

**D&S DIVERSIFIED TECHNOLOGIES LLP dba HEADMASTER LLP**  
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*Providing Medication Aide testing in Montana in addition to Nurse Aide testing services in Arizona, Delaware, Idaho, Iowa, Idaho, Montana, New Hampshire, North Dakota, Oklahoma, South Dakota, Tennessee, Utah, Vermont. Lead Worker testing in Ohio.*

**CALL HEADMASTER FOR.....(800) 393-8664**

- Applications to take the Medication Aide Test
- Test Dates & Location Options
- Cancellations or Rescheduling
- Questions about your Test Results
- Pre-test Name or Address Changes

**CALL MONTANA BOARD OF NURSING FOR.....406) 841-2340**

- Medication Aide Registry Questions
- State & Federal Regulations
- Post-test Name or Address Changes

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**COMPANY HISTORY**

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Beginning in 1982—even before filing as an official company—HEADMASTER founded distance learning with their EDUNET software. We were spotlighted in the December 6, 1993 US News & World Report magazine as one of the companies “Pioneering the Electronic Frontier” and are still an active player on the distance learning scene.

HEADMASTER was officially founded in 1985 by general partners Paul Dorrance and Ben Schmitt with their development of HEADMASTER© administrative software for schools, and GRADEMASTER© software for teachers, to efficiently manage the administration of transcripts, attendance, report cards etc.

HEADMASTER has expanded and grown to include computer hardware sales, network consulting and setup as well as developing testing software for Mountain States Line Constructors and for certification of nurse aides. HEADMASTER began testing nurse aides in Montana in 1991 using its newly created TESTMASTER© software and Montana approved CNA exam. It seemed appropriate to the partners that their business name change to reflect the diversity of their services and thus became D&S Diversified Technologies LLP dba HEADMASTER LLP.

D&SDT is currently approved for Nurse Aide testing in Arizona, Delaware, Idaho, Iowa, Montana, Oklahoma, New Hampshire, North Dakota, South Dakota, Tennessee, Utah, and Vermont in addition to Lead Worker Testing in Ohio and Medication Aide testing in Montana. Our Western region office is staffed Monday through Friday from 8 am to 6 pm mountain time to provide live and direct support for all aspects of our business. D&SDT recognizes each state's responsibility to implement federal OBRA regulations at the state level. Therefore, D&SDT provides Nurse Aide and Medication Aide Certification Evaluation Programs that regularly and continually adapt to the individual needs of each state and offers a wide variety of testing options.

D&SDT supports regional or FIXED test scheduling that provides pre-scheduled test dates at various approved facilities for candidates to choose from at their convenience. D&SDT also supports in-facility or FLEXIBLE test scheduling for training programs, so tests may be requested and administered by a certified Test Evaluator soon after training is completed. D&SDT believes that by providing a variety of options and increasing the number of test sites and Test Evaluators, testing opportunities also increase, which speeds the certification process, decreases pressure within federal time constraints to certify candidates, and provides flexible work loads for Written Test Proctors and Actors. This all results in more certified candidates available for employment in long-term care communities.

D&SDT significantly speeds the turn-around time between test administration and reporting results. Certified D&SDT scoring teams correct tests the same day they are received back from test sites. Test scores are immediately available for release to state registries, candidates and approved agencies as directed by the governing agency. D&SDT also provides a paperless option made available with WEBETEST® software. From candidate application through test administration and correction, there is no paper used and the turnaround time is amazing! WEBETEST® runs from any Internet capable computer. For more information visit us at [www.hdmaster.com](http://www.hdmaster.com).

Finally, D&SDT recognizes that Medication Aide Trainers and Written Test Evaluators are the critical link to ensuring the quality of Medication Aide care made available in long-term care facilities.

D & S Diversified Technologies welcomes all suggestions from Trainers, Test Evaluators, candidates, and facilities regarding the entire test process at all times. Feedback is the backbone to the success of the test review process and Test Advisory Panels have been established to work as teams to meet the individual and unique needs of their states.

### **THE WRITTEN TEST**

The Written Test Proctor (WTP) will hand out materials and give instructions for taking the written test. You will have sixty (60) minutes to complete the test. You will be told when fifteen (15) minutes are left. You may not ask questions about the content of the test (such as "What does this question mean?"). You will have one question presented on the computer screen at a time. You may move forward and backward through all fifty questions until you answer all of them. You must score at least 85% in order to pass the written test.

## **WRITTEN TEST CONTENT OUTLINE**

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**The Written Test consists of 50 questions. You must score at least 85% in order to pass the Written Test. Questions are selected from the following subject areas.**

**Six Rights**— 5 questions

**Purposes of Medication**— 4 questions

**Classification of Medications**— 2 questions

**Allowable Routes**— 4 questions

**Regulation of Controlled Substances**— 3 questions

**Medication Administration**— 7 questions

**Adverse Medication Reactions**— 5 questions

**Documentation**— 4 questions

**Error Reporting**— 3 questions

**Responsibilities**— 5 questions

**Role**— 5 questions

**Terminology**— 2 questions

**State Regulations**— 1 questions

## **EXAM DAY**

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### **Day of the test**

- You should arrive at your assigned test site thirty (30) minutes before the test is to start.
- You will not be admitted if you are late. (See Testing Policies)
- You must bring a photo ID or an approved substitute ID form.

### **Security**

- Anyone who removes or tries to remove test material or information from the test site will be prosecuted to the full extent of the law and will be reported to the Montana Board of Nursing.
- Study materials may not be brought to the test or used during testing.
- If you give or receive help from anyone during testing, the test will be stopped, your test will not be scored, you will be dismissed from the testing room and your name will be reported to the Montana Department of Labor, Board of Nursing Division.

## **TESTING POLICIES**

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The following policies are observed at each test site.

### **Rescheduling**

Tests may be rescheduled any time up to the business day preceding a scheduled test day. Call 800-393-8664 or 406-442-8656 to reschedule a test. Reschedules must be requested from Headmaster and are subject to a \$25.00 reschedule fee for each reschedule request made after seven business days prior to a scheduled test event. No reschedule fees will be reimbursed or funded by the Montana Board of Nursing.

### **Refunds**

A full refund of any advance paid test fees will be issued for verified test cancellations made **seven or more** business days prior to a scheduled test date.

### **Cancellations**

Tests cancelled **between** seven business days and up to the day preceding a scheduled test day will qualify for a full refund minus a \$25.00 cancellation fee.

### **Canceled Test Dates:**

In situations when Headmaster cancels tests for any reason, every effort will be made to reschedule a candidate to a test location and time mutually agreed to, in the shortest time possible, at no

additional charge. Headmaster may also choose to test candidates for no charge as determined on a case-by-case basis.

### **No Show Fees:**

Candidates that NO SHOW for their scheduled test will forfeit their entire test fee and MUST apply submitting forms 1101 MT-CMA and 1402 MT-CMA (or their WEBETEST® counter parts) along with a new test fee cashiers check, money order, or credit/debit card) for a new test date. In the case of a NO SHOW, if a signed Doctor's notice is provided or other acceptable (solely determined by Headmaster) documented proof of an emergency for the reason of the NO SHOW, then the candidate may reschedule and pay only the reschedule/document review service fee of \$25.00 rather than submitting a new application form 1402MT-CMA and the full testing fee.

*If a reschedule or cancellation request is not received prior to the business day preceding a scheduled test date a NO SHOW status will exist and a new application form 1402 MT-CMA, along with a full test fee, must be submitted to Headmaster to secure a new date and time. Candidates will be placed on a test and Hold Results status until our accounting department receives all fees.*

### **Lateness**

- If you arrive late for your test appointment, you will not be tested.
- You will be considered a no show and forfeit your full test fee for services you requested.

### **Electronic Devices**

- Cellular phones, beepers or any other electronic devices are not permitted during testing and there is no place for storage of personal belongings.

### **Study Aids**

- You are not permitted to bring personal belongings such as briefcases, large bags, study materials, extra books, or papers into the testing room. Any such materials brought into the testing room will be collected and returned to you when you have completed the test.
- You may bring a non-programmable calculator.
- You may not take any notes or other materials from the testing room.

### **Eating /Drinking/Smoking**

- You are not permitted to eat, drink, or smoke during a test.

### **Misconduct**

- If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the test and reported to the Montana Board of Nursing. The Board will make decisions regarding disciplinary measures. You will not test again without a release to test from the Montana Board of Nursing.

### **Guests/Visitors**

- No visitors, guests, pets or children are allowed during testing.

### **Requests For Special Accommodations**

- If a candidate is in need of special test accommodations, please contact the HEADMASTER office to request a Testing Accommodation Form or download it from [www.hdmaster.com](http://www.hdmaster.com) and submit it to HEADMASTER at least fourteen days before any desired test date.

### **TEST RESULTS**

HEADMASTER will send your official test results to you by mail or email (if an email address has been given to us on your application form) the same day we officially score your test. (Usually that is the next business day after your test) Barring any Internet or computer problems tests are corrected and the results released by Headmaster the same day a test packet is received at our office. If you have given us your email address you will receive test results the day the test is corrected or if no

email address was given on your application you will be notified by first class mail. Depending on your address, first class mail service in Montana usually takes 2-3 days.

Your test results will indicate whether you have passed or failed the written test. If you've failed, your results letter will indicate the content areas where you need improvement and give you a list of vocabulary words to study. If you have failed the test, you will need to repay, and resubmit a 1402 MT-CMA form and a copy of your results letter to HEADMASTER. You do not need to resubmit an application to the Board of Nursing. You may take the test twice. If you fail the exam twice, you will have to show proof of retraining when reapplying for testing and licensure to the Montana Board of Nursing.

Your test results will be submitted electronically to the Montana Board of Nursing the day your test is officially scored. Those passing the test will be processed by the Board of Nursing within two (2) business days of their receipt. Your results are not official until they are received and processed by the Board of Nursing . After you have successfully passed the Montana Medication Aide test you will be placed on the Montana Board of Nursing Medication Aide Registry.

### **THE REGISTRY**

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The Montana Board of Nursing maintains information regarding the certification of Medication Aides in Montana and operates according to Federal and state requirements and guidelines. Anyone may contact the Montana Board of Nursing to inquire about his or her status as a Medication Aide and to inquire about lapsed certification and for information regarding the transfer of certification to or from another state by calling 406-841-2340.

### **VOCABULARY STUDY LIST**

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#### **Words to study for your written exam**

911	apical	coma
abbreviations	arthritis	confusion
abdomen	aspiration	constipation
absorption	aspirin	Contin
abuse	asthma	contraindicated
ac	Ativan	controlled substances
acetaminophen	Axid	Coumadin
acetaminophen(APAP)/hydr	B.M.	Darvocet
ocodone	bacterial infections	Demerol
acid	bid	dentists
administering medication	bleeding	Depakote
adverse effect	blood pressure	deterioration
Advil	bodily fluids	diabetes
agitation	bradycardia	diarrhea
alcohol	bronchial tree	diet
allergic reactions	bruising	digitalis
ambulance	burning sensation	digoxin
amoxicillin	BuSpar	Dilantin
analgesic	by mouth	Dilaudid
anaphylactic	c (with)	dilution
anaphylaxis	capsule	discoloration
Anaprox	carbohydrates	discontinued medication
anorexia	cardiac drugs	diuretic
antacids	cardiovascular	dizziness
anti-anxiety	Centigrade	doc-u-dose
antibiotic	chemicals	documentation
anticoagulants	cholesterol	Dolacet
anticonvulsants	circulation	dosage
antidepressant	clonidine	dosage schedules
antihypertensives	Clozaril	drowsiness
antipsychotic	Colace	Drug Enforcement Agency

drug interactions  
Duo Derm  
duragesic  
dysrhythmics  
ear drops  
edema  
efficacy  
elixir  
empty stomach  
enteric-coated tablets  
estrogen  
exercise  
expiration date  
eye dropper  
eye medications  
eyes  
Fahrenheit  
fast sugar  
fever  
fiber  
Flexeril  
fluoxetine  
Fosamax  
frequent urination  
furosemide  
gastric mucosa  
gastrointestinal  
germs  
given topically  
glaucoma  
glucagon  
glucometer  
glucose  
gtt  
habit forming  
Halcion  
hallucinations  
hand washing  
heart rate  
herbal medications  
hives  
hormonal  
hs  
hydrocodone  
hydromorphone  
hyperglycemia  
hypertension  
hypnotics  
hypoglycemia  
Ibuprofen  
impactions  
infections  
inhalants  
inhaler  
injections  
insect sting  
insulin  
intestinal  
intolerance  
intravenously

itching  
IV  
lancets  
laryngeal  
Lasix  
laxatives  
legally permitted to write  
prescriptions  
Lipitor  
lithium  
LLQ  
Lomotil  
lorazepam  
Lorcet  
Lortab  
LUE  
lung diseases  
macular degeneration  
malabsorption  
maximum effectiveness  
medication absorption  
medication administration  
record  
medication error  
medication inventory  
medication names  
medication occurrence  
medication order  
medication package  
medication record  
medication sheet  
medication stability  
metabolism  
Metamucil  
mg  
Milk of Magnesia  
Montana Medication Aide  
morphine  
Naprosyn  
narcotics  
nasal spray  
nausea  
nebulizer  
needles  
nitrates  
nitroglycerine  
nonpharmacologic  
nonsteroidal anti-  
inflammatory  
Norcet  
nose drops  
NSAID  
nurse practioners  
Nursing Drug Reference  
manual  
ointment  
older adults  
ophthalmic  
oral medications  
oral preparations

Orinase  
osteoporosis  
otic  
over the counter drugs  
overdosage  
OxyContin  
parenteral  
Paxil  
pc  
penicillin  
Percocet  
Percodan  
perineal  
perspiring  
pharmacists  
pharmacy label  
Phenergan  
physicians  
po  
poor coordination  
potency  
Pravachol  
prednisone  
prescription refills  
prescription warnings  
Prilosec  
prn  
protective equipment  
Prozac  
psychotropic  
pulse  
q2h  
qam  
qd  
qid  
qod  
QS  
radial  
recent surgery  
recreational drugs  
refuse medication  
resident's rights  
respirations  
respiratory rate  
Restoril  
rheumatoid  
right resident  
RLQ  
route of medication  
routine medication  
sedatives  
seizures  
self-medication  
Seroquel  
service plan  
shaking  
shock  
side effects  
six rights of medication  
administration

skin patches  
skin rashes  
skin tears  
slurred speech  
stat order  
sterile gloves  
sterility  
stethoscope  
stool softeners  
storing medications  
subcutaneous tissue  
subcutaneously  
sublingually  
suppository  
suppressant  
suspension of medications  
sustained release

swallowing  
symptoms  
syringes  
tachycardia  
Tagamet  
Tegretol  
temperature  
tetracycline  
theophylline  
therapy  
tid  
topical medications  
toxic effects  
Transderm-Nitro patches  
Tylenol  
unconsciousness  
unit does packaging

universal precautions  
unused medications  
upper quadrant  
urine  
valid prescriptions  
Vasotec  
Vicodin  
vitals  
vomiting  
Xanax  
Zantac  
Zoloft  
Zydone

**FAQ:**

**How many times can I take the CMA exam?**

***You have two chances to pass the exam.***

**What happens if I do not pass the CMA exam?**

***You must repeat a Montana Board of Nursing approved training program.***

**Do I need to be a CNA before I can be a CMA?**

***No.***