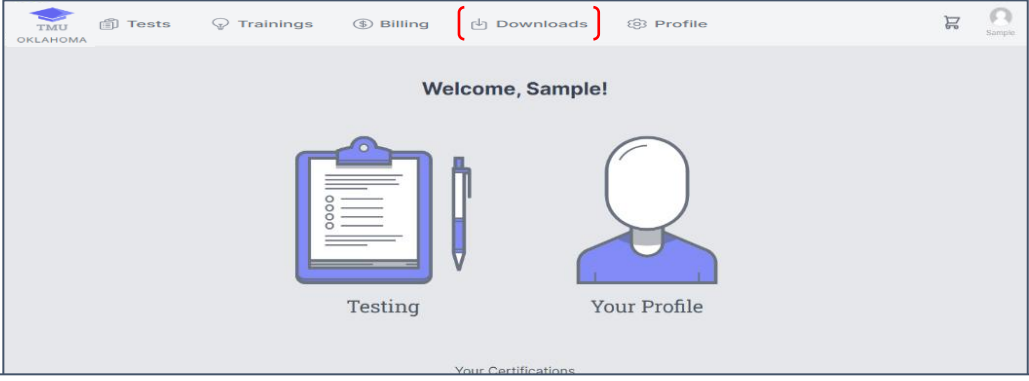
Testing Policies

The following policies are observed at each test site—

- Before your test date, sign in to your TMU© account at ok.tmutest.com to update your password and verify your demographic information. For instructions and information, refer to the '**Complete your TMU© Account**' section of this handbook.
 - If you have not signed in, updated your password, and verified your demographics in your TMU© account when you arrive for your exam, you may not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- 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. Any exam fees paid *will NOT be refunded*.
- If you do not bring a valid and appropriate, non-expired, signed photo ID, a second valid signature-bearing ID, and a Training Verification Form, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.

- If the **FIRST** and **LAST** printed names on your two forms of ID and your Training Verification Form do not match your current name of record in your TMU© account, 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 to schedule another exam date.
- Bluetooth-connected devices of any type, cell phones, smart watches, fitness monitors, electronic recording devices, and personal items (such as water bottles, large bags, study materials, extra books, or papers) are not permitted to be on or near you in either testing room. The testing team will inform you of the designated area to place your personal items and electronic devices to be collected when you complete your test(s). All electronic devices must be **turned off**. Anyone caught using any electronic recording device during testing will be removed from the test event, your test will be scored as a failed attempt, forfeit all testing fees, and will not be permitted to test for 6 months. 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 while waiting to test.
- Foreign word-for-word translation dictionaries are allowed. You must show the translation dictionary to the RN Test Observer/KTP at check-in before you start the knowledge exam. Definitions or any other notations (writing) are not allowed in the translation dictionary; a word-for-word translation-only dictionary is allowed. Electronic dictionaries or non-approved language translators *are not allowed*.
- You may not take 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 room 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 room to finish your exam.
- If you are discovered causing a disturbance, engaging in misconduct, being visibly impaired, or trying to take 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 your training program and the Oklahoma State Department of Health.
- Test sites, RN Test Observers, and Knowledge Test Proctors are not responsible for the candidate's 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 review this Oklahoma MA/MA-II Candidate Handbook before your test day for any updates to testing and/or policies.***
- The Candidate Handbook and testing instructions are available within your TMU© account under the 'Downloads' tab.

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



The screenshot shows the TMU Oklahoma user interface. The top navigation bar includes links for Tests, Trainings, Billing, Downloads (highlighted with a red box), and Profile. The main area displays a welcome message and icons for Testing and Your Profile. Below this, the 'Downloads' section is expanded, showing a list of documents available for download.

Downloads	
LTC/HHA: CANDIDATE HANDBOOK	Updated: May 10, 2024
LTC/HHA: Knowledge Exam Instructions	Please read these instructions before taking your knowledge exam.
LTC/HHA: Skills Exam Instructions	Please read these instructions before taking your skills test.
MA/MA-IA: Candidate Handbook	Oklahoma Medication Aide / Medication Aide-Insulin Administration Candidate Handbook Updated: May 2024
MA/MA-IA: Knowledge Exam Instructions	Please read these instructions before taking your Medication Aide or Medication Aide-Insulin Administration knowledge exam.

**Click on-
Download
to open the Oklahoma
MA/MA-IA Candidate
Handbook.**

*The Testing Instructions are
also available here:*

The 'Downloads' section contains a table with five rows. The first row is 'LTC/HHA: CANDIDATE HANDBOOK' with a download button. The next two rows are 'LTC/HHA: Knowledge Exam Instructions' and 'LTC/HHA: Skills Exam Instructions', both with download buttons. The fourth row is 'MA/MA-IA: Candidate Handbook' with a download button highlighted by a red box. The fifth row is 'MA/MA-IA: Knowledge Exam Instructions' with a download button.

Security

If you refuse to follow directions, use abusive language, are visibly impaired, or disrupt the examination environment, your test will be stopped and scored as a failure. You will be dismissed from the testing room, your test will be scored as a failed attempt, you will forfeit any testing fees paid, and a report of your behavior will be given to your training program and the Oklahoma State Department of Health. You will not be allowed to retest for a minimum period of six (6) months.

Anyone who removes or tries to remove test material or takes notes or information from the test site will be reported to their training program and the Oklahoma State Department of Health 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 that have been paid. You will not be allowed to retest for a minimum period of six (6) months. You will need to obtain permission from the Oklahoma State Department of Health in order to be eligible to test again.

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, Bluetooth-connected devices, navigating to other browsers, etc.), your test will be stopped and scored as a failed test attempt. You will be dismissed from the testing room and will forfeit any testing fees paid. You will be considered a no-show, and a report of your behavior will be reported to OSDH. You may need to obtain permission from OSDH to be eligible to test again.

Unforeseen Circumstances Policy

If an exam date is canceled due to inclement weather or other unforeseen circumstances, your training program/trainer or, in some instances, D&SDT-HEADMASTER staff will try to contact you using the contact information you have listed in your TMU© account. Please make sure you keep your contact information up to date. D&SDT-HEADMASTER will reschedule you, for no charge, to a mutually agreed-upon new test event.

If D&SDT-HEADMASTER is unable to reach you via phone call or email with the information in your account (*see examples below) in the event of unforeseen circumstances for a test event you are scheduled into, 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 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, or your voice mailbox 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

Reschedules

If you must reschedule your exam date, you will need to contact your training program or the test site where you are scheduled to test.

Refund of Testing Fees Paid

D&SDT-HEADMASTER does not process refunds to candidates as payment is made to the training programs/test sites. You will need to contact your training program/test site regarding their refund of testing fees policy.

No Shows

If you are scheduled for your exam and you are late or do not show up at all, or if you are turned away for lack of proper identification or you do not bring your Training Verification Form, or for any other reason that deems you ineligible to test, you will be considered a NO SHOW. You will need to contact your training program/test site regarding their testing fees and scheduling a new test date policy.

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, Sundays, and Holidays, or if you are turned away for lack of proper identification, 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 will need to contact your training program/test site regarding their testing fees to schedule a new test date.

These fees partially offset D&SDT-HEADMASTER cost incurred for services requested and resulting work that is performed. If a reschedule is not received before the one (1) full business day preceding a scheduled test event, *excluding* Saturdays, Sundays, and Holidays, a NO SHOW status will exist and you will forfeit your testing fees.

No Show Exceptions

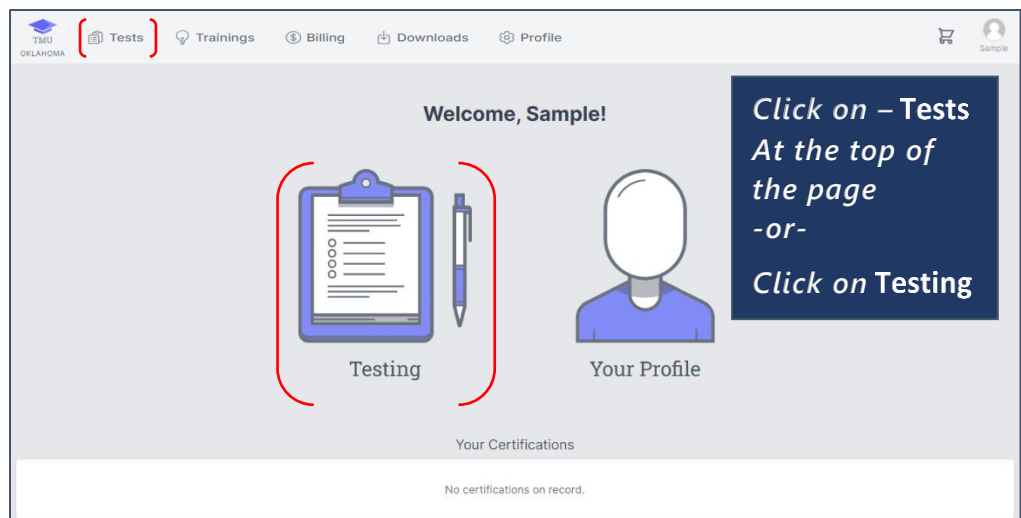
Exceptions to the No Show status exist; if you are a No Show for any test component for any of the following reasons, a free reschedule may be authorized to the remitter of record, providing **the required documentation is received within the appropriate time frames outlined below:**

- **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, 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, 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, fax, or email, and an obituary for immediate family must be 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 includes parent, grand and great-grandparent, sibling, children, spouse, or significant other.)

Test Results

After you have completed both the Knowledge and Skill Test components of the competency exam, your test results will be officially scored and double-checked. Official test results are available the next business day after your test event. You may check your test results online by logging into your TMU© account with your username and password. You may print a hard copy of your detailed test results. If you fail either test component, you must reapply to retake the component that you failed. Please see the '**Schedule / Reschedule an Exam**' section.

Accessing your test results in TMU©:



Home > Tests

Your Tests

Scheduling

EXAM	REASON
Certified Medication Aide Knowledge Not Eligible	Current Certification

Click on – Details to view your results.

Click on Print Test Results to print your results.

Testing History

TEST DATE	EXAM	TEST SITE	STATUS	
09/29/2022 4:30 PM PDT	Certified Medication Aide Knowledge Exam	Practice Test Site Oklahoma City, OK	Passed	Details Print Test Results

D&SDT-HEADMASTER does not send postal mail test result letters to candidates.

Time Frames and Test Attempts

You have **three attempts** to pass the MA or MA-IA knowledge exam within three (3) years from your date of medication aide or MA-insulin administration program completion. If you do not complete testing within three years from completion of training, you must complete a new OSDH-approved training program in order to become eligible to further attempt Oklahoma medication aide or MA-insulin administration examinations.

Placement on the OSDH Nurse Aide Registry

After you have successfully passed the MA or MA-IA Knowledge Test, D&SDT-HEADMASTER will electronically send your test results to the Oklahoma State Department of Health (OSDH).

In order for the CMA-Insulin Administration advanced designation to be noted on the Oklahoma Nurse Aide Registry, you must send the completed ODH Form 504, CMA Diabetes Care Application, and the required fee to the Oklahoma State Department of Health. The ODH Form 504 can be found on the Oklahoma Career Tech, Health, and Professional Certifications, Medication Aide webpage at:

<https://oklahoma.gov/careertech/testing-center/health-professional-certifications/medication-aide.html>

Note:

- Original ODH Form 504 documenting successful completion of training (CMA-Insulin Administration only)
- Verification of Oklahoma medication aide certification aide (CMA-Insulin Administration only)

Retaking the Medication Aide or MA-Insulin Administration Exam

In the event that you fail the MA or MA-IA knowledge examination, when you want to apply for a retest, please contact your training program/test site.

Test Review Requests

You may request a review of your test results or dispute any other testing condition (***see below**). **There is a \$25 test review deposit fee.** To request a review, you must submit the PDF fillable [Test Review Request and Payment Form 1403](#) available on D&SDT-HEADMASTER's main webpage at www.hdmaster.com (before you get to the Oklahoma MA-MA 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, 7:00AM to 6:00PM CST, excluding Saturdays, Sundays, and 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 medication aide or MA-insulin administration aide in Oklahoma is demonstration by examination of minimum MA or MA-II aide knowledge, the likely outcome of your review will determine who pays for any re-tests granted. If the results of the review are in your favor, D&SDT-HEADMASTER will pay your re-test fee, and the test review deposit fee will be refunded to the remitter. D&SDT-HEADMASTER will review your detailed recollection and your knowledge test markings, in addition to reviewing markings and notations made by the RN Test Observer at the time of your test. We will interview the RN Test Observer or Knowledge Test Proctor about the facts detailed in your dispute documentation. D&SDT-HEADMASTER will re-check the scoring of your test and may contact you and/or the RN Test Observer and/or Knowledge Test Proctor, and other candidates who were on-site at your test event for any additional information about the test event.

D&SDT-HEADMASTER cannot review test results or reviews with the candidate's instructor/training program. D&SDT-HEADMASTER will not review test results or reviews with family members or anyone else on behalf of the candidate. D&SDT-HEADMASTER will complete your review request within 10 business days of receiving your timely review request and will email the review results to your email address and the Oklahoma State Department of Health.

The Knowledge Exam

Medication Aide Knowledge Exam

The Knowledge Test Proctor will hand out materials and give instructions for taking the Medication Aide Knowledge Exam. You will have a maximum of fifty-five (55) minutes to complete the 50-question medication aide knowledge test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the medication aide knowledge test (such as "What does this question mean?"). **You must have a score of 70% or better to pass the medication aide knowledge portion of the exam.**

MA-Insulin Administration Knowledge Exam

The Knowledge Test Proctor will hand out materials and give instructions for taking the MA-Insulin Administration (MA-IA) Knowledge Exam. You will have a maximum of fifty-five (55) minutes to complete the 50-question MA-Insulin Administration knowledge test. You will be told when fifteen (15) minutes remain. You may not ask questions about the content of the MA-insulin administration knowledge test (such as "What does this question mean?"). **You must have a score of 80% or better to pass the MA-Insulin Administration knowledge portion of the exam.**

Electronic testing in TMU®, using Internet-connected devices, is utilized at D&SDT-HEADMASTER test sites in Oklahoma. The Knowledge portion of your exam will be displayed on a screen for you to read and key/click/tap 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 **‘Complete your TMU® Account’** to sign in to your TMU® account.

- The Knowledge Test Proctor will provide you with a code at the test event to start your exam.

Foreign language paper word-for-word translation dictionaries are allowed and must be shown to the RN Test Observer at check-in and to the Knowledge Test Proctor when you enter the knowledge test room. If there is any writing or definitions, the translation dictionary will not be permitted to be used during testing. **Using language translators that are not pre-approved and electronic dictionaries are not allowed.**

If needed, you may do math calculations on the scratch paper provided to you by the KTP. If you need a calculator, please quietly alert the Knowledge Test Proctor; one will be provided.

- Any scratch paper and/or provided calculator must be left with the KTP when done testing.

When you leave the testing room, you must leave all test materials in it. Anyone who takes or tries to take materials, notes, or information from the room is subject to prosecution and will be reported to the Oklahoma State Department of Health.

Medication and MA-Insulin Administration Knowledge Exam Content

The MA and MA-IA Knowledge Exam consists of 50 multiple-choice questions. Questions are selected from subject areas based on the OSDH-approved Oklahoma medication and MA-insulin administration test plan and include questions from all the required categories as defined in OBRA regulations. The subject areas are as follows:

Medication Aide Knowledge Exam Content

SUBJECT AREA	NUMBER OF QUESTIONS
Affects of Medication on Body Systems	5
Allowable Routes	3
Documentation	3
Error Reporting	2
Medication Administration	12
Regulation of Controlled Substances	2
Role/Responsibilities	7
Six Rights of Medication Administration	4
State Regulations	2
Terminology	10

MA-Insulin Administration Knowledge Exam Content

SUBJECT AREA	NUMBER OF QUESTIONS
Advanced Insulin Administration	20
Affects of Medication on Body Systems	4
Allowable Routes	2
Documentation	3
Error Reporting	3
Medication Administration	4
Regulation of Controlled Substances	2
Role/Responsibilities	4
Six Rights of Medication Administration	3
State Regulations	2
Terminology	3

Medication Aide and MA-Insulin Administration Knowledge Exam Vocabulary List

NOTE: The complete list of vocabulary words for the **Medication Aide-Insulin Administration Exam** is all of the vocabulary words listed along with the ones that state **(MA-IA vocab)** behind the vocabulary word.

absorption
abuse
ac
acetaminophen
Acetaminophen (APAP)/hydrocodone
adequate drop of blood (MA-IA vocab)
administering medication
administration protocols
adverse effect
Advil
airborne precautions

Albuterol
alcohol wipe
allergic reactions
analgesics
anaphylactic
anaphylaxis
anemia
anorexia
antacids
antianginals
antiarrhythmics
antibiotic

anticoagulants
anticonvulsants
antiemetic
antihistamines
antihypertensives
anti-Parkinsonian agents
antipruritic
antipsychotic
antitussives
apical
applying anti-fungal cream
aspiration

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aspirin
asthma
astringents
Ativan
Axid
bacterial infections
basal insulin
benztropine (Cogentin)
benztropine mesylate (Cogentin)
BID
bipolar disorder
bleeding
blood pressure
blood sample
blood sugar parameters (MA-IA vocab)
blood sugar value (MA-IA vocab)
bolus insulin (MA-IA vocab)
bowel movement
bradycardia
broad spectrum
bulk-forming laxative
c (with)
Calamine/diphenhydramine
capsule
Carbohydrates (MA-IA vocab)
cardiac drugs
cardiovascular
carisoprodol
catapres (clonidine)
central nervous system
certificate renewal
certification process
changing condition
cholesterol

circulation
Clonidine
codeine
Colace
confidentiality
congestive heart failure
constipation
contraindicated
contributing factors
controlled substances
coronary artery disease
corticosteroid therapy
corticosteroids
Coumadin
crushing medications
current information
Darvocet
decongestant
delegation
dentists
Depakote
deterioration
diabetes
diabetes complications (MA-IA vocab)
diabetes mellitus
diabetic (MA-IA vocab)
digestion (MA-IA vocab)
digestive system (MA-IA vocab)
digitalis
Digoxin
Digoxin administration
Dilantin
discoloration
discontinued medication
diuretics
diverticulitis

documentation
dosage
drowsiness
drug abuse
drug dependence
drug interactions
drug metabolism
drug orders
Duo Derm
Duragesic
dyspnea
ear drops
early diabetes (MA-IA vocab)
edema
elixir
emphysema
empty stomach
enteric-coated tablets
estrogen
excretion
exercise
expectorants
expiration date
extrapyramidal symptoms (EPS)
eye medications
eyes
facility policy
fast sugar
fasting (MA-IA vocab)
fever
fiber
fingerstick (MA-IA vocab)
Flexeril
fluoxetine
food (MA-IA vocab)
food metabolism (MA-IA vocab)

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Fosamax
frozen insulin (MA-IA vocab)
FSBS (MA-IA vocab)
FSBS readings (MA-IA vocab)
function of pancreas (MA-IA vocab)
furosemide
gastric mucosa
gastrointestinal
glaucoma
glipizide (Glucotrol XL)
glucagon (MA-IA vocab)
glucometer
glucose levels (MA-IA vocab)
glucose management (MA-IA vocab)
Glucotrol
gout
gtt
habit forming
Halcion
hallucinations
hand washing
handling insulin (MA-IA vocab)
heart rate
hemoglobin measurement (MA-IA vocab)
hemoptysis
herbal medications
heredity (MA-IA vocab)
histamine
hives
hs
hyperglycemia
hyperkalemia
hyperpnea
hypertension
hypoglycemia

hypothyroidism
ibuprofen
impactions
infections
inflammation
inhalants
inhibitors (MA-IA vocab)
injection site
injections (MA-IA vocab)
insect sting
insulin
insulin administration (MA-IA vocab)
insulin classifications (MA-IA vocab)
insulin dosage (MA-IA vocab)
insulin expiration (MA-IA vocab)
insulin injection (MA-IA vocab)
insulin manufacture (MA-IA vocab)
insulin measurement (MA-IA vocab)
insulin order (MA-IA vocab)
insulin regulates (MA-IA vocab)
insulin resistance (MA-IA vocab)
insulin side effects (MA-IA vocab)
insulin syringe (MA-IA vocab)
insulin types (MA-IA vocab)
intestinal
iron sulfate
itching
IV
kidneys
lancet (MA-IA vocab)
Lanoxin
Lantus
laryngeal

Lasix
laxatives
legally permitted to write prescriptions
Levaquin
levothyroxine sodium (Synthroid)
Librium
limping resident (MA-IA vocab)
Lipitor
lisinopril
lithium
Lomotil
lorazepam
Lortab
low FSBS reading (MA-IA vocab)
macular degeneration
malabsorption
medication absorption
medication administration
medication administration record
medication aide's role
medication calculation
medication error
medication inventory
medication names
medication order
medication stability
Metamucil
Metformin (MA-IA vocab)
mg
Milk of Magnesia
mixing (MA-IA vocab)
mixing insulin (MA-IA vocab)
muscle relaxants
myocardial infarction

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naproxen (Naprosyn)
narcotics
nebulizer
needle piercing (MA-IA vocab)
needles
neomycin sulfate
NIDDM (MA-IA vocab)
nitrates
nitrofurantoin (Furadantine)
nitroglycerine
nonpharmacologic
normal blood glucose (MA-IA vocab)
nose drops
Novolin R (MA-IA vocab)
NPH reactions (MA-IA vocab)
NPO (MA-IA vocab)
NSAIDs
nurse practitioners
Nursing Drug Reference manual
OD
ointment
Oklahoma Medication Aide
older adults
open insulin (MA-IA vocab)
ophthalmic medications
optic
oral antibiotic
oral hypoglycemics
oral medications
oral preparations
Orinase
orthopnea
osteoarthritis
osteoporosis
OTC

otic
otic medications
OxyContin
parenteral
Parkinson's disease
Paxil
pc
pediculicide
penicillin
Percocet
peripheral vascular disease
peristalsis
ph strips (MA-IA vocab)
pharmacists
pharmacy label
phenazopyridine (Pyridium)
phenytoin sodium (Dilantin)
physician order (MA-IA vocab)
physicians
physiological actions
placebo
pneumonia
PO
polydipsia (MA-IA vocab)
polyphagia (MA-IA vocab)
polyuria (MA-IA vocab)
postprandial (MA-IA vocab)
potassium
potassium-sparing diuretics
prednisone
premixed insulin (MA-IA vocab)
prescription label
prescription refills
prescription warnings
priority of duties
PRN

PRN order
protection (MA-IA vocab)
Proventil
providers
Prozac
psychotropic
pyorrhea
q2h
qam
qd
QD administration
qid
qod
quality control (MA-IA vocab)
rectal suppository
refusing medication
reporting changes
resident's rights
rich blood supply (MA-IA vocab)
rifampin
right resident
risk factors (MA-IA vocab)
role and responsibility (MA-IA vocab)
rotating sites (MA-IA vocab)
route of medication
routine medication
scabies
schedule V drug
scheduled medication lock box
scheduled narcotic
sedatives
seizures
sensory system
Seroquel
sharps container

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shock
side effects
six rights of medication administration
skin disorder
skin patches
skin rashes
skin tears
sliding scale (MA-IA vocab)
stable diabetes (MA-IA vocab)
sterility
storing medications
strength of insulin (MA-IA vocab)
subcutaneous
sublingually
Sulfonamides
suppository
suspension of medications
swallowing
symptoms

syringe units (MA-IA vocab)
syringes (MA-IA vocab)
tablet disposal
tachycardia
Tagamet
Tegretol
tetracycline
theophylline
therapy
Thiazide diuretics
tid
TID medications
tinnitus
topical medications
toxic
Transderm-Nitro patches
transdermal nitroglycerin patch
Tylenol
Type I (MA-IA vocab)
Type I diabetes (MA-IA vocab)

Type II diabetes (MA-IA vocab)
unit dose packaging
universal/standard precautions
unstable diabetes (MA-IA vocab)
uric acid
urinary antibacterial
vaginal medication
valid prescriptions
Valium
Vasotec
vitals
vomiting
wearing gloves (MA-IA vocab)
wrong dose (MA-IA vocab)
Xanax
Zantac
zestril
Zoloft

Notes:
