



D&S Diversified Technologies LLP

Headmaster LLP

MICHIGAN MEDICATION AIDE-CERTIFIED (MA-C) CANDIDATE HANDBOOK

January 2026
VERSION 3

UPDATES EFFECTIVE JANUARY 19th, 2026:

Updates to the Knowledge Exam Subject Areas: number of questions from each subject area on the exam; and updates to the vocabulary words.

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D&S DIVERSIFIED TECHNOLOGIES
(D&SDT)
TMU©

Contact Information

Questions regarding: testing process • test scheduling • eligibility to test (888) 401-0462 Questions regarding: MA-C training • certification status (517) 335-1980		
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Michigan Department of Licensing and Regulatory Affairs (LARA) - Bureau of Community Health Systems (BCHS) <i>Health Facilities Professional and Nurse Aide Section</i> PO Box 30664 Lansing, MI 48909 Email: BCHS-CNA-Registry@michigan.gov	<i>Monday through Friday</i> <i>8:00AM – 5:00PM</i> <i>Eastern Time Zone</i>	Phone #: (517) 335-1980

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INTRODUCTION

A medication aide competency evaluation program ensures that candidates seeking to be medication aides understand the state standards and can competently and safely perform the job of an entry-level medication aide.

This handbook outlines the process for taking the medication aide competency test and is designed to help candidates prepare. The test has two parts: a multiple-choice knowledge exam and a skill test. Candidates must pass both parts and meet all requirements of the Michigan License and Regulatory Agency to be certified as a Medication Aide-Certified (MA-C) in Michigan.

The Michigan License and Regulatory Agency (LARA) has approved D&S Diversified Technologies (D&SDT)-HEADMASTER, LLP, to provide medication aide testing and scoring services. For questions not answered in this handbook, please contact D&SDT-HEADMASTER at (888) 401-0462 or go to www.hdmaster.com. The information in this handbook will help you prepare for your examination.

AMERICANS WITH DISABILITIES ACT (ADA)

ADA Compliance

The Michigan License and Regulatory Agency and D&SDT-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. D&SDT-HEADMASTER must approve accommodations in advance of examination. Complete the [ADA Accommodation Request Application](#) found on the Michigan TMU© main page under 'APPLICATIONS' to be reviewed for accommodation.

ADA Accommodation Request Applications submitted without the required supporting documentation of a diagnosed disability will not be reviewed until the required documentation is provided. D&SDT-HEADMASTER will email you if any further documentation or information is required, using the email address in your TMU© account.

Please allow additional time for your request to be approved. If you have questions regarding the ADA review process or specific required documentation, please call D&SDT-HEADMASTER at (888) 401-0462.

MICHIGAN MEDICATION AIDE-CERTIFIED (MA-C) CERTIFICATION & REGISTRY

Michigan Medication Aide Registry pulls data of active medication aides from the MI-NATES system.

To apply to be a medication aide, applicants must first have an active Michigan nurse aide certification. Please visit the [CNA Registry webpage](#) for information about becoming a CNA in Michigan. The CNA Registry webpage also contains useful instructional information on how to create the MI-NATES account that is necessary for applicants to request placement on the Michigan Medication Aide Registry.

MI-NATES is UTILIZED FOR:

- Electronic Submission and Payments for Medication Aide Applications and Renewals
- Printing your Certificate of Registration
- Reviewing or Updating Your Registration Information

Steps to access MI-NATES:

- Create a MILogin account at [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov). This can be done at any time.
 - Click here for an instructional video on how to create a MILogin account: [How To Create a MILogin Account](#).
 - Click here for a helpful guide to walk you through the account setup instructions: [MILogin/MI-NATES Account Setup Guide](#).
- Request access to MI-NATES and set up your user profile.
- MI-NATES will be available as an application on your MILogin account for management of your medication aide registration.

NOTE: It is recommended that MI-NATES be accessed using a personal computer and not a hand-held mobile device.

RECOMMENDED BROWSER: It is recommended that all users access MI-NATES through the Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge however, Google Chrome will ensure the best user experience.

MI-NATES is not compatible with the Safari web browser. You will not be able to successfully register using Safari (iPhone, iPad, etc.). MI-NATES should be accessed using the Google Chrome or Microsoft Edge web browser.

The Michigan License and Regulatory Agency (LARA) regulates the certification of medication aides in Michigan.

After you have successfully passed both the Knowledge Exam and Skill Test components of the Medication Aide exam, your test results will be held until your [Medication Aide Certification Request Application](#) has been approved. You can apply and pay the non-refundable fee by completing the [Medication Aide Certification Request Application](#) found on the Michigan TMU© main page under 'APPLICATIONS'.

Once your application has been approved, your certificate will be posted to the Michigan Medication Aide Registry on <https://mi.tmutest.com>.

You may contact D&SDT-HEADMASTER to inquire about the certification process, your certification status as a medication aide-certified (MA-C), or any questions you may have regarding lapsed certification. D&SDT-HEADMASTER's phone number is (888) 401-0462, email michigan@hdmaster.com, and their website is www.hdmaster.com.

Medication Aide Certification

Per Michigan statute, an individual shall not engage in practice as a medication aide unless the individual holds a valid Michigan certification to engage in practice as a medication aide.

A Michigan certification may be granted to engage in practice as a medication aide in Michigan to an applicant who meets all of the following requirements:

- Possess a valid Michigan nurse aide certificate.
- Must have worked as a nurse aide in a nursing home or skilled nursing facility for at least 2,000 hours during the 2-year period immediately preceding the date of applying for a medication aide certificate.
- Demonstrate successful completion of a medication aide training program and a competency examination approved by the Bureau of Community and Health Systems.
- Pay a registration fee of \$160. ([Medication Aide Certification Request Application](#))
- Pay a competency exam fee of \$175 per examination. (mi.tmutest.com)

A Michigan Medication Aide certificate is valid for 2 years and requires a \$160 renewal fee.

Any questions regarding the testing and certification should be directed to D&SDT-HEADMASTER at michigan@hdmaster.com.

Michigan Medication Aide Registry

The Michigan Medication Aide Registry is maintained by the Michigan Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems. Based on our records retention schedule, the registry contains a list of all active medication aide registrations and some lapsed registrations. [Click here](#) to be redirected to the Medication Aide Registry.

Any questions regarding the Michigan Medication Aide Registry can be directed to:

Bureau of Community and Health Systems
Nurse and Medication Aide Section
Phone: (517) 284-8961
Email: BCHS-CNA-Registry@michigan.gov

RENEWALS

A Michigan medication aide certificate is valid for 2 years. To renew a certificate, an individual must electronically:

- Log in to your account in MI-NATES and submit a renewal application.
- Pay the renewal fee (\$160).
- Renewals can be initiated no earlier than 45 days prior to the certificate expiration date.

MI-NATES is not compatible with Safari. You cannot register using Safari (iPhone, iPad, etc.). MI-NATES should be accessed using the Google Chrome or Microsoft Edge web browser.

Important information regarding renewing a medication aide certificate:

- The Bureau of Community and Health Systems will send an electronic renewal notice via email 45 days before the expiration date listed on the certificate.
- To receive this notice, it is important that your contact information is accurate in the MI-NATES system.
- A certificate must be renewed prior to the expiration date listed on the current certificate.
- It is encouraged to submit renewal requests and payment as soon as possible after receipt of a renewal notice (but not earlier than 45 days before the certification expiration date).
- A renewal certificate is good for 24 months from the last certificate's expiration date.
- If a renewal is not submitted timely or is incomplete, the certificate will lapse the day after the expiration date.
- An individual may not work as a medication aide with a lapsed or expired certificate.

Important information regarding a lapsed medication aide certificate less than 24 months from its expiration date:

- The individual will follow the standard renewal process above.
- If a lapsed certificate is renewed, the renewed certificate will only be valid for 24 months from the last certificate's expiration date.

Important information regarding a lapsed medication aide certificate greater than 24 months of its expiration date:

- An individual will be removed from the registry and must retake a Michigan-approved medication aide training course and competency examination. The individual must apply for a new initial certification.

RECIPROCITY

Michigan statute regarding Medication Aides stipulates that certification may be granted to an applicant from another state if the applicant provides proof that they have successfully completed a medication aide training program in Indiana, Ohio, or Wisconsin and have passed a competency examination approved by the Bureau of Community and Health Systems.

Reciprocity applicants must first provide proof of successful completion of a medication aide training program in Indiana, Ohio, or Wisconsin in order to be eligible to take the Michigan Medication Aide competency test. Reciprocity candidates cannot take the Michigan competency test until such proof is provided to the testing contractor. Once Michigan competency testing is passed, reciprocity applicants must do the following to be granted a Michigan medication aide certification:

- Must have a valid/active [Michigan nurse aide certification](#).
- Must use the MI-NATES system to:
- Give an attestation that they have been employed as a CNA at a nursing home/skilled nursing facility for at least 2,000 hours in the 2-year period immediately leading up to submitting the medication aide application (such employment from another state is acceptable).
- Electronically submit a \$160 medication aide registration fee.

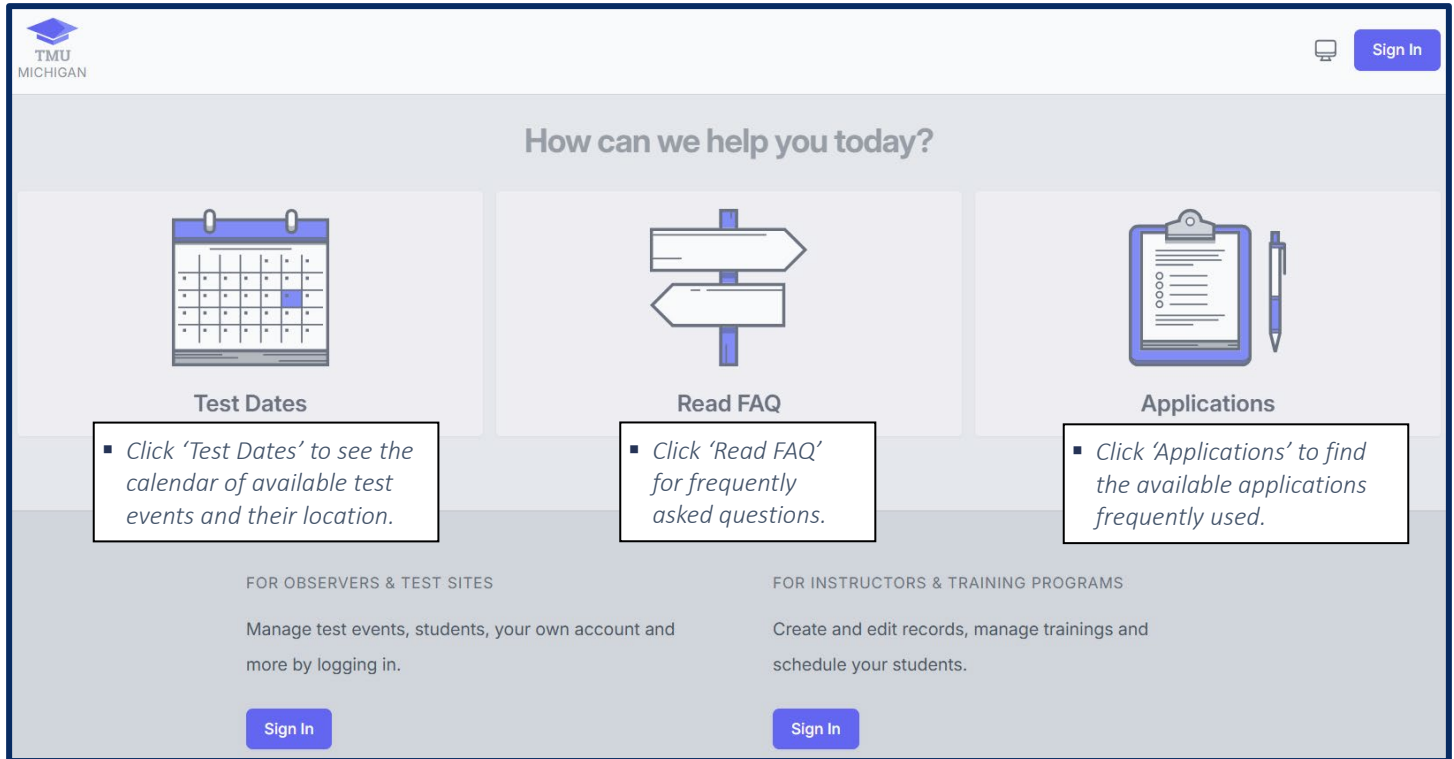
Any questions regarding the testing and certification should be directed to D&SDT-HEADMASTER at michigan@hdmaster.com.

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MICHIGAN TESTMASTER UNIVERSE© (TMU©)

Michigan TMU© Home Page

This is the Michigan TMU© main page, mi.tmutest.com



Verify your TMU© Account

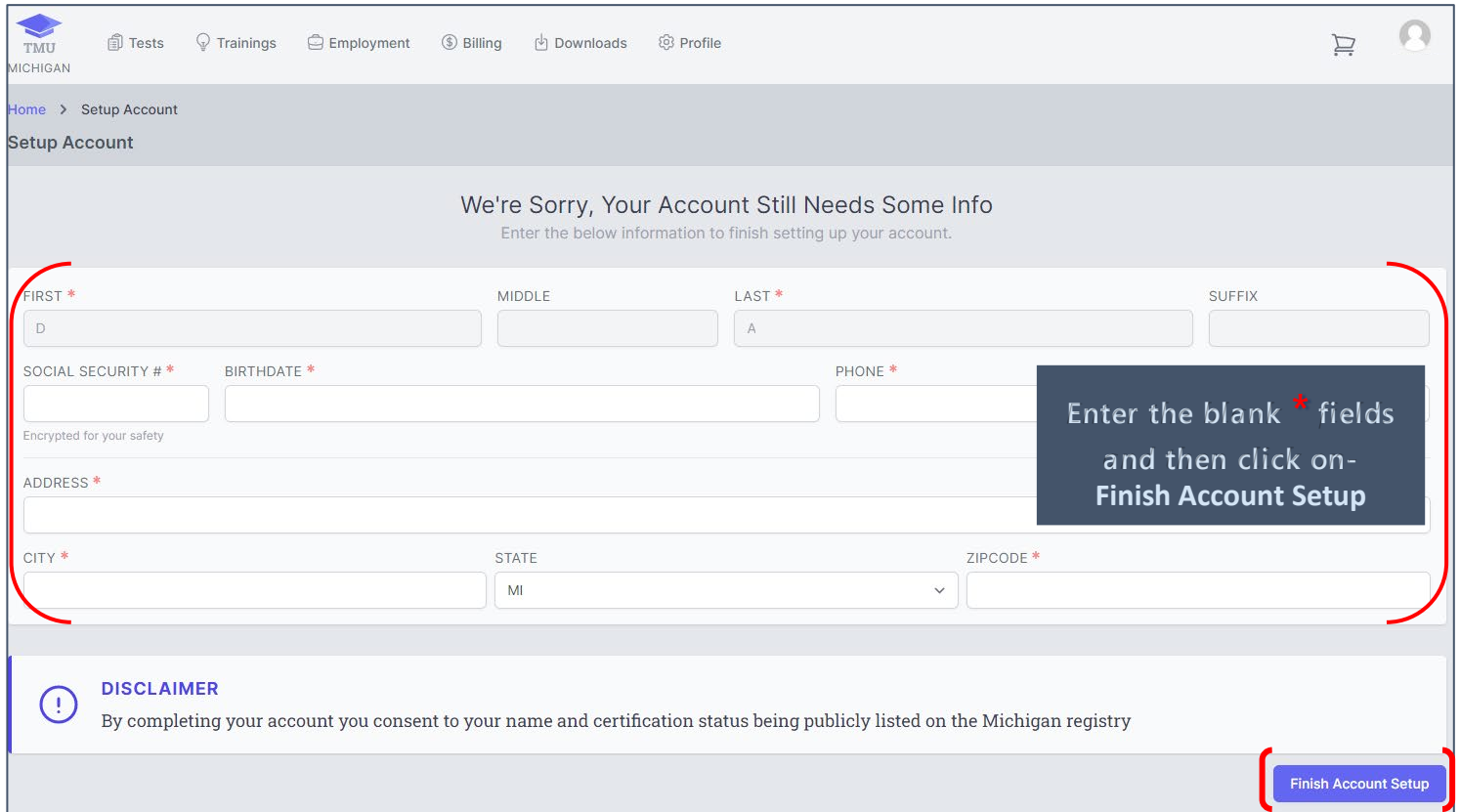
Your initial registration information will be entered in D&SDT-HEADMASTER's Michigan TestMaster Universe (TMU©) software.

IMPORTANT: Before you can test, you must sign in to your TMU© account using your secure Email or Username and Password, complete and verify your demographic information, and update your password if needed, **prior to testing**. Failure to do so may result in your being turned away from testing. You will be a no-show status for your event and forfeit your testing fees. You must notify your MA-C training program if your demographic information is incorrect.

- Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your MA-C training record has been created, you need to sign in to your account and verify your demographic information. Please notify your MA-C training program if your demographic information is incorrect. **This must be done before scheduling a test event.**

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 (888) 401-0462.

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 MICHIGAN

Tests Trainings Employment Billing Downloads Profile

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

SOCIAL SECURITY # * BIRTHDATE * PHONE *

Encrypted for your safety

ADDRESS *

CITY * STATE ZIPCODE *

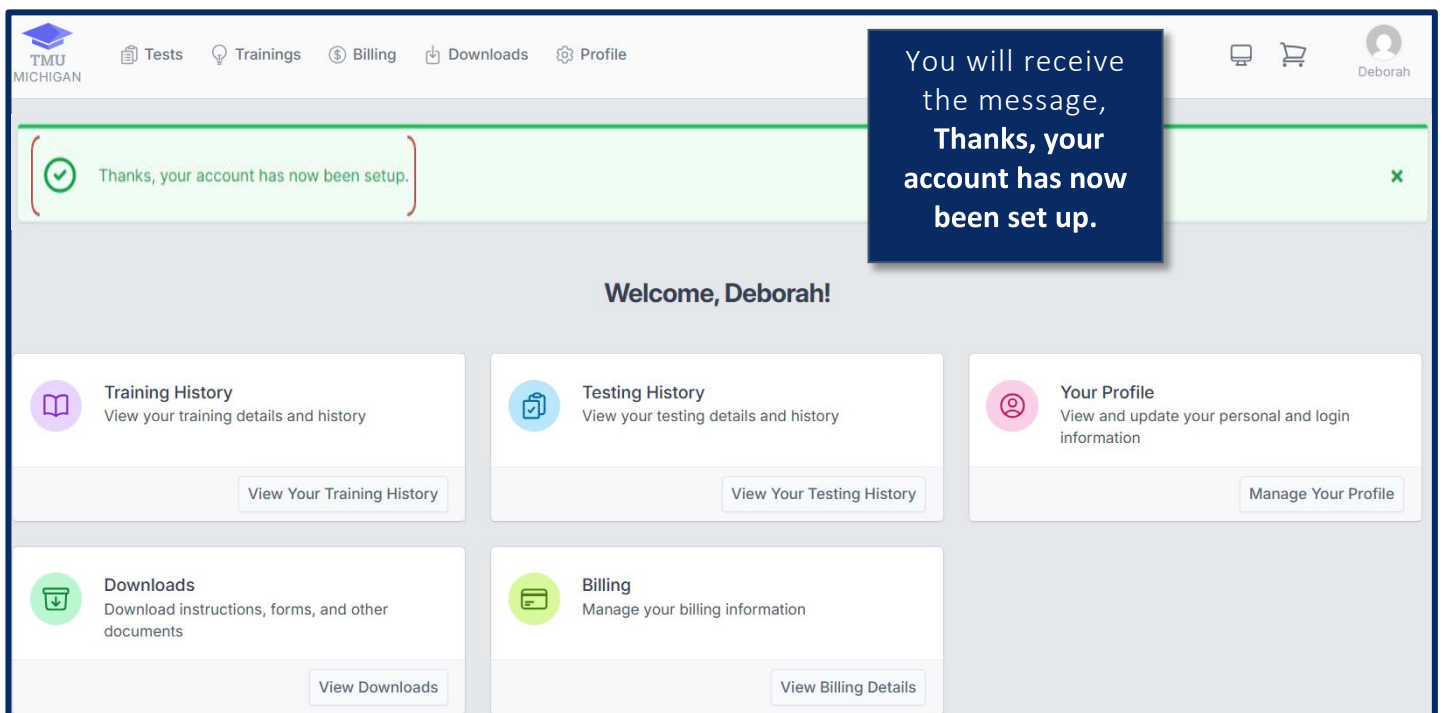
MI

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

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

Finish Account Setup

This is the candidate's home page:



TMU MICHIGAN

Tests Trainings Employment Billing Downloads Profile

Deborah

Thanks, your account has now been setup.

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

Welcome, Deborah!

Training History
View your training details and history

[View Your Training History](#)

Testing History
View your testing details and history

[View Your Testing History](#)

Your Profile
View and update your personal and login information

[Manage Your Profile](#)

Downloads
Download instructions, forms, and other documents

[View Downloads](#)

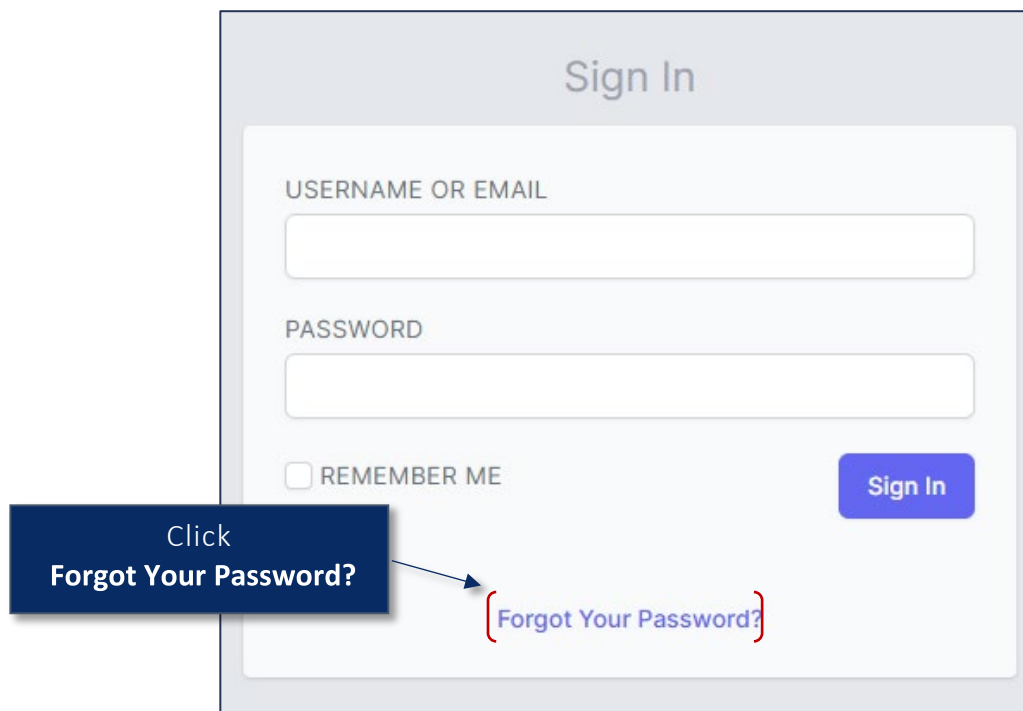
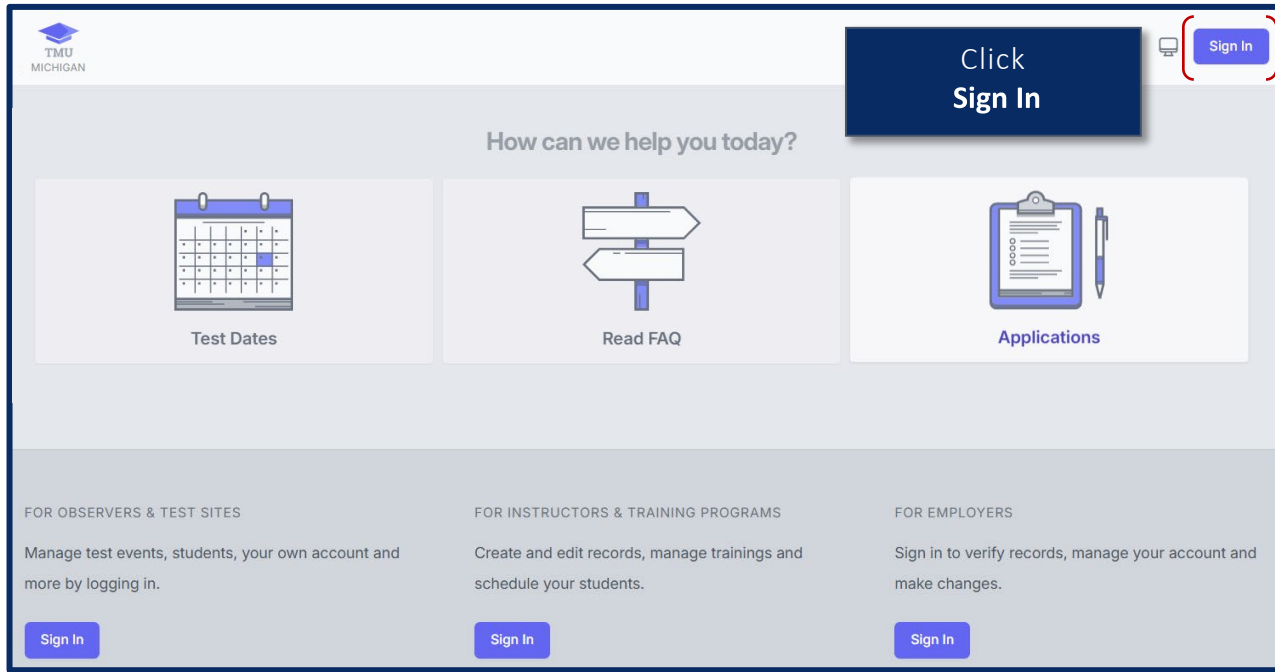
Billing
Manage your billing information

[View Billing Details](#)

Forgot your Password and Recover your Account

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

Go to mi.tmutest.com.



Type in your Email Address

Click **Recover Account**

- ◆ An email with the reset link will be sent 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 **Recover Account**

Recover Your Account

Using your Email Address		Using other Information
<div><p>E-MAIL ADDRESS *</p><input type="text"/></div> <div>Recover Account</div>	OR	<div><p>LAST 4 OF SSN *</p><input type="text"/></div> <div><p>DATE OF BIRTH *</p><input type="text"/></div> <div><p>LAST NAME *</p><input type="text"/></div> <div><p>ZIP CODE *</p><input type="text"/></div> <div>Recover Account</div>

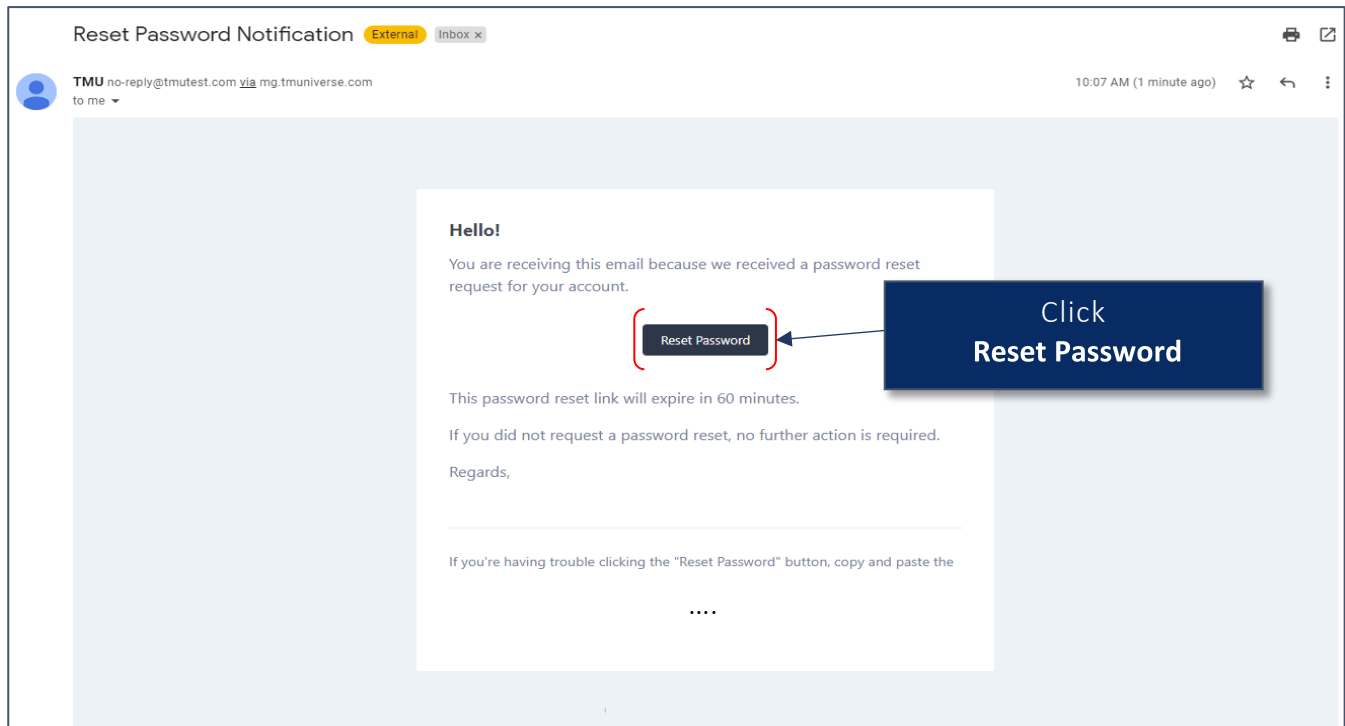
You will receive the message,
We have emailed your password reset link! Please allow a few minutes for the email to be delivered.

Recover Your Account

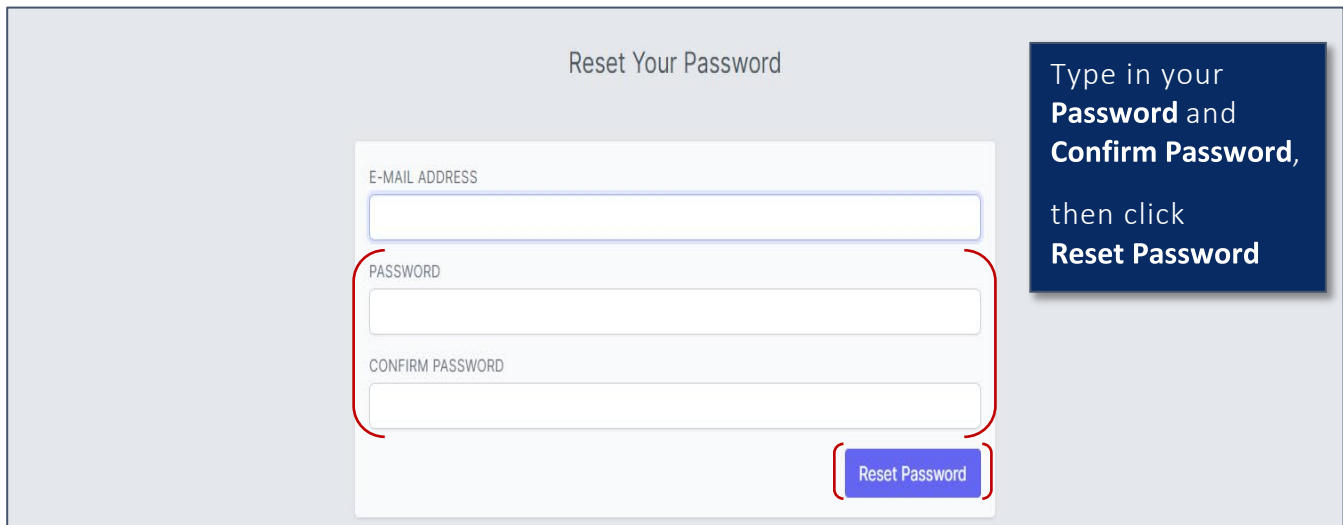
We have e-mailed your password reset link! Please allow a few minutes for the email to be delivered.

Using your Email Address		Using other Information
<div><p>E-MAIL ADDRESS *</p><input type="text"/></div> <div>Recover Account</div>	OR	<div><p>LAST 4 OF SSN *</p><input type="text"/></div> <div><p>DATE OF BIRTH *</p><input type="text"/></div> <div><p>LAST NAME *</p><input type="text"/></div> <div><p>ZIP CODE *</p><input type="text"/></div> <div>Recover Account</div>

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.



Reset Your Password

E-MAIL ADDRESS

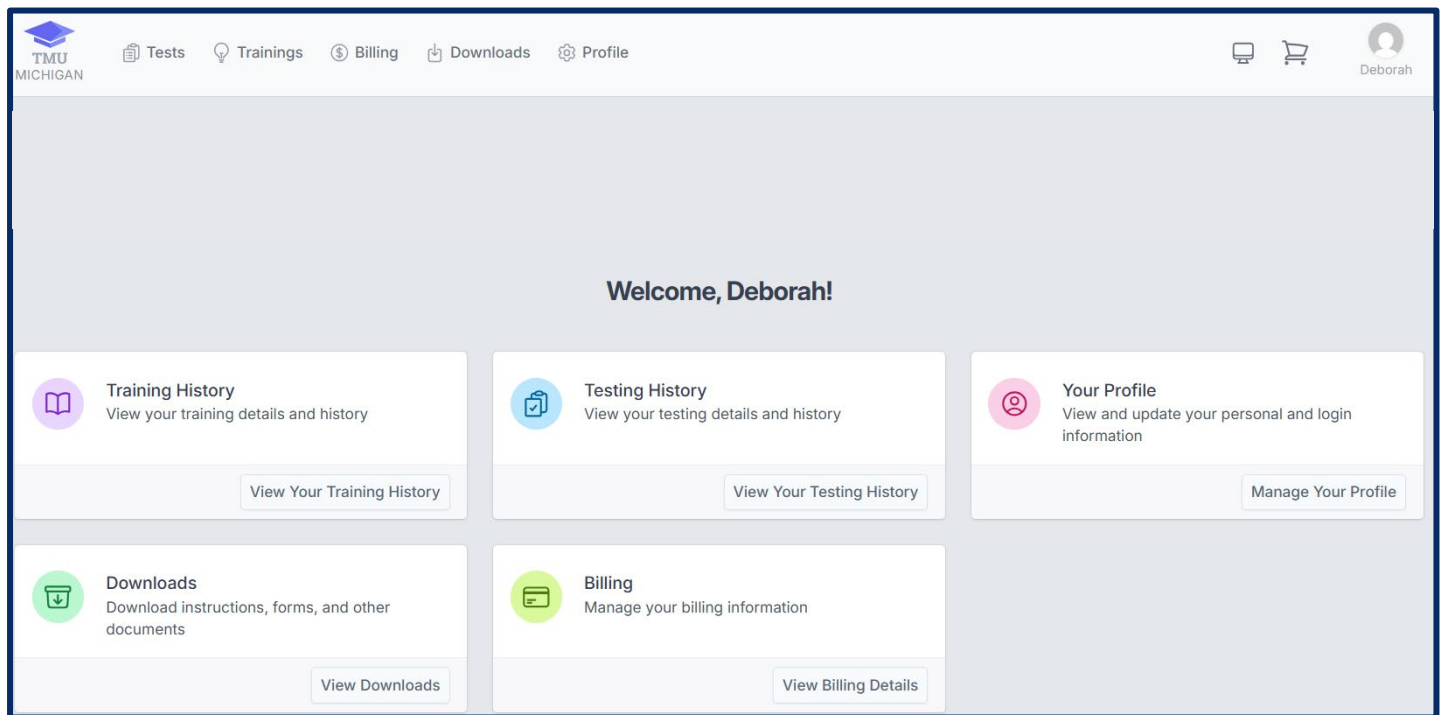
PASSWORD

CONFIRM PASSWORD

[Reset Password](#)

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

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



THE MICHIGAN MA-C COMPETENCY EXAM

Schedule a Michigan MA-C Exam

In order to schedule an examination date, you must either be a current, certified state-tested nursing aide (CNA) and have successfully completed a Michigan License and Regulatory Agency-approved medication aide training program.

MEDICATION AIDE TRAINING PROGRAM CANDIDATES

Your training program will enter your demographic and training information, with completion date, into the Michigan CMA TMU© database. Your instructor or training program will verify the name entered into TMU© against the identification you will present when you check in at a test event. Your photo ID must be a U.S. government-issued, signed, non-expired, photo-bearing form of identification. If you discover your ID name doesn't match your name as listed in TMU©, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, Monday through Friday, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, excluding holidays.

Once you have completed your program, your training record is completed in the D&SDT-HEADMASTER TestMaster Universe© (TMU©) database, and your testing fee has been paid (see instructions under **'Self-Pay of Testing Fees'**), you may schedule your exam date online at the Michigan TMU© webpage at mi.tmutest.com using your email and password (see instructions under **'Schedule / Reschedule a Test Event'**). If you cannot sign in or schedule/reschedule online using your email address, please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 7:00AM to 7:00PM CT, Monday through Friday, excluding holidays.

Upon receiving your confirmation email from TMU© (check your junk/spam mail) that your account has been created, you need to sign in to your TMU© account, update your password, and complete your demographic information. **This must be done before scheduling a test event. See instructions under ‘Complete your TMU© Account’.**

Once your testing fees are paid, you will be eligible to choose a test site and date. Follow the instructions in ‘**Schedule / Reschedule a Test Event**’.

Payment Information

Testing fees can be paid through your TMU© account. Please see the ‘**Self-Pay of Testing Fees**’ section. Some training programs pre-pay testing fees for their graduating students. Your program/instructor will inform you if this is the case. Before scheduling a test, verify with your instructor if the training program has already prepaid for your test.

Exam Description	Price
Knowledge Exam <i>-or- Knowledge Exam Retake</i>	\$175
Skills Test <i>-or- Skills Test Retake</i>	\$175
BUNDLE: <i>Both Knowledge Exam/Retake AND Skill Test/Retake</i> <i>*You must be purchasing both components for this pricing*</i>	\$175

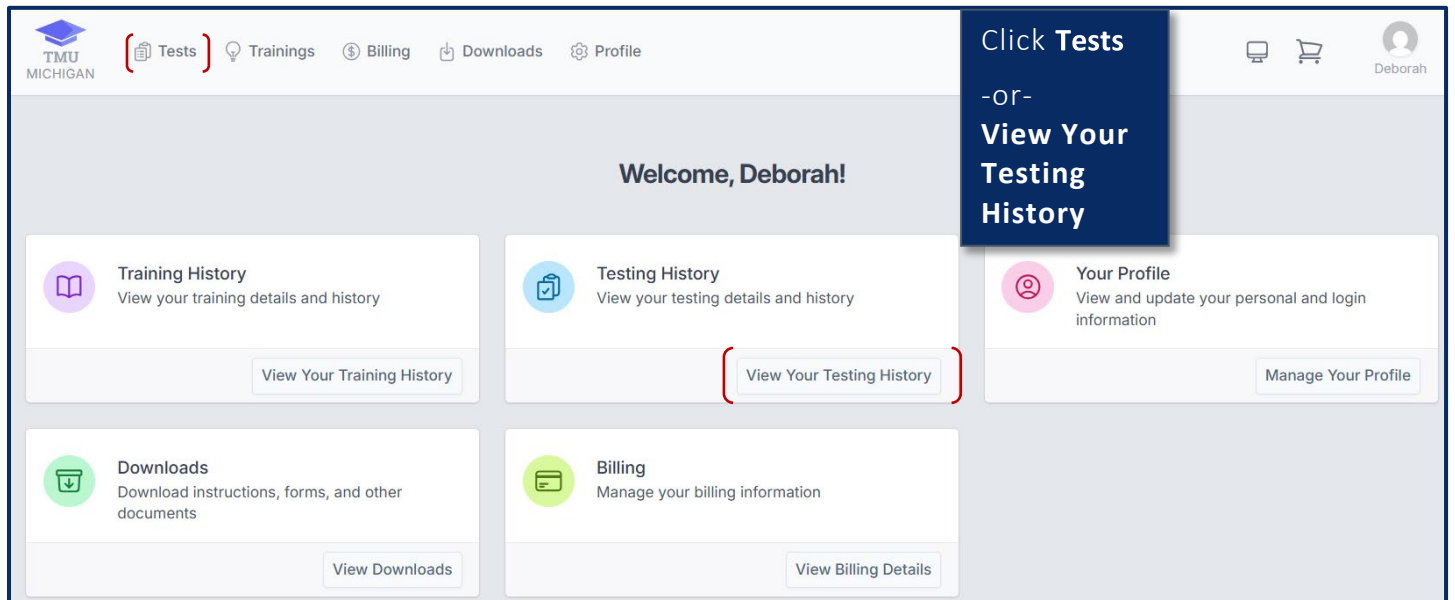
- Candidates and facilities can pay testing fees online through TMU©.
 - For candidates:
 - Please follow the instructions under the section below ‘**Self-Pay of Testing Fees**’.

SELF-PAY OF TESTING FEES IN TMU©

Testing fees must be paid *before* you can schedule a test date.

Once your training program is complete, your training record will include completion hours and date, and you will receive an email and text message notifying you that you are eligible to schedule a test date.

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. Before scheduling a test, verify with your instructor whether the training program where you trained has already scheduled your test. Regional test seats are open to all candidates. Regional test dates are posted on the Michigan MA-C calendar in TMU© at mi.tmutest.com. You can view a more detailed calendar by signing in to your TMU© account.



Welcome, Deborah!

Click Tests -or- View Your Testing History

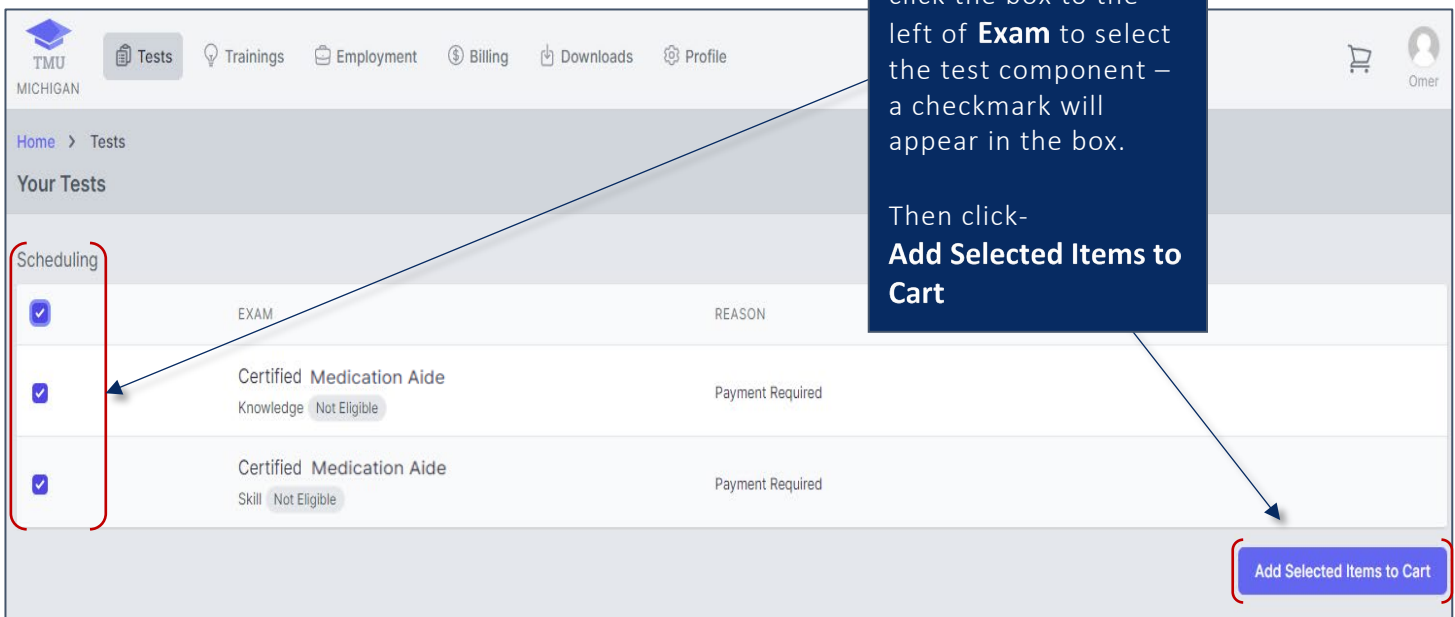
Training History
View your training details and history
[View Your Training History](#)

Testing History
View your testing details and history
[View Your Testing History](#)

Your Profile
View and update your personal and login information
[Manage Your Profile](#)

Downloads
Download instructions, forms, and other documents
[View Downloads](#)

Billing
Manage your billing information
[View Billing Details](#)



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

Scheduling	EXAM	REASON
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Certified Medication Aide Knowledge Not Eligible	Payment Required
<input checked="" type="checkbox"/>	Certified Medication Aide Skill Not Eligible	Payment Required

[Add Selected Items to Cart](#)

Home > Cart

You will get a message that the Knowledge and skill tests have been added to your cart, and the **Amount**

click **Pay with Credit Card**

Cart

✓ Added Medication Aide Skill to your cart.
Added Medication Aide Knowledge to your cart.

DESCRIPTION		
Medication Aide for Candidate Practice	Knowledge	175.00
Medication Aide for Candidate Practice	Skill	175.00
Subtotal:		350.00
Bundle Discount:		- 175.00
Total:		\$ 175.00

Pay with Credit Card

Home > Prepay

Prepay to Schedule

What You're Paying For

DESCRIPTION	COST
Medication Aide for Candidate Practice	175.00
Medication Aide for Candidate Practice	175.00
Subtotal:	350.00
Bundle Discount:	- 175.00
Total:	\$ 175.00

Pay with a Card

CARDHOLDER NAME

CARD NUMBER

EXP MONTH

Select Month

EXP YEAR

Select a year

SECURITY CODE

CARDHOLDER ADDRESS

CITY

STATE

Select State

ZIP CODE

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

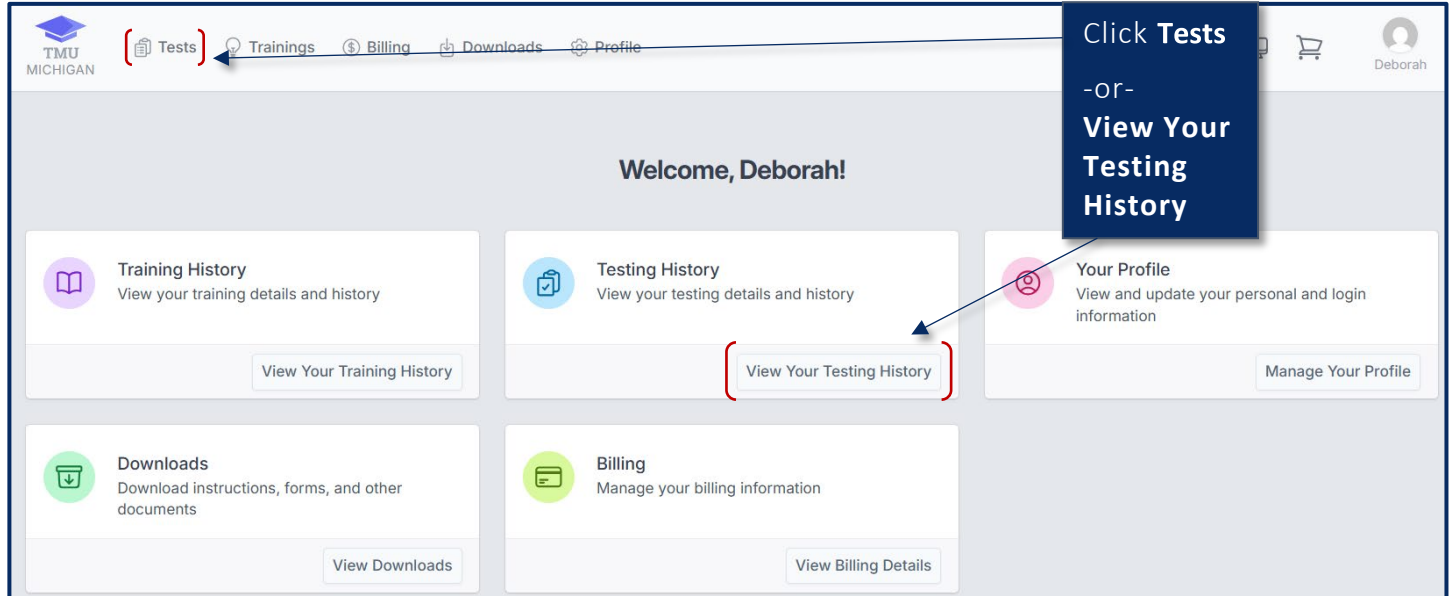
Submit Payment

Enter the Credit Card information and then click **Submit Payment**.

You will receive a receipt for the transaction.

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

Schedule / Reschedule a Test Event



Click **Tests**
-or-
View Your Testing History

Welcome, Deborah!

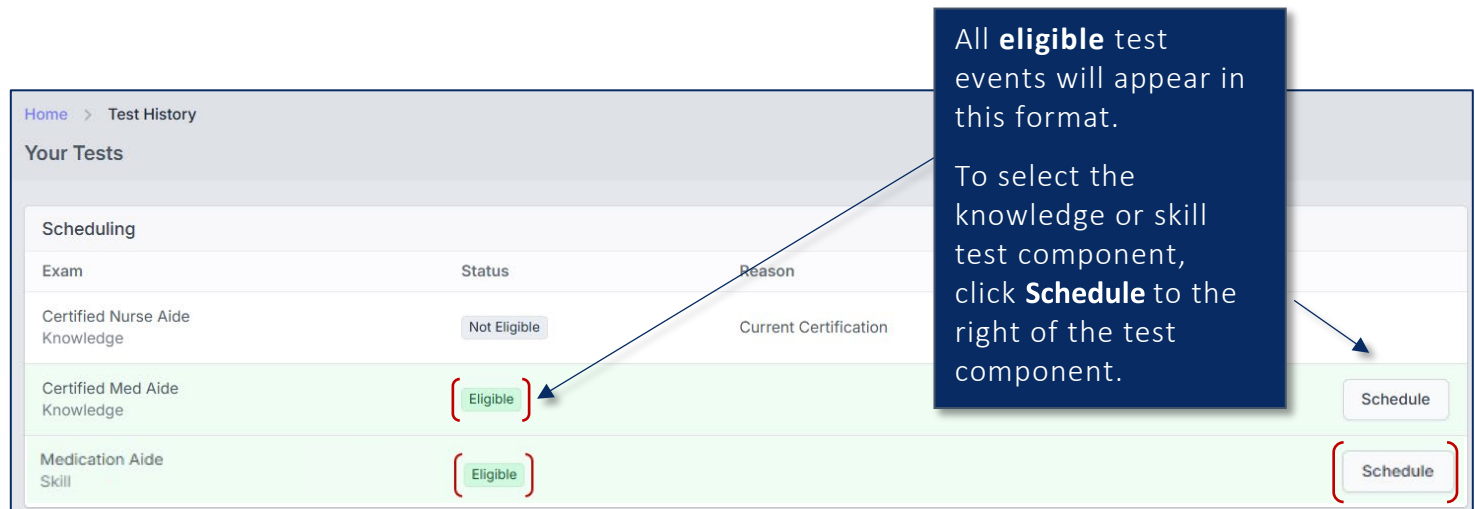
Training History
View your training details and history
View Your Training History

Testing History
View your testing details and history
View Your Testing History

Your Profile
View and update your personal and login information
Manage Your Profile

Downloads
Download instructions, forms, and other documents
View Downloads

Billing
Manage your billing information
View Billing Details



Home > Test History

Your Tests

Scheduling	Status	Reason
Exam Certified Nurse Aide Knowledge	Not Eligible	Current Certification
Certified Med Aide Knowledge	Eligible	
Medication Aide Skill	Eligible	

All **eligible** test events will appear in this format.

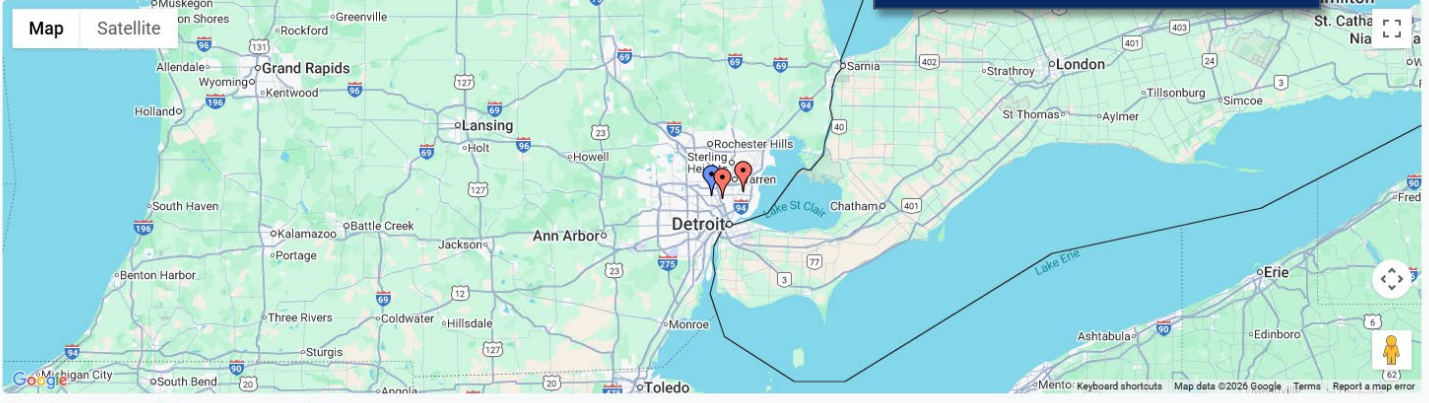
To select the knowledge or skill test component, click **Schedule** to the right of the test component.

Schedule

Schedule

Find Event MEDICATION AIDE TESTING

Directions: Click on a marker to show upcoming events for that location.



TEST DATE	TEST SITE	SCHEDULING FOR
01/12/2026 1:20 PM EST	Measures For Success/Premier Test Group (TS) Bay City/Essexville, MI	<div style="display: flex; justify-content: space-between; align-items: center;"> S Medication Aide <div style="border: 2px solid red; padding: 5px; background-color: #007bff; color: white; border-radius: 10px;">Schedule</div> </div>
01/12/2026 10:45 AM EST	Healing Healthcare Training Institute LLC (TS) Eastpointe, MI	<div style="display: flex; justify-content: space-between; align-items: center;"> S Medication Aide <div style="background-color: #007bff; color: white; padding: 5px; border-radius: 10px;">Schedule</div> </div>

The next screen opens, showing you available events. Click **Schedule** to the right of the site and date you want to test.

mi.tmutest.com says

Schedule into this Event on 01/12/2026 for Medication Aide Skill. Are you sure?

OK

Cancel

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

You will follow the same steps to schedule a Knowledge Exam.

Home > Test History

Your Tests

Scheduling	Exam	Status	Reason
	Certified Nurse Aide Knowledge	Not Eligible	Current Certification
	Certified Med Aide Knowledge	Not Eligible	Already Scheduled
	Certified Med Aide Skill	Not Eligible	Already Scheduled

Testing History

Test Date	Exam	Test Site	Status	Actions
01/12/2026 1:20 PM EST	Medication Aide Skill	Measures For Success/Premier Test Group (TS) Bay City/Essexville, MI	Scheduled	Test Confirmation Page Reschedule Get Map

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

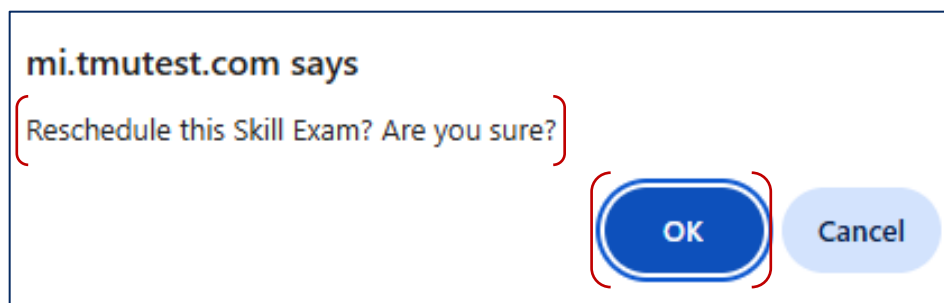
Your status shows **Scheduled**.

Click **Actions** and select **Test Confirmation Page** to see your test confirmation with important reminders for testing.

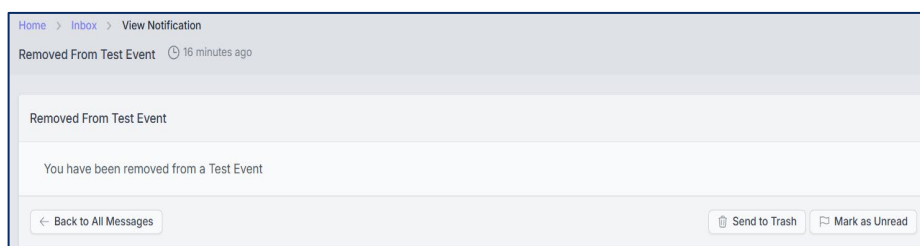
RESCHEDULE A TEST EVENT SCREENSHOTS

You may reschedule an exam date online in your TMU© account at mi.tmutest.com up until one (1) business day, **excluding** Saturdays, Sundays, and Holidays, before your scheduled exam date.

- If you need to reschedule your test date, under **Actions**, click on **Reschedule** to select another test date.
- Click **OK** to confirm you wish to 'RESCHEDULE' from the event. You will then be able to select another available test date.



The following message will be in your notifications.



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.

The body of the test confirmation letter will refer you to read the Michigan MA-C candidate handbook, as it will give you specific instructions on what time to arrive, ID requirements, dress code, etc.

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

It is important that you read this letter!

Test Confirmation Letter

Scheduled Test Confirmation - Michigan Medication Aide

Get Map
Print Page

Test Date:	01/12/2026
Test Time:	1:20 PM EST
Test Exam:	Skill - Medication Aide
Test Site:	Measures For Success/Premier Test Group (TS)
	Bay City/Essexville, MI 48732

Click **Print Page** to print your confirmation letter.

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

Deborah Example
 Best Student Address
 Battle Creek, MI

TESTING BEGINS AT 1:20 PM EST ON 01/12/2026:

- **FOR SKILLS TESTING AND/OR ON-SITE KNOWLEDGE EXAM CANDIDATES:** You **MUST** be at your confirmed test site location waiting area/room **20 minutes in advance** of your scheduled exam start time, **1:20 PM EST**, to check in.
 - Testing **begins** promptly at the start time noted on this test confirmation.
- **FOR REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATES:** You **MUST** be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance of 1:20 PM EST** for the check-in process with the remote test proctor. Please see the **Remotely Proctored Knowledge Exam** section of the **Candidate Handbook** for detailed information.
- If you cannot access your account, go to <https://mi.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 888.401.0462.

NURSE AIDE: Refer to the **Nurse Aide Competency Exam** section of the **Michigan Nurse Aide Candidate Handbook** for 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 before your testing date.

MEDICATION AIDE: Refer to the **Medication Aide Competency Exam** section of the **Michigan Medication Aide-Certified Candidate Handbook** for 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 before your testing date.

[Click to open the Michigan Nurse Aide Candidate Handbook](#)
[Click to open the Michigan MA-C Candidate Handbook](#)

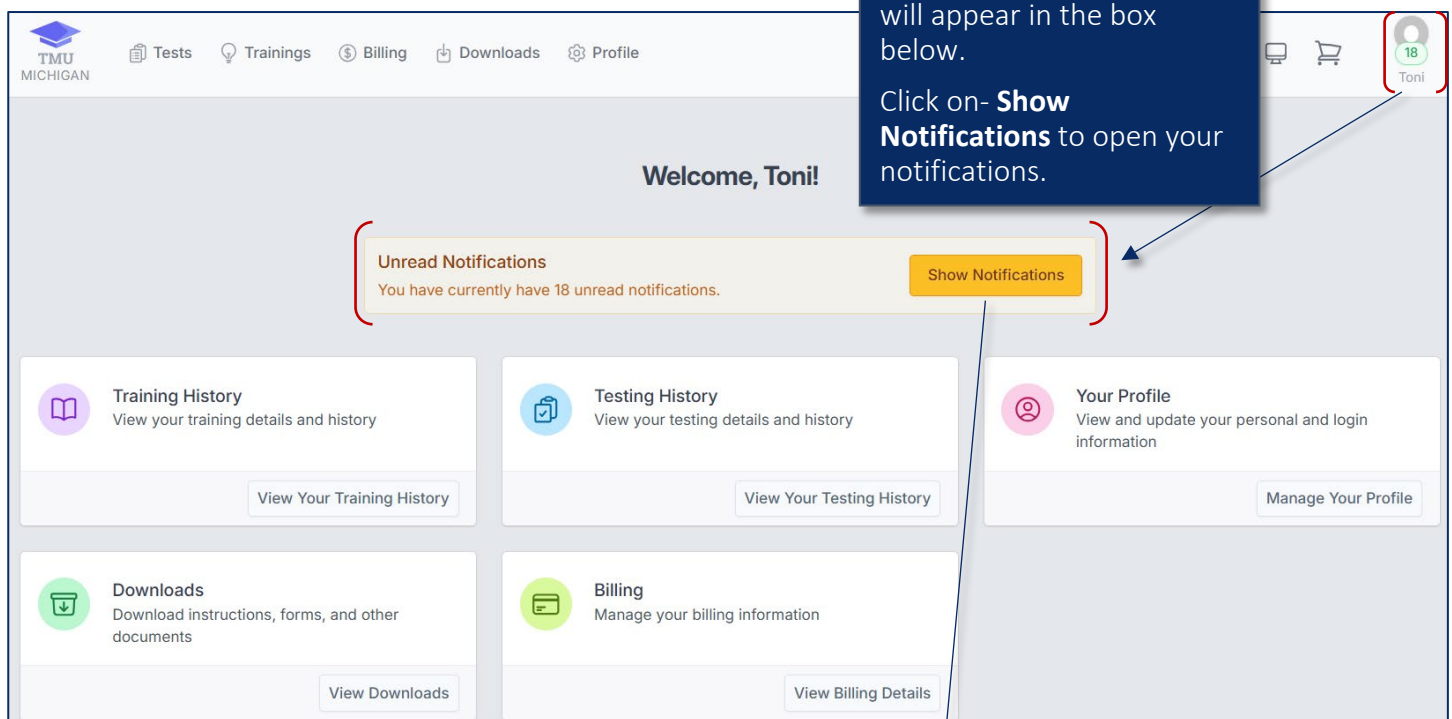
Testing Directions
 Measures For Success/Premier Test Group may not be searchable via Google Maps. A suggested map search is . The office is in a mini plaza directly across from the west of Taco Bell. If driving from northern or western Michigan, be aware of the toll bridges; Liberty Bridge & Independence

Please see the **‘Remotely Proctored Knowledge Exam Option’** under the Knowledge Exam section if you are interested in taking your knowledge exam with a remote proctor from your home, etc. If you do not see an available test date or have any questions regarding your test scheduling, call D&SDT-HEADMASTER at (888) 401-0462, Monday through Friday, excluding holidays, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT.

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

View your Notifications in TMU©

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



Any unread notifications will appear in the box below.

Click on- **Show Notifications** to open your notifications.

Welcome, Toni!

Unread Notifications
You have currently have 18 unread notifications.

Show Notifications

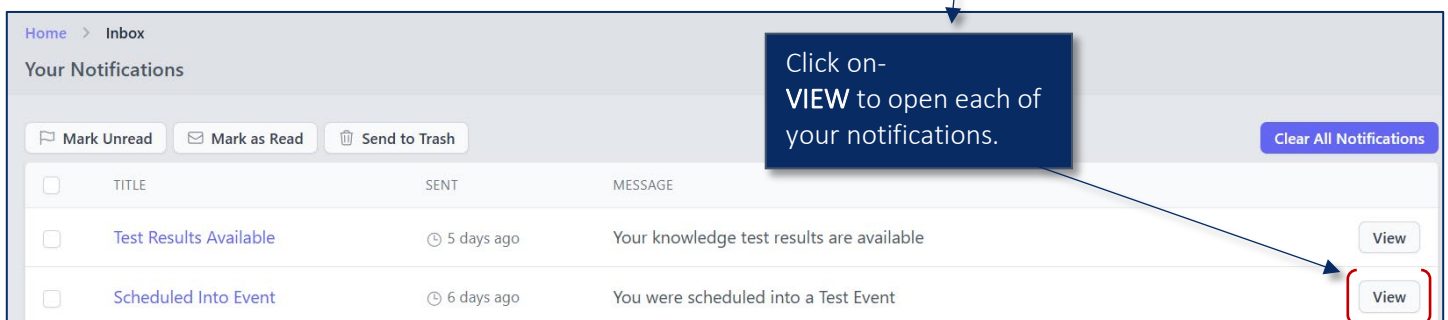
Training History
View your training details and history
[View Your Training History](#)

Testing History
View your testing details and history
[View Your Testing History](#)

Your Profile
View and update your personal and login information
[Manage Your Profile](#)

Downloads
Download instructions, forms, and other documents
[View Downloads](#)

Billing
Manage your billing information
[View Billing Details](#)



Home > Inbox

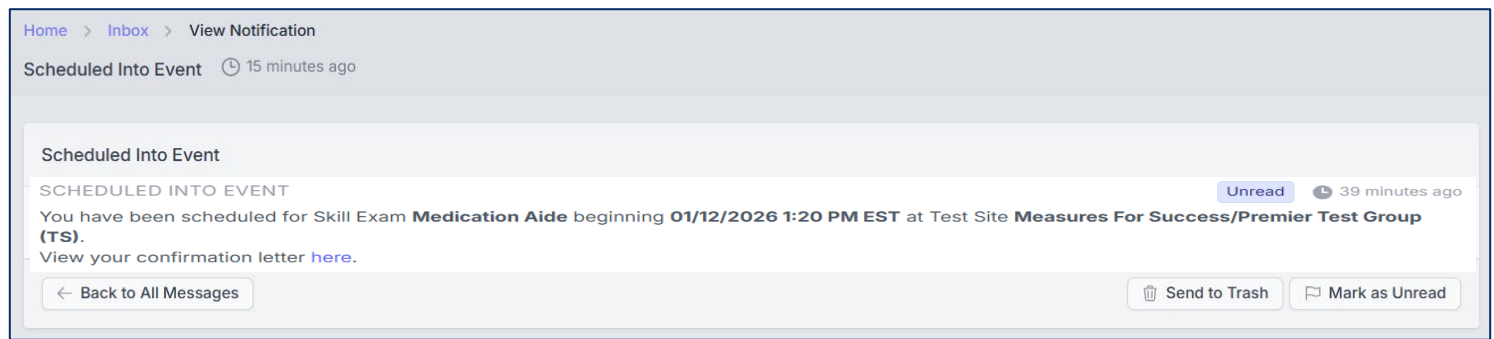
Your Notifications

[Mark Unread](#) [Mark as Read](#) [Send to Trash](#) [Clear All Notifications](#)

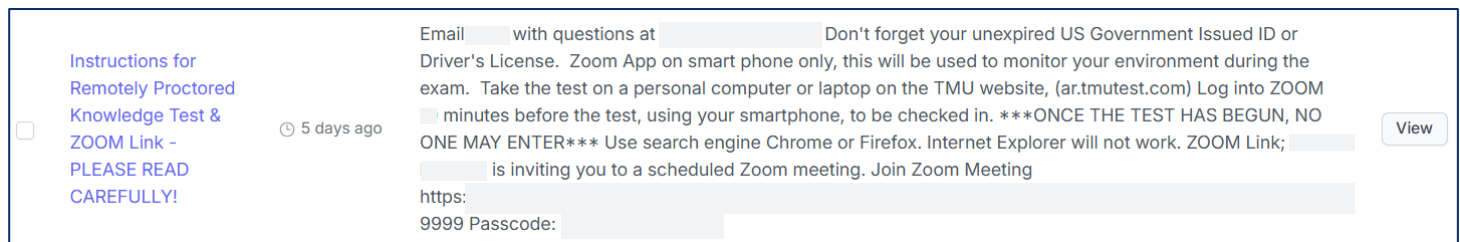
<input type="checkbox"/>	TITLE	SENT	MESSAGE	View
<input type="checkbox"/>	Test Results Available	🕒 5 days ago	Your knowledge test results are available	View
<input type="checkbox"/>	Scheduled Into Event	🕒 6 days ago	You were scheduled into a Test Event	View

Click on- **VIEW** to open each of your notifications.

Notification example when scheduled into a test event:



Notification example if scheduled for a Remotely Proctored Knowledge Exam, showing the type of information received when the Zoom invite is sent:



Test Day

EXAM CHECK IN

You **must** arrive at your confirmed test site waiting area/room **20 minutes in advance** of your scheduled exam start time.

- Testing **begins** promptly at the start time noted on your test confirmation.
- You need to ensure you are at the event in the waiting area/room **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 **must be at the test site waiting area/room for check-in by 7:40AM**.
- If you are scheduled for a remote knowledge exam, please see procedures/policies under '**Remote Knowledge Exam Option**' in the Knowledge Exam section.

Note: If you arrive late, you will not be permitted to take the test.

TESTING ATTIRE

You must be in full clinical attire, which includes:

- Scrubs top and pants
 - Scrubs and shoes can be any color/design
- Clinical shoes
 - Open-toed shoes are not allowed (e.g., flip-flops, sandals)
- Long hair must be pulled back.

- You may bring a standard watch with a second hand.
 - *Smart watches and glasses, activity trackers, or Bluetooth-connected devices **are not allowed**.*

Note: You will not be admitted for testing if you are not wearing full clinical attire and the appropriate clinical shoes. You will be considered a NO SHOW. You will forfeit your testing fees and have to pay for another exam date.

IDENTIFICATION

You must bring a **U.S. GOVERNMENT-ISSUED, PHOTO-BEARING, SIGNED, NON-EXPIRED FORM OF IDENTIFICATION**.

Only original IDs are accepted. Photocopies, images, faxes, emails, screenshots, and electronic or digitally stored forms (for example, Apple or Google Wallet, etc.) of identification **will not be accepted**.

Examples of the forms of non-expired, US government-issued, *signed, acceptable photo IDs are:

- **State-issued Driver's License**
 - * A current/valid temporary paper Michigan Secretary of State driver's license or state ID card without a photo or a Michigan SOS letter that may be issued to a person while they are awaiting their new or renewal photo ID driver's license/state ID card will be accepted.
 - * A temporary ID is accepted if accompanied by an old voided ID. If the Temporary ID misspells the name from the voided ID, the Temporary ID name must match the name in the candidate's TMU© account. If the name changes from the voided ID to the Temporary ID, candidates must bring their name change document to testing (marriage certificate, divorce decree, or petition for name change). **(To reiterate, the candidate's Temporary ID name must match the candidate's name in their TMU© account).**
- **State-issued Identification Card (see notes above)**
- **Signed U.S. Passport (Foreign Passports and Passport Cards are not acceptable)**
 - * *Exception: A signed foreign passport with a US VISA within the passport is acceptable (the VISA does not have a signature)*
- **Permanent Resident Card (Green Card or Alien Registration Card) / Employment-Work Authorization Card issued by the U.S. Citizenship and Immigration Services (USCIS)**
 - * *Accepted without a signature or fingerprint IF ISSUED from January 30, 2023, to the present day. If issued before January 1, 2023, it may contain a fingerprint instead of a signature.*
- **U.S. Military Identification Card**
 - * *Accepted without a signature or fingerprint, but will have a bar code or may contain a fingerprint in place of a signature*

NOTE: School IDs are NOT ACCEPTABLE as identification for testing.

Identification Criteria = U.S. Government-issued, non-expired, *signed, photo-bearing form of identification.

The **FIRST** and **LAST** names listed on your ID presented to the RN Test Observer during check-in at your test event **MUST MATCH THE FIRST AND LAST NAMES** entered in the Michigan nurse aide TMU© database by your training program. You may call D&SDT-HEADMASTER at (888) 401-0462 to confirm that your name of record matches your US government-issued ID, or log in at mi.tmutest.com using your Email or Username and Password to check on or change your demographic information.

If you are testing on-site for both your knowledge exam and skills test, you will be required to re-present your ID when you enter the knowledge test room and when you enter the skills lab. Please keep your ID with you during the entire exam day.

DEMOGRAPHIC UPDATES / CHANGES / CORRECTIONS

Name changes (marriage/divorce, etc.), date of birth changes, social security number corrections, etc., must be verified with appropriate documentation. Please complete the [DEMOGRAPHIC CHANGE/CORRECTION REQUEST FORM](#) and upload your demographic change/correction documentation. The form is under 'APPLICATIONS' on the Michigan TMU© main web page (before you log in to your account), or click on this link: <https://mi.tmutest.com/apply/5>.

INSTRUCTIONS FOR THE KNOWLEDGE, REMOTELY PROCTORED KNOWLEDGE, AND SKILL EXAM

Test instructions for the knowledge and skill exam will be provided in written format in the waiting area when you check in for your test. If you are taking a remotely proctored knowledge exam, the Remotely Proctored Knowledge Exam Instructions can be found in your TMU© account under the Downloads tab (**see paragraph below*).

These instructions detail the process and what you can expect during your exam. Please read the instructions **before** entering the knowledge and skill 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 and Knowledge Test Proctor will ask questions about the instructions you read when entering the testing room.

*The **Knowledge, Remotely Proctored Knowledge, and Skill Exam Instructions** are available under the '**DOWNLOADS**' tab in your TMU© account. Refer to the '[Access the Candidate Handbook and Testing Instructions](#)' section of this handbook.

Testing Policies

The following policies are observed at each test site:

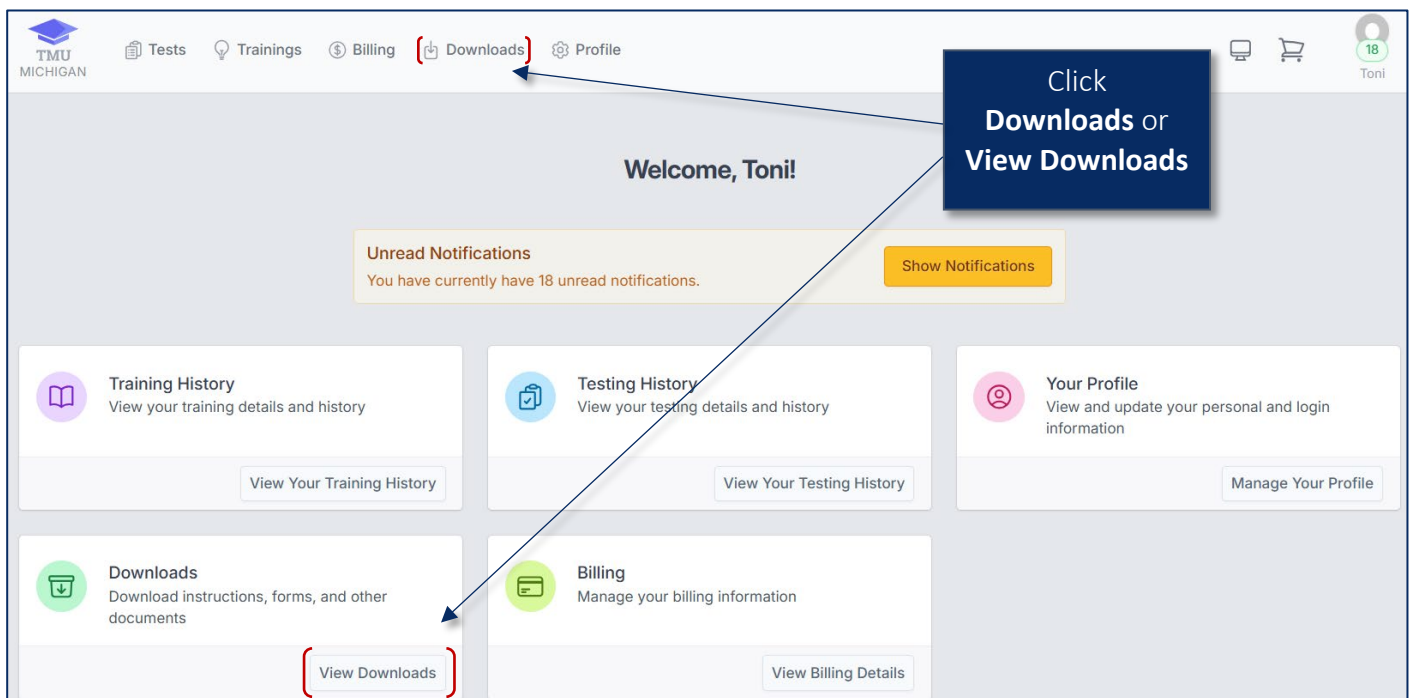
- Make sure you have signed in to your TMU© account at mi.tmutest.com before your test date to update your password and complete your demographic information. Refer to this handbook's '[Complete Your TMU© Account](#)' section for instructions and information.
 - **If you have not signed in and completed/updated 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.**
- Plan to be at the on-site test site for up to five (5) hours in the worst-case scenario.
- Testing begins promptly at the start time noted on your confirmation. You **must** be at the test site waiting area/room to **check in 20 minutes before your scheduled start time** – if your test start time is 8:00AM, you must be at the test site waiting area/room **by 7:40AM**. If you arrive late for your confirmed exam, 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 United States (U.S.) government-issued, *signed, non-expired photo-bearing form of identification, 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 ID 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 do not wear full clinical attire, appropriate shoes, and long hair pulled back and conform to all testing policies, you will not be admitted to the exam, and any exam fees paid *will NOT be refunded*.
- If you are a NO-SHOW status, or you do not show up for your exam day, any test fees paid *will NOT be refunded*. You must repay your testing fees online in your TMU© account using your Email or Username and Password to schedule another exam date. Please refer to the **'No-Show Exceptions'** section.
- **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 either testing room. The testing team will inform you of the designated area to place your personal items, and you are to collect these items when you complete your test(s).
- **ELECTRONIC DEVICES:** Cell phones, smartwatches, fitness monitors, smart glasses, electronic recording devices, and Bluetooth-connected devices are not permitted on or near you in either testing room. The testing team will inform you of the designated area to place your electronic devices, and you are to collect these items when you complete your test(s).
 - All electronic devices must be **turned off**, including smartwatches, smart glasses, fitness monitors, and Bluetooth-connected devices, which must be removed from your wrist or body.
- If you are taking the remotely proctored knowledge exam, please refer to this handbook's **'Remotely Proctored Knowledge Exam Option'** section.
- Anyone caught cheating or using any electronic recording device during testing will be removed from the testing room(s), have their test scored as a failed attempt, forfeit all testing fees, and will be reported to their training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). Please refer to the **Security** section of this handbook for detailed information. You may, however, use personal devices in the waiting area during your free time.
- You are encouraged to bring a jacket, snack, drink, or study material to have while waiting to test.
- Foreign language **translation dictionaries**, translating devices, and non-approved language translators **are not permitted** to be used during testing.
- **Scratch paper** and **basic calculators are not allowed**.
- You may not remove any notes or other materials from the testing room.
- You are not permitted to eat, drink, or smoke (e-cigarettes or vape) during the exam.
- You are not allowed to leave the testing room (knowledge test on-site or remotely proctored room or skills lab) 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.
- Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA). Please refer to the **Security** section of this handbook for detailed information.
- Test sites, RN Test Observers, Knowledge Test Proctors, and Actors are not responsible for the candidate's personal belongings at the test site.
- No visitors, guests, pets (including companion and emotional support animals), or children are allowed.
 - Service animals (a dog that has been individually trained to perform specific tasks for people with disabilities) are allowed. We encourage you to contact D&SDT-HEADMASTER at (888) 401-0462 or via email at michigan@hdmaster.com once you have scheduled a test date, so that we can notify the testing team.

- If you attend your event with guests, pets (including companion or emotional support animals), or children of any age, you will not be permitted to test and will forfeit all testing fees paid.
 - **You may not test if you are ill (sick).** Call D&SDT-HEADMASTER at (888) 401-0462 immediately to reschedule (see the **note** below).
 - **You may not test** if you have any physical limitation (excluding pre-arranged ADAs) that would prevent you from performing your duties as a nurse aide. (Examples: cast, arm/leg braces, crutches, etc.). Call D&SDT-HEADMASTER at (888) 401-0462 immediately if you are on doctor's orders to reschedule (see the **note** below).
- NOTE:** Please see this handbook's '**Reschedule a Test Event**' and '**No-Show Exceptions**' sections.
→ Reschedules will not be granted less than one (1) full business day before a scheduled test date.
- **Please refer to this Michigan MA-C Candidate Handbook before your test day for testing and/or policy updates.**
 - The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.

ACCESS THE CANDIDATE HANDBOOK AND TESTING INSTRUCTIONS

The Candidate Handbook and Testing Instructions can also be accessed within your TMU© account under your 'Downloads' tab.



Downloads

Click **Download** to open the Candidate Handbook and Testing Instructions.

NURSE AIDE: Candidate Handbook V5 January 1, 2025.	Download
PROCTORED KNOWLEDGE EXAM INSTRUCTIONS Scheduled for a Remotely Proctored Knowledge Exam, please read these instructions before your test event. Also, refer to the "Remotely Proctored Knowledge Exam Option" in the Candidate Handbook for required items to take your remotely proctored	Download
NURSE AIDE: Knowledge Exam Instructions Please read these instructions before taking your Knowledge Exam.	Download
NURSE AIDE: Skill Test Instructions Please read these instructions before taking your Skills Test.	Download
MEDICATION AIDE-CERTIFIED: Candidate Handbook	Download
MEDICATION AIDE-CERTIFIED: Knowledge Exam Instructions Please read these instructions before taking your on-site knowledge exam.	Download
MEDICATION AIDE-CERTIFIED: Remotely Proctored Knowledge Exam Instructions Please read these instructions before taking your remotely proctored knowledge exam.	Download
MEDICATION AIDE-CERTIFIED: Skill Test Instructions Please read these instructions before taking your skills test.	Download

Security

Behavioral misconduct or unlawful acts by test candidates are strictly prohibited at any stage of the competency evaluation. Such actions may result in dismissal from the test site, denial of testing privileges, and reporting to your training program and the Michigan Department of Licensing and Regulatory Affairs (LARA).

You will be asked to leave the test site, your test will be stopped and scored as a failed attempt, and you will forfeit any testing fees if you, which may include, but are not limited to, the following circumstances:

- Are caught cheating
- Refuse to follow directions
- Use abusive language or threaten others
- Disrupt the examination environment
- Are visibly impaired
- Engage in unprofessional or aggressive behavior
- Attempt to remove test material, take notes, or copy information
- Give or receive unauthorized help during testing, including using electronic devices (e.g., cell phones, smartwatches, or smart glasses) or navigating to other browsers during your exam

A report of your behavior will be sent to your training program and LARA, and you are subject to legal prosecution to the fullest extent of the law. You may not be eligible to retest for at least 6 months and may need LARA approval to retake the test.

Reschedule a Test Event

All candidates may reschedule for free any time up until one (1) business day before a scheduled test day, excluding Saturdays, Sundays, and holidays.

If you must reschedule your exam date, please do so as soon as possible. You may reschedule an exam date online by signing in to your TMU© account at mi.tmutest.com. (See instructions under ‘**Schedule / Reschedule a Test Event**’.)

- ❖ **Example:** If you are scheduled to take your exam on a Saturday, Sunday, or Monday, you would need to reschedule by the close of business on the Thursday before your scheduled exam. D&SDT-HEADMASTER is open 8:00AM to 8:00PM ET, Monday through Friday, excluding holidays.
- ❖ Please see the ‘**Reschedule a Test Event Screenshots**’ section.

The scheduled test date is on a:	Reschedule before 8:00PM ET/7:00PM CT 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 full business day before 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 you are not interested in taking the Michigan MA-C certification exam.

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 Form](#) on D&SDT-HEADMASTER’s main webpage at www.hdmaster.com at least **one (1) full business day** before your scheduled test event (excluding Saturdays, Sundays and holidays). No phone calls will be accepted.
 - **Example:** If you are scheduled to take your exam on a Friday, you would need to request a refund by submitting the Refund Request Form by the close of business (D&SDT-HEADMASTER is open until 8:00PM ET/7:00PM CT Monday through Friday, excluding holidays) the Wednesday before your scheduled exam.
- 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 paying the original testing fees with D&SDT. Requests for refunds submitted more than 30 days after purchase will not be processed.

NOT SCHEDULED IN A TEST EVENT

- 1) Refund requests must be made within thirty (30) days of the original payment of testing fees with D&SDT. Requests for refunds submitted more than 30 days after purchase will not be processed.
- 2) A refund request for testing fees paid must be made by submitting the [Refund Request Form](#) 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 processing fee.

Unforeseen Circumstances Policy

If an exam date is canceled due to weather or other unforeseen circumstances, 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*) due to an unforeseen circumstance for a test event you are scheduled for, you will be removed from 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/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

See more information under '[No-Show Exceptions](#)'.

No-Show Status

If you are scheduled for your exam and do not show up without notifying D&SDT-HEADMASTER at least one (1) full business day before your scheduled testing event, **excluding** Saturdays, Sundays, and holidays, OR if you are turned away for lack of proper identification, not arriving on time to the test site or any other reason to deem you ineligible to test, you will be considered a **NO-SHOW status**. You will forfeit all fees paid and must pay a new testing fee to schedule a new test event.

A NO-SHOW status will exist if a reschedule is not done or received before the one (1) full business day preceding a scheduled test event, excluding Saturdays, Sundays, and holidays (see examples under Reschedule a Test Event). 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, **provided the required documentation is received within the appropriate time frames outlined below.**

⇒ Complete, upload the required documentation, and submit (within the required time frames outlined below) the **No Show Exception Form** available on the Michigan TMU© main page under 'APPLICATIONS', or click this link:

<https://mi.tmutest.com/apply/16>

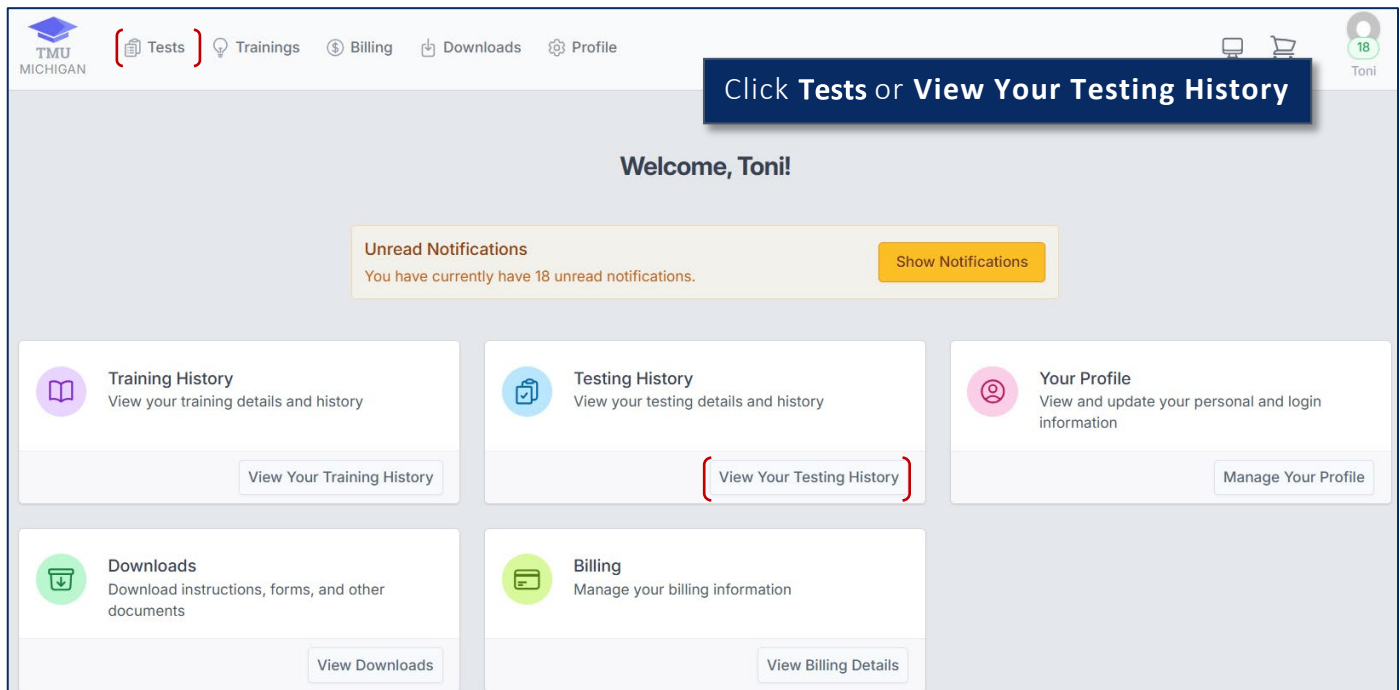
- **Car breakdown or accident:** D&SDT-HEADMASTER must be contacted via phone call, fax, or email within one business day. A tow bill, police report, or other appropriate documentation showing your name and the provider of the service name must be submitted within **three (3) business days** of the exam 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 via phone call, fax, or email within one business day. 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 via phone, fax, or email within one business day. A doctor's note showing your name and the provider of the service name, or on the provider's letterhead, 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 via phone call, fax, or email within one business day. An immediate family obituary or letter on your behalf from the funeral home showing your name must only 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. (The immediate family includes the parent, grandparent, great-grandparent, sibling, children, spouse, or significant other.)
- **Remotely proctored testing issues:** D&SDT-HEADMASTER must be contacted via phone, fax, or email within one business day. Appropriate documentation showing your name and the provider of the service name 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.
 - **Internet outage or issue:** Documentation showing your name and the provider of the service name from the Internet provider, showing the outage date and times.
 - **Computer or cell phone issue:** If the computer or cell phone fails to work, documentation from a computer repair technician/shop or other appropriate documentation showing your name and the provider of the service is required.

Candidate Feedback – Exit Survey

Candidates can complete an exit survey via a link when checking their test results in their TMU© account. The survey is confidential and will not affect the outcome of any test. You are encouraged to complete the survey with honest feedback on the examination process to help improve it.

Exam Results

After you have completed the Knowledge and Skill Exams, your exams will be officially scored and double-checked. Official test results are available to you the day exams are scored after 8:00PM ET. You can access your test results online in your TMU© record at mi.tmutest.com.



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

Scheduling

Exam	Status	Reason
Certified Nurse Aide Knowledge	Not Eligible	<div>Under Actions, click the drop-down menu and then click Details to view your results, or click Print Test Results to get a hard copy of your results.</div>
Medication Aide Knowledge	Not Eligible	
Certified Nurse Aide Skill	Not Eligible	
Medication Aide Skill	Not Eligible	
		Hold / invalid record status


Pretest Scheduling


Pretest	Eligibility
Medication Aide Training Pretest Skill	Not Eligible
Hold / invalid record status	

Testing History

Please take our satisfaction survey

Test Date	Exam	Test Site	Status	
12/08/2025 4:00 PM EST	Medication Aide Knowledge	REMOTELY PROCTORED KNOWLEDGE TEST (TS) REMOTE PROCTOR, MI	Passed	<div>Actions</div>

 Details

 Print Test Results

Sample Knowledge Exam Test Results:

[← Back](#)

HEADMASTER, LLP

P.O. BOX 6609, HELENA, MT 59604-6609

800-393-8664 — FAX: 406-442-3357 WWW.HDMASTER.COM

MICHIGAN MEDICATION AIDE EXAM RESULTS REPORT

BEST STUDENT

100 Great Lane

Gaylord, MI 49735

IMPORTANT TEST RESULTS

TEST DATE: Wednesday, January 8, 2025

Dear Best,

You have **passed** the knowledge portion of the Medication Aide exam.

Your overall knowledge test score is 86.00%.

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	79%
Allowable Routes	100%
Regulation of Controlled Substances	100%
Medication Administration	88%
Documentation	100%
Error Reporting	100%
Role/Responsibilities	100%
Terminology	75%
State Regulations	58%

Vocabulary words to study: dermatological medication, oxygen, antimicrobials, digoxin, adverse reaction, nitrofurantoin (Furadantine), ophthalmic medications

Print

Sample Skill test results:

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MICHIGAN MEDICATION AIDE EXAM RESULTS REPORT

BEST STUDENT
100 Great Lane
Gaylord, MI 49735

IMPORTANT TEST RESULTS
TEST DATE: Wednesday, July 23, 2025

Dear Best,

You have **failed** the skill portion of the Medication Aide exam.
You must correctly perform all of the **key steps** and **80%** of all non-key steps on each assigned task to pass the skill test.

A passing score **does not** imply certification. You must verify on the registry.

Any weaknesses indicated in your test results are listed below:

Skill Exam Incomplete Steps

Oral Liquid / Topical Ointment Medication Administration
Applies ointment with gloved hand to rig...
Candidate uses hand sanitizer to clean h...

Oral Tablet / Eye Drop Medication Administration
Documents administration on the medicati...
Closes the MAR.
Places call light within reach or verbal...
Candidate uses hand sanitizer to clean h...

Manual Skill Task(s) Failed: Oral Tablet / Eye Drop Medication Administration

Test Attempts

You have **unlimited attempts** to pass the knowledge and skill test portions of the exam.

Retaking the MA-C Exam

In the event that your test results inform you that you failed the knowledge and/or skill portion of the examination, and when you want to apply for a retest, you will need to pay for the portion that you failed before you can schedule an exam date.

You can schedule a test or re-test online by signing in to your TMU© record at mi.tmutest.com. (See screenshots under the **'Schedule/Reschedule into a Test Event'** section for rescheduling instructions.)

You will need to pay with a Visa, Mastercard, or debit/credit card before you can schedule.

Call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, Monday through Friday, excluding holidays, for assistance. We can assist you with scheduling a test or retest date, provided your fees have been paid.

Test Review Requests

You may request a review of your test results or dispute any other testing condition. The purpose of this review process is to ensure fairness and accuracy in the evaluation of your test.

***PLEASE READ BEFORE FILLING OUT THE TEST REVIEW REQUEST:** Please call D&SDT-HEADMASTER at (888) 401-0462 during regular business hours, Monday through Friday, 8:00AM to 8:00PM ET/7:00AM to 7:00PM CT, excluding Saturdays, Sundays, and holidays, and discuss the test outcome you are questioning before committing to sending the \$25 test review request deposit fee. Once you have further details about the scoring of your test, you will often understand the scoring process and learn how to 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.

There is a \$25 non-refundable test review deposit fee. To request a review, complete the [Test Review Request and Payment Application](#), available on the Michigan TMU© main page, under 'APPLICATIONS' (before you log in to your account) at mi.tmutest.com. Test Review Requests must be received **within three (3) business days from the official scoring of your test** (excluding Saturdays, Sundays, and holidays). Late requests will be denied and will not be considered.

Since one qualification for certification as a medication aide in Michigan is demonstrated by examination of minimum medication aide knowledge and skills, the likely outcome of your review will determine who may pay for any re-tests granted. If, after investigation, the review finding is in your favor, you will be refunded the \$25 test review deposit. If the findings of the review are *not in your favor*, the \$25 test review deposit will stand, and the fee is non-refundable.

D&SDT-HEADMASTER will review your detailed recollection and your knowledge test markings, in addition to reviewing markings or notations recorded by the RN Test Observer at the time of your test. D&SDT-HEADMASTER will review your detailed recollection, your knowledge test markings, and any skill task measurements you recorded at the time of your test, in addition to reviewing markings, notations, and measurements recorded by the RN Test Observer at the time of your test. We will interview the RN Test Observer, Actor, 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, Actor, 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 will only discuss test results or test disputes with the candidate. D&SDT-HEADMASTER will not review test results or disputes with instructors/education training programs, family members, or anyone else on behalf of the candidate.

D&SDT-HEADMASTER will complete your review request within ten (10) business days of receiving it in a timely manner. D&SDT-HEADMASTER will send the review results to your email address and the Michigan Department of Licensing and Regulatory Affairs (LARA).

THE KNOWLEDGE EXAM

Knowledge Exam Content

The knowledge exam consists of **50** multiple-choice questions. Questions are selected from subject areas aligned with the Michigan LARA-approved test plan and include all required categories defined in federal regulations. The subject areas and the number of questions for each are shown below.

SUBJECT AREAS

Effective January 19th, 2026, the Knowledge Exam Content will consist of the following Subject Areas and updated Number of Questions from each subject area:

SUBJECT AREAS	NUMBER OF QUESTIONS
Allowable Routes	2 ↑ 3
Documentation	2
Error Reporting	2
Medication Administration	10
Medication Effects	10
Regulation of Controlled Substances	4 ↓ 2
Role and Responsibility	8
Six Rights of Medication Administration	6
State Regulations	2 ↑ 3
Terminology	4

Knowledge Exam Information

The Knowledge Test Proctor will hand out materials and give instructions for taking the Knowledge Exam. You will have **60 minutes** to complete the **50-question** exam. The multiple-choice questions will be presented to you, one at a time, on the computer screen to select answers A, B, C, or D. You can navigate through the exam questions with the previous and next buttons. 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 knowledge exam.

All Michigan test sites utilize electronic TMU© testing using Internet-connected computers. The knowledge exam portion of your exam will be displayed on a computer screen for you to read and key/tap or click on 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.

TRANSLATION DICTIONARIES

Language translation dictionaries, devices, or non-approved language translators in any format **are not allowed**.

SCRATCH PAPER AND BASIC CALCULATORS

Scratch paper and basic calculators are not allowed for either the on-site/in-person knowledge exam and skill test or the remotely proctored knowledge exam.

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 Michigan License and Regulatory Agency (LARA).

Remotely Proctored Knowledge Exam Option

You can take the knowledge exam with a remote proctor from home.

REMOTELY PROCTORED KNOWLEDGE EXAM CANDIDATE REQUIREMENTS

Candidates must have:

- An updated version of Google Chrome as your Internet browser.
 - **TMU® does not support Internet Explorer.**
- A reliable Internet (Wi-Fi) connection.
- A personal computer/tablet/laptop to log into TMU® to access the knowledge exam.
- **Your Email or Username and Password to take the remotely proctored TMU® Knowledge exam. The remote Proctor will provide you with a 'code' to start your test.**
- A smartphone to access the 'video conferencing app' (for example, Zoom, etc.) that you **must download**.
 - An email will be sent to you and in your notifications (in your TMU® account) with information about the 'video conferencing app' (for example, Zoom, etc.) you will need to download before test day.
 - The night before your scheduled remotely proctored knowledge exam, you will be emailed, along with a notification (in your TMU® account), a reminder with the password-protected link to join the test event.
- During your test, your smartphone must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
- You may not use a video filter, such as a background or blurring your screen.
- **IMPORTANT NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

SCHEDULE A REMOTELY PROCTORED KNOWLEDGE EXAM

You will need to sign in to your TMU© account using your Username or Email and Password and follow the instructions to **'Schedule / Reschedule a Test Event'**. Please ensure you have met the **'Remotely Proctored Knowledge Exam Candidate Requirements'** listed above before scheduling a remotely proctored knowledge exam.

- The test site location for a remotely proctored knowledge exam will be **'Remotely Proctored Knowledge Testing Site'**.
- Once scheduled, a test confirmation will be sent via email and/or text. A notification will be generated in your TMU© account for you to view (see the **'Schedule / Reschedule a Test Event'**, **'Test Confirmation Letter'**, and the **'View your TMU© Notifications'** section for information to access your test confirmation.)
- Instructions and the link to download the 'video conferencing app' (for example, Zoom, etc.), including the meeting ID and Password for the remotely proctored knowledge event you are scheduled for, will be emailed to you and in your notifications.
 - Remember, for this information, check your **'NOTIFICATIONS'** under your profile pic in your TMU© account. Please refer to the **'View your TMU© Notifications'** section.

Please call D&SDT-HEADMASTER at (888) 401-0462 if you have any questions or concerns or need assistance scheduling a remotely proctored knowledge exam.

REMOTELY PROCTORED KNOWLEDGE EXAM INSTRUCTIONS

It is important that you read the Remotely Proctored Knowledge Exam Instructions before signing in to your remotely proctored knowledge exam. Please see the instructions for the Remotely Proctored Knowledge Exam under **'Access the Candidate Handbook and Testing Instructions'**.

REMOTELY PROCTORED KNOWLEDGE EXAM CHECK-IN

- You must be signed in to the remotely proctored exam link (for example, Zoom, etc., waiting room) **20 minutes in advance** of the start time listed on your test confirmation for the check-in process with the remote test proctor. The remote test proctor will allow you access to the test event. If you are not signed into the remotely proctored exam waiting room 20 minutes in advance of the start time listed on your test confirmation, you will not be allowed to test, considered a No Show, forfeit your testing fees paid, and have to pay for another test date.
- You must show your mandatory forms of identification to the remote Proctor at check-in before starting your remotely proctored knowledge exam. Please see the **'Identification'** section for specifics.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- You must show your surroundings/entire room to the remote Proctor during check-in before starting your remotely proctored knowledge exam.
 - Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- Then, you must position your smartphone so the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - *You may not use a video filter, such as a background or blurring your screen.*
- **NOTE:** On testing day, you will not be allowed to receive any assistance with your setup from anyone in your environment (room/area).

- Failure to adhere to any of these remote testing conditions will require the remote Proctor to stop your test, which will be scored as a failed attempt.

REMOTELY PROCTORED KNOWLEDGE EXAM POLICIES

All **'Testing Policies'** and **'Security'** measures are followed during the remotely proctored knowledge exam. Please refer to those sections for information.

- On testing day, you **will not be allowed to receive any assistance with your setup** from anyone in your environment (room/area). **If someone else is in the room with you, the remote Proctor will remove you from the meeting, and you will be considered a no-show status.** You will forfeit any testing fees paid and must repay to reschedule a new test.
- You must be **alone (by yourself during the entire time while testing)** in a quiet, isolated, secured room/area free of distractions, interruptions, and other people, children, or pets.
- Along with showing the remote Proctor your surroundings/entire room during check-in, the remote Proctor may also ask you to show your room/entire surroundings at any time during your test.
- During your test, your smartphone must be positioned so that the remote Proctor can clearly see you, your keyboard, mouse (if used), and the entire screen of your computer/tablet/laptop.
 - *You may not use a video filter, such as a background or blurring your screen.*
- The 'video conferencing app' (for example, Zoom, etc.) link must be maintained during the entire knowledge exam.
 - If the 'video conferencing app' (for example, Zoom, etc.) connection is lost, you must immediately reconnect, or you will be disconnected from the test event by the remote Proctor, and your test will be scored as a failed attempt.
- Your device must **not be muted** during testing so that the remote Proctor can hear if there are any distractions or other interruptions during your test. **REMEMBER:** You need to test in an isolated, secure room/area that is free of distractions and interruptions, just like you would *in the knowledge test room at a test site*.
- If the remote Proctor has any inclination that you are cheating or not following instructions, your test will be ended and scored as a failed attempt.
- Please see the information on remotely proctored testing issues under the **'No-Show Exceptions'** section.
- **TRANSLATION DICTIONARIES:** Language translation dictionaries, devices, or non-approved language translators in any format **are not allowed**.
- **SCRATCH PAPER AND BASIC CALCULATORS:** Scratch paper and basic calculators **are not allowed**.

Failure to adhere to any of these remote testing conditions/policies will require the remote Proctor to stop your test, which will be scored as a failed attempt.

Sample Questions

Candidates may also purchase randomly generated complete medication aide practice tests. A mastery-learning method is used, and each practice test will be unique. This means candidates must get the question they are

attempting correct before they may move on to the next question. A first attempt percentage score and vocabulary feedback are supplied upon completion of the practice test. A list of vocabulary words to study is provided at the end of each test. Single- or group-purchase plans are available at www.hdmaster.com.

The following are a sample of the kinds of questions that you will find on the knowledge exam.

1. The medication aide cannot have access to:
 - a. drug reference materials and dictionaries
 - b. keys to a medication cart where schedule II controlled substances are stored
 - c. the resident's record
 - d. a copy of their medication skills checklist
2. If a resident refuses to take the medication you bring to them, you should
 - a. make a mental note and plan to come back and try again later
 - b. try to get the resident to take their medication anyway
 - c. leave the medication on the resident's bedside stand and instruct them to take it later
 - d. document the refusal and report it to the nurse

ANSWERS: 1-B 2-D

THE MANUAL SKILL TEST

The purpose of the Skill Test is to evaluate your performance when demonstrating Michigan-approved medication aide skill tasks. You will find a complete list of skill tasks in this handbook.

- You will be shown the relaxation area and where to place your personal belongings.
- You will be asked to re-present your ID that you showed the RN Test Observer at check-in.
- Be sure you understand all instructions you read while in the waiting area before you begin your skill task demonstrations. You may not ask questions once the Skill Test begins and the timer starts. Once the Skill Test begins, the RN Test Observer may not answer questions.
- Two (2) medication administration tasks will be randomly selected from the list of skill tasks for you to perform as your skill test.
- Each of your randomly selected tasks will have scenarios associated with it. The scenarios will be read to you by the RN Test Observer immediately before you are asked to do each task.
- After hearing a scenario, you will open and use the MAR to determine what medications to obtain from the locked medication box or locked controlled substance file box.
 - *You will administer the medications obtained to a live resident actor.*
- You will be allowed a maximum of **twenty-five (25) minutes** to complete the two medication administration tasks. After 10 minutes have elapsed, you will be alerted that 15 minutes remain.

- Listen carefully to all instructions given by the RN Test Observer. You may request to have any of the scenarios repeated **at any time** during your Skill Test up until you run out of time or tell the RN Test Observer that you are finished with your skill task demonstrations.
- You must correctly perform all of the **key** steps (in bold font) and **80%** of all non-key steps on all medication administrations assigned in order to pass the Skill Test.
- If you believe you made a mistake while performing a task, say so.
 - *You will need to demonstrate the step or steps on the task you believe you performed incorrectly for the correction to be noted for the step.*
- You may repeat or correct **any step** or **steps** on any task you believe you have performed incorrectly at **any time** during your allotted twenty-five (25) minutes or until you tell the RN Test Observer you are finished with the Skill Test.

Skills Task Listing

Each step must be performed and demonstrated during your skill test to receive credit.

The steps listed for each task are those required for a medication aide candidate to successfully demonstrate minimum proficiency on the skill for the RN Test Observer. You will be scored only on the steps listed. If you fail a single task, you will have to take another skill test with two tasks on it. The skill tasks included on your Skill Test are randomly chosen so that every Skill Test is comparable in difficulty and average length of time to complete.

The RN Test Observer will observe your demonstrations of your medication administration tasks and record what they see you do. D&SDT-HEADMASTER scoring teams will officially score and double-check your test.

Please note: The skill task steps included in this handbook are offered as guidelines to help prepare candidates for the Michigan medication aide skill test, and the steps included herein are not intended to be used to provide complete care that would be all-inclusive of best care practiced in an actual work setting.

TASK 1: EAR DROPS / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) **Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) **Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining correct medication from the medication cart.**
- 6) **Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens container or pops medication from bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Puts the correct number of tablets into the medication cup.
- 10) Does not touch the medication.

- 11) Replaces lid, if applicable.
- 12) Replaces all unused medication back in the medication cart.
- 13) Locks the medication cart and closes the MAR.
- 14) Greets the resident and introduces self as a Medication Aide.
- 15) **Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 16) Explains the procedure.
- 17) Verbalizes privacy as privacy is provided.
- 18) Gives the resident a glass of water and assists the resident in taking the medication from the medication cup.
- 19) Lowers the head of the bed.
- 20) Shake the medication before use.
- 21) Head is turned toward the correct side with the correct ear upward.
- 22) Holds the external ear flap and pulls it up and back.
- 23) **Instills the correct number of drops of medication into the correct ear.**
- 24) Ensures that the dropper tip does not touch the inside of the ear canal.
- 25) Instructs the resident not to move their head for a few minutes.
- 26) **Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 27) **Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 28) Returns medication to the medication cart and locks the medication cart.
- 29) **Documents administration on the MAR for the correct day.**
- 30) **Documents administration on the MAR for the correct time.**
- 31) **Initials MAR.**
- 32) Signs MAR.
- 33) Closes MAR.
- 34) Maintains interpersonal communications with the resident during administration.
- 35) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 36) Uses hand sanitizer to clean hands.

TASK 2: EYE DROPS / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) Obtains the correct medications from the medication cart.
- 5) **Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 6) **Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 7) **Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 8) **Medications selected are for the correct time.**
- 9) **Medications selected are for the correct routes.**
- 10) Opens the container.
- 11) Does not contaminate the lid.
- 12) Puts the correct number of tablets into the medication cup without touching the medication.
- 13) Locks the medication cart and closes the MAR.

- 14) Greets the resident and introduces self as a Medication Aide.
- 15) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 16) Explains the procedure.
- 17) Verbalizes privacy as privacy is provided.
- 18) Gives the resident a glass of water and assists the resident in taking the medication from the medication cup.
- 19) Gently tilts the resident's head back with the chin up.
- 20) Pulls down on the lower eyelid of the correct eye, making a pocket.
- 21) Asks the resident to look up toward the forehead.
- 22) Instills the correct number of drops of medication into the pocket.**
- 23) Ensures the dropper tip does not touch the eye.**
- 24) Uses tissue to remove any excess fluid from around the eye.
- 25) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 26) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 27) Returns medication to the medication cart and locks the medication cart.
- 28) Documents administration on the MAR for the correct day.**
- 29) Documents administration on the MAR for the correct time.**
- 30) Initials MAR.**
- 31) Signs MAR.
- 32) Closes MAR.
- 33) Maintains interpersonal communications with the resident during administration.
- 34) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 35) Uses hand sanitizer to clean hands.

TASK 3: NASAL SPRAY / TABLET ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens container, or pops medication from bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Pours the correct number of tablets into the medication cup without touching the medication.**
- 10) Replaces lid, if applicable.
- 11) Replaces all unused medication back in the medication cart.
- 12) Locks the medication cart and closes the MAR.
- 13) Greets the resident and introduces self as a Medication Aide.
- 14) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 15) Explains the procedure.
- 16) Verbalizes privacy as privacy is provided.

- 17) Gives the resident a glass of water and assists the resident in taking the medication from the medication cup.
- 18) Has the resident blown their nose.
- 19) Tilts the resident's head back.
- 20) Instructs the resident to hold their head back.
- 21) Administers the correct number of sprays of medication in the correct nostril only.
- 22) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 23) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 24) Returns medication to the medication cart and locks the medication cart.
- 25) Documents administration on the MAR for the correct day.**
- 26) Documents administration on the MAR for the correct time.**
- 27) Initials MAR.**
- 28) Signs MAR.
- 29) Closes MAR.
- 30) Maintains interpersonal communications during administration.
- 31) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 32) Uses hand sanitizer to clean hands.

TASK 4: ORAL CAPSULE ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens first container, or pops medication from bubble pack.
- 8) Does not contaminate the lid, if applicable.
- 9) Puts the correct number of capsules into the medication cup.
- 10) Does not touch the medication.
- 11) Opens the second container, or pops medication from the bubble pack.
- 12) Does not contaminate the lid, if applicable.
- 13) Puts the correct number of capsules into the medication cup.
- 14) Does not touch the medication.
- 15) Replaces lid(s) on medication bottles, if applicable.
- 16) Returns unused medication to the medication cart.
- 17) Locks the medication cart and closes the MAR.
- 18) Greets the resident and introduces self as a Medication Aide.
- 19) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 20) Explains the procedure.
- 21) Verbalizes privacy as privacy is provided.
- 22) Gives the resident a glass of water and assists the resident in taking the medication one capsule at a time.
- 23) Stays with the resident until the medication has been swallowed.

- 24) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 25) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 26) Documents administration on the MAR on the correct day.**
- 27) Documents administration on the MAR for the correct time.**
- 28) Initials MAR.**
- 29) Signs MAR.
- 30) Closes MAR.
- 31) Maintains interpersonal communications during administration.
- 32) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 33) Uses hand sanitizer to clean hands.

TASK 5: ORAL LIQUID / EAR DROPS ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Unlocks the medication cart.
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 7) Opens the container.
- 8) Does not contaminate the lid.
- 9) Sets medication cup on a level surface.
- 10) Pours the correct amount of medication into the medication cup.**
- 11) Checks for the correct amount of medication at eye level.
- 12) Replaces lid.
- 13) Returns unused medication to the medication cart.
- 14) Locks the medication cart and closes the MAR.
- 15) Greets the resident and introduces self as a Medication Aide.
- 16) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 17) Explains the procedure.
- 18) Verbalizes privacy as privacy is provided.
- 19) Assists the resident in taking the liquid medication.
- 20) Lowers the head of the bed.
- 21) Assists the resident in turning the head to the correct side with the correct ear upward.
- 22) Holds the external ear flap and pulls it up and back.
- 23) Instills the correct number of drops of medication into the ear.**
- 24) Ensures that the dropper tip does not touch the inside of the ear canal.
- 25) Instructs the resident not to move their head for a few minutes.
- 26) Returns the medication to the medication cart.
- 27) Locks the medication cart.
- 28) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 29) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 30) Documents administration on the MAR on the correct day.**

31) Documents administration on the MAR for the correct time.

32) Initials MAR.

33) Signs MAR.

34) Closes MAR.

35) Maintains interpersonal communications with the resident during administration.

36) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.

37) Uses hand sanitizer to clean hands.

TASK 6: ORAL LIQUID / TOPICAL OINTMENT ADMINISTRATION

1) Uses hand sanitizer to clean hands.

2) Opens MAR.

3) Unlocks the medication cart.

4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.

5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.

6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.

7) Opens liquid medication container.

8) Does not contaminate the lid.

9) Sets medication cup on a level surface.

10) Pours the correct amount of medication into the medication cup.

11) Replaces lid.

12) Checks for the correct amount of medication in the medication cup at eye level.

13) Returns unused medication to the medication cart.

14) Locks the medication cart and closes the MAR.

15) Greets the resident and introduces self as a Medication Aide.

16) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.

17) Explains the procedure.

18) Verbalizes privacy as privacy is provided.

19) Assists the resident in taking the medication from the medication cup.

20) Inspects the resident's correct forearm skin area where the medication is to be applied.

21) Puts on at least one glove.

22) Opens the container.

23) Does not contaminate the lid.

24) Applies ointment with gloved hand to the resident's correct forearm.

25) Spreads the ointment to cover the entire area that is to be treated.

26) Replaces ointment lid.

27) Removes glove(s) turning inside out.

28) Discards glove(s) in the appropriate container.

29) Uses hand sanitizer to clean hands.

30) Medication(s) selected support the five rights (drug, time, dose, resident, and route).

31) Medication(s) administered support the five rights (drug, time, dose, resident, and route).

32) Returns the ointment to the medication cart.

33) Locks the medication cart.

34) Documents administration on the MAR on the correct day.

35) Documents administration on the MAR for the correct time.

36) Initials MAR.

37) Signs MAR.

38) Closes MAR.

39) Maintains interpersonal communications with the resident during administration.

40) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.

41) Uses hand sanitizer to clean hands.

TASK 7: ORAL TABLET / EYE DROP ADMINISTRATION

1) Uses hand sanitizer to clean hands.

2) Opens MAR.

3) Unlocks the medication cart.

4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.

5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.

6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.

7) Greets the resident and identifies self as a Medication Aide.

8) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.

9) Explains the procedure.

10) Verbalizes privacy as privacy is provided.

11) Listens to the apical heart rate for 60 seconds with a teaching stethoscope.

12) Records apical heart rate on the MAR.

13) Recorded heart rate is within 5 beats of the RN Test Observer's recorded heart rate.

14) Verbalizes whether or not to proceed with the medication administration based upon the heart rate obtained.

15) If proceeds, obtains the correct medication(s) from the medication cart.

16) If proceeds with administration, opens the container or pops from the bubble pack.

17) If proceeds, does not contaminate the lid, if applicable.

18) If proceeds with administration, puts the correct number of tablet(s) in the medication cup.

19) If proceeds with administration, does not touch the medication.

20) Locks the medication cart and closes the MAR.

21) If proceeds with administration, gives the resident a glass of water.

22) If proceeds with administration, assists the resident in taking the medication from the medication cup.

23) Gently tilts the resident's head back with the chin up.

24) Pulls down on the lower eyelid of the correct eye, making a pocket.

25) Asks the resident to look up toward the forehead.

26) Instills the correct number of drops of medication into the pocket.

27) Ensures that the dropper tip does not touch the eye.

28) Uses tissue to remove any excess fluid from around the eye.

29) Returns eye dropper bottle to the medication cart.

30) Locks the medication cart.

31) Medication(s) selected support the five rights (drug, time, dose, resident, and route).

32) Medication(s) administered support the five rights (drug, time, dose, resident, and route).

33) Documents administration on the MAR on the correct day.

34) Documents administration on the MAR for the correct time.

35) Initials MAR.

36) Signs MAR.

37) Closes MAR.

38) Maintains interpersonal communications during administration.

39) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.

40) Uses hand sanitizer to clean hands.

TASK 8: TOPICAL OINTMENT / ORAL CAPSULE MEDICATION ADMINISTRATION

1) Uses hand sanitizer to clean hands.

2) Opens MAR.

3) Unlocks the medication cart.

4) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.

5) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.

6) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.

7) Opens the container or pops medication from the bubble pack.

8) Does not contaminate the lid, if applicable.

9) Puts the correct number of capsules in the medication cup.

10) Does not touch the medication.

11) Returns unused medication to the medication cart.

12) Locks the medication cart and closes the MAR.

13) Greets the resident and introduces self as a Medication Aide.

14) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.

15) Explains the procedure.

16) Verbalizes privacy as privacy is provided.

17) Gives the resident a glass of water and assists the resident in taking the medication from the medication cup.

18) Inspects the resident's correct forearm skin area where the medication is to be applied.

19) Puts on at least one glove.

20) Opens the container.

21) Does not contaminate the lid.

22) Applies ointment with gloved hand to the resident's correct forearm.

23) Spreads the ointment to cover the entire area that is to be treated.

24) Replaces lid.

25) Removes glove(s) turning inside out.

26) Discards glove(s) in an appropriate container.

27) Uses hand sanitizer to clean hands.

28) Returns the ointment tube to the medication cart.

29) Locks the medication cart.

30) Medication(s) selected support the five rights (drug, time, dose, resident, and route).

- 31) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 32) Documents administration on the MAR on the correct day.**
- 33) Documents administration on the MAR for the correct time.**
- 34) Initials MAR.**
- 35) Signs MAR.
- 36) Closes MAR.
- 37) Maintains interpersonal communications during administration.
- 38) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 39) Uses hand sanitizer to clean hands.

TASK 9: TOPICAL SPRAY MEDICATION / UNIT DOSE ADMINISTRATION

- 1) Uses hand sanitizer to clean hands.
- 2) Opens MAR.
- 3) Verbally identifies all five rights (drug, time, dose, resident, and route) to the correct resident's MAR.**
- 4) Verbally identifies all five rights (drug, time, dose, resident, and route) while obtaining the correct medication from the medication cart.**
- 5) Verbally identifies all five rights (drug, time, dose, resident, and route) while comparing each drug label to the correct resident's MAR.**
- 6) Greets the resident and introduces oneself as a Medication Aide.
- 7) Verbalizes the right resident while using an appropriate method of identification, i.e., picture, wrist band, or facility-appropriate method of identification.**
- 8) Explains the procedure.
- 9) Verbalizes privacy as privacy is provided.
- 10) Listens to the apical heart rate for 60 seconds with a teaching stethoscope.
- 11) Records apical heart rate on the MAR.
- 12) Recorded heart rate is within 5 beats of the RN Test Observer's recorded heart rate.**
- 13) Verbalizes whether or not to proceed with the medication administration based upon the heart rate obtained.**
- 14) Administers the medication if the heart rate is at an appropriate level.**
- 15) Unlocks the medication cart.
- 16) If proceeds with administration, opens the container or pops from the bubble pack.
- 17) If proceeds with administration, does not contaminate the lid, if applicable.
- 18) If proceeds with administration, puts the correct amount of medication in the medication cup.
- 19) If proceeds with administration, does not touch the medication.
- 20) If proceeds with administration, replaces lid, if applicable.
- 21) Returns unused medication(s) to the medication cart.
- 22) Locks the medication cart and closes the MAR.
- 23) If proceeds with administration, gives the resident a glass of water.
- 24) If proceeds with administration, assists the resident in taking the medication from the medication cup.
- 25) Puts on at least one glove.
- 26) Inspects the resident's right forearm skin area where medication is to be applied.
- 27) Instructs the resident to turn their face away while spraying.
- 28) Spray the correct amount of medication on the resident's right forearm.
- 29) Removes glove(s) turning inside out.
- 30) Discards glove(s) in an appropriate container.

- 31) Uses hand sanitizer to clean hands.
- 32) Returns the spray bottle to the medication cart.
- 33) Locks the medication cart.
- 34) Medication(s) selected support the five rights (drug, time, dose, resident, and route).**
- 35) Medication(s) administered support the five rights (drug, time, dose, resident, and route).**
- 36) Documents administration on the MAR on the correct day.**
- 37) Documents administration on the MAR for the correct time.**
- 38) Initials MAR.**
- 39) Signs MAR.
- 40) Closes MAR.
- 41) Maintains interpersonal communications with the resident during administration.
- 42) Places the call light within reach, or verbalizes verification of the call light for wrist/necklace call devices.
- 43) Uses hand sanitizer to clean hands.

KNOWLEDGE EXAM VOCABULARY LIST

911	antibiotic	blood pressure
abbreviation	anticholinergics	body systems
absorption	anticoagulant	brain
abuse	anticonvulsants	broad-spectrum antibiotics
ac	antidepressant	bronchodilators
acetaminophen	antidote	burn prevention
acid	antiemetic	BuSpar
administering medication	antigout medications	cardiac
administration	antihistamines	cardiovascular drugs
administration protocols	antihypertensives	carisoprodol
adverse effect	antimicrobials	catapres (clonidine)
adverse reaction	antineoplastics	cecum
Advil	antipruritic	central nervous system
aging	antipsychotic	chain of command
Albuterol	antiseizure medications	changes in condition
alendronate (Fosamax)	antitussives	chest pain
allowable routes	aorta	cholesterol
Alzheimer's disease	apical heart rate	Cipro
aminoglycoside	arthritis	Ciprofloxacin
analgesics	aspiration	circulation
anaphylaxis	aspirin	classifications of medication
Angina pectoris	asthma	Colace
antacids	Ativan	communication
anti-anxiety	authorized duties	confidentiality
anti-depressants	bacterial infections	confusion
antianginals	benzodiazepines	congestive heart failure
antiarrhythmics	BID	constipation
antiarthritics	black box warnings	continuing education

contraindicated	excretion	Lipitor
controlled medications	expiration date	liquid administration
controlled substance	extended-release medication	liquid medication
corticosteroids	extrapyramidal symptoms (EPS)	lisinopril
Coumadin	eye drop drainage	lung diseases
countable substances	eye medications	macromineral
crushing medications	fat soluble	macular degeneration
cumulative effect	FDA requirement	malpractice
current information	fever	MAR
decongestant	furosemide	measurement equivalents
dehydration	gastric mucosa	measuring device
delegation	gastrointestinal/alimentary system	medical terminology
Depakote	ginkgo biloba	medication administration
depression	glipizide (Glucotrol XL)	medication
dermatological medication	glucagon	administration process
detoxifier	Glucotrol	medication administration record
diabetes	gout	medication aide role
diabetic medications	Halcion	medication allergies
dietary supplements	haloperidol	medication amount
digoxin (Lanoxin)	hand washing	medication calculation
Dilantin	herbal medications	medication categories
disciplinary action	HIPAA regulation	medication effect
discontinued medication	histamine	medication error
diuretic medications	hyperglycemia	medication frequency
diverticulitis	hypertension	medication interaction
documentation	hypoglycemia	medication inventory
dosage	hypokalemia	medication order
drug absorption rate	hypothyroidism	medication package
drug abuse	ibuprofen	medication patches
drug build-up	idiosyncratic reaction	medication refusal
drug dependence	infection control	medication routes
Drug Enforcement Agency	infections	medication storage
drug metabolism	inflammation	medication strength
drug orders	inhalation medication	Metamucil
drug references	inhaler	Michigan Medication Aide
drugs	insulin	missed dose
Dulcolax	integumentary system	morphine
dyspnea	iron supplements	muscle relaxants
dysrhythmia	lancets	myocardial infarction
ear drops	Lasix	Naprosyn
edema	laxatives	narcotics
effects of medications	levaquin	narrow-spectrum antibiotic
emphysema	lidocaine	needles
enteric coatings	transdermal medications	nitrofurantoin (Furadantine)
error reporting		

Nitroglycerin	pyorrhea	special instructions
nonsteroidal anti-inflammatory	QID	State License and Regulatory Agency
NSAIDS	qd	state regulation
obtaining medications	radial	statins
ophthalmic medications	recent surgery	stroke
optic	recommended daily allowances (RDA)	sublingual
oral medications	rectal suppository	supplements
osteoporosis medications	rectum	suppositories
otic medication	reddened intact area	suspensions
over-the-counter medication	refuse medication	swallowing
oxygen	regulation	synthroid
pain medication	reporting	syringes
parenteral	resident requests another pill	systolic
Parkinson's disease	resident's rights	Tagamet
patch medication	respirations	Tegretol
pathogens	respiratory disorder	temperature
Paxil	respiratory system	terminology
pc	revoked certificate	Tetracyclines
pediculicide	right dose	therapy
penicillin	right drug	topicals
penicillinase	right medication	toxic effects
peristalsis	right time	Transderm Nitro patches
pharmacists	rights of medication	transdermal patches
pharmacokinetics	administration	Tylenol
pharmacy label	role and responsibility	types of orders
physiological effects	safety	uncomfortable resident
placebo	safety checks	universal/standard precautions
pleurisy	schedule II medication	uric acid
positioning	scheduled medication	urinary system
potassium	scheduled narcotic	vaginal dryness
prescription label	scope of practice	vaginal medications
prescription refills	sedatives	violation of professional boundaries
priority	seizures	vital signs
PRN	sensory system	vitamins
prn medications	side effects	warfarin (Coumadin)
PRN order	six rights of medication	Xanax
Proventil	administration	Zantac
Prozac	skin disorder	zestril
psoriasis	skin patches	Zoloft
psychotropic medications	skin rashes	
pulse		

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