



Certified Medication Aide

Study Guide

Assessments:

8606 Certified Medication Aide

8626 Advanced CMA

career tech ✓
Testing
The Provider of Online Testing Solutions



**OKLAHOMA
WORKS**

Overview

This study guide is designed to help candidates prepare for medication aide certification in Oklahoma. It not only includes information about each of the examinations, but also the skills standards upon which the examinations are based, resources that can be used to prepare for the examinations and test taking strategies.

Each of the sections in this guide provides useful information for candidates preparing for the examinations.

- Medication Aide Certification Examinations
 - ▶ Contact Quick Reference
 - ▶ Assessment Information
 - ▶ Standards and Test Content
 - ▶ Sample Questions
 - ▶ Abbreviations, Symbols and Acronyms
 - ▶ HCP Test Site Information
 - ▶ HCP Testing Policies
- Strategies for Test Taking Success
- Notes

These assessments were developed in partnership with the Oklahoma State Department of Health, the state agency charged with certifying medication aides and maintaining a registry of certified medication aides. Each examination measures the candidate's mastery of the knowledge and skills needed by workers in the area of certification he/she is seeking.

Disclaimer

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CareerTech and Competency-Based Education: A Winning Combination

Competency-based education uses learning outcomes that emphasize both the application and creation of knowledge and the mastery of skills critical for success. In a competency-based education system, students advance upon mastery of competencies, which are measurable, transferable outcomes that empower students.

Career and technology education uses industry professionals and certification standards to identify the knowledge and skills needed to master an occupation. This input provides the foundation for development of curriculum, assessments and other instructional materials needed to prepare students for wealth-generating occupations and produce comprehensively trained, highly skilled employees demanded by the work force.

Tools for Success

CareerTech education relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction and outline the knowledge and skills that must be mastered in order to perform related jobs within an industry. Skills standards are aligned with national skills standards and/or industry certification requirements; therefore, a student trained to the skills standards is equally employable in local, state and national job markets.

Curriculum materials and textbooks contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources include supplemental activities that enhance learning by providing opportunities to apply knowledge and demonstrate skills.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials and textbooks. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Each of these components satisfies a unique purpose in competency-based education and reinforces the knowledge and skills students need to gain employment and succeed on the job.

Measuring Success

Evaluation is an important component of competency-based education. Pre-training assessments measure the student's existing knowledge prior to receiving instruction and ensure the student's training builds upon this knowledge base. Formative assessments administered throughout the training process provide a means of continuously monitoring the student's progress towards mastery.

Written competency assessments provide a means of evaluating the student's mastery of knowledge and skills. Coaching reports communicate competency assessment scores to students and provide a breakdown of assessment results by standard area. The coaching report also shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

QUICK REFERENCE

**OKLAHOMA STATE DEPARTMENT OF HEALTH
Oklahoma Nurse Aide & Nontechnical Worker Registry**

1000 NE 10th St.
Oklahoma City, OK 73117-1299
1-800-695-2157
(405) 271-4085
FAX (405) 271-1130
Hours of Operation: 8:00 a.m. to 5:00 p.m.

Call the OSDH to:

- Obtain information on official regulations and guidelines for nurse aides
 - Update name, address, or other personal information listed on the Registry
 - Obtain information regarding approved training programs
 - Renew nurse aide/medication aide certifications
-

**OKLAHOMA DEPARTMENT OF CAREER & TECHNOLOGY EDUCATION
Health Certification Project**

1500 W. 7th Ave.
Stillwater, OK 74074
(405) 743-5447
FAX (405) 743-6885
Hours of Operation: 8:00 a.m. to 4:30 p.m.
www.okhcp.com

Visit the HCP website to:

- Obtain information regarding HCP test centers and testing
- Download study guides for candidates
- Access other coordinator resources

Assessment Information

How are the assessments developed?

The assessments were developed by the CareerTech Testing Center in partnership with the Oklahoma State Department of Health (OSDH). Items for the exams were developed and reviewed by committees of subject matter experts within each certification area. All subject matter experts were healthcare professionals who have many years of experience in the industry.

Who is eligible to take a nurse aide certification exam?

Individuals who have completed an OSDH-approved training program and those who have received a training waiver from the OSDH are eligible to take the certification examination. In addition to completing an approved training program, candidates for medication aide must attest that they meet **all** of the following criteria:

- 18 years of age or older
- high school diploma or G.E.D.
- minimum of six months experience as a long term care nurse aide, home health aide or developmentally disabled direct care aide
- mentally and physically able to perform the job
- current Oklahoma nurse aide certification with no abuse notations

Before registering for an examination, candidates must read the Testing Policies included in this study guide. These policies address testing accommodations, cancellations/no-shows, cheating, translation, misconduct, etc.

What is involved in the examination process?

Nurse aides seeking certification as a medication aide must score 70% or higher on the examination. Although a clinical skills examination is not required for medication aide certification, all newly trained candidates must attest that medications were passed to 20 consecutive individuals with 100% accuracy **after** completion of training. This medication pass is to be done **after** training is completed and is in addition to the medications passed during the clinical portion of the training.

For medication aides seeking advanced certification in insulin administration, the candidate must score 80% or higher on the examination. Skills proficiency must be demonstrated during training and documented on OSDH Form 504.

How much does the exam cost and how do candidates pay for the exam?

Testing fees are established by each HCP test site according to the cost of administration. Candidates are encouraged to contact the HCP test site of their choice for information about test fees. A list of HCP test sites is included in this study guide.

How do I register for a medication aide certification exam?

Individuals seeking certification as a medication aide can register for the exam by contacting a HCP test site. At the time of registration, medication aide certification candidates must present all the following documents:

- **HCP Training/Testing Verification Form** documenting completion of training OR a letter from the OSDH waiving training that specifically lists areas of eligibility
- **Original evidence of eligibility to work** — U.S. Social Security Card or original notification issued by the Social Security Administration OR an Individual Taxpayer Identification Number issued by the U.S. Internal Revenue Service
- **Original evidence of identity** — unexpired driver's license issued by a state in the United States OR other current photo identification issued by a U.S. government entity.
- **Documentation of current Oklahoma certification as a Long Term Care Nurse Aide, Home Health Care Aide, or Developmentally Disabled Direct Care Aide.**

Photocopies of the documents above will not be accepted.

Medication aides seeking advanced certification in insulin administration must present all of the following documents upon registration:

- **OSDH Form 504** documenting completion of training requirements for Advanced CMA-Insulin Administration
- **Original evidence of eligibility to work** — U.S. Social Security Card or original notification issued by the Social Security Administration OR an Individual Taxpayer Identification Number issued by the U.S. Internal Revenue Service
- **Original evidence of identity** — unexpired driver's license issued by a state in the United States OR other current photo identification issued by a U.S. government entity.
- **Documentation of current Oklahoma certification as a Long Term Care Nurse Aide, Home Health Care Aide, or Developmentally Disabled Direct Care Aide.**
- **Documentation of current Oklahoma certification as a Medication Aide**

Photocopies of the documents above will not be accepted.

At the time of registration, candidates are required to complete an Affidavit of Lawful Presence (OSDH Form 266 or OSDH Form 301) and provide any required documentation. Information about the affidavit and supporting documents can be accessed under the Medication Aide tab at www.okhcp.com. Candidates who refuse to complete the affidavit or who do not provide the required documentation are not eligible to test.

How is the examination administered?

Candidates have the option of taking the examination online or in paper/pencil format. Candidates who wish to take the written examination in paper/pencil format must notify the HCP test site coordinator upon registration. Candidates for medication aide or advanced CMA certification **may not** take the exam orally.

What do the examinations cover?

Each examination is aligned to the skills standards for that certification area. The standards for each certification area are included in this study guide.

Is the examination timed?

Yes. The skills standard for each certification area specifies the time allowed to complete the examination. If the time allowed expires before the candidate is finished with the examination, the examination will automatically be submitted for scoring and all unanswered questions will be marked incorrect.

How are candidates notified of results?

After finishing the examination, all candidates receive a Coaching Report that not only provides the candidate with an overall score, but also shows the candidate's performance in each general area of the examination. Candidates who take the examination online receive the Coaching Report immediately upon completion of the examination. Candidates who opt for the paper/pencil form of the examination will receive the Coaching Report within three weeks of testing.

Can candidates retake the examination?

Candidates who do not pass the examination must wait at least three days before retesting.

Candidates who have completed an approved training program have three attempts to pass the examination. Candidates who are unable to pass the examination after three attempts must retrain in order to be eligible for additional testing.

Can candidates use a calculator on the written examination?

No, calculators may not be used on these exams. However, the test proctor can provide scratch paper upon request. This paper must be returned to the proctor upon completion of the examination.

What is the process for medication aides who let their certification lapse and have a letter from OSDH allowing them to retest?

Candidates who are authorized by OSDH to retest are allowed one attempt to pass the examination. Candidates who are unable to pass the examination must complete an approved training program in order to be eligible for additional testing.

How long does it take to be listed on the Nurse Aide Registry once the certification examination is passed?

Typically, medication aides who complete the certification requirements are added to the Oklahoma Nurse Aide and Nontechnical Worker Registry within ten days of testing. Medication aides and their employers can verify the status of their certification through the NAR's online portal, <http://www.ok.gov/health/pub/wrapper/naverify.html>. Medication aides who are not listed on the registry within 30 days should contact the Oklahoma Nurse Aide and Nontechnical Worker Registry at (800)695-2157 or (405)271-4085.

In order to be listed on the Oklahoma Nurse Aide and Nontechnical Worker Registry, Advanced CMA candidates who pass the examination must mail their Coaching Report along with OSDH Form 504 and the required fee to:

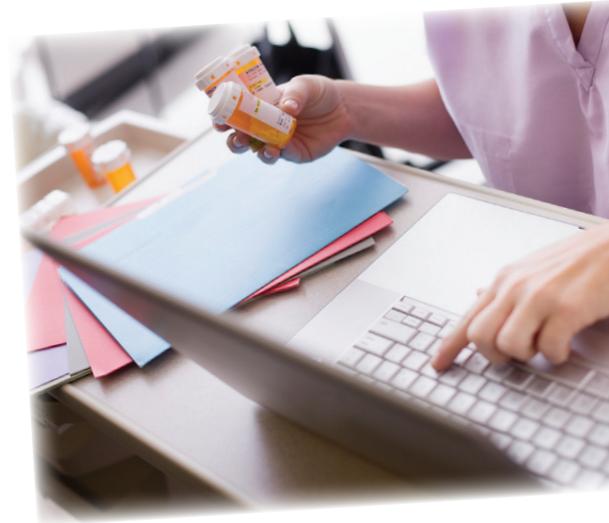
Oklahoma Nurse Aide and Nontechnical Worker Registry
PO Box 268816
Oklahoma City, OK 73126-8816



Standard and Test Content
6A Medication Aide (8606)
Time Limit: 2 hours
65 questions

Duty A: Administer Medication — 41% (27 questions)

1. Document medication schedules and administration
 - Charting medication administration records
2. Apply proper medication storage procedures
 - Scheduled controlled substance
 - Internal and external medications
3. Identify the five purposes of medications
4. Prepare and administer medications
 - Oral
 - Topical
 - Eye, ear, and nose
 - Vaginal
 - Rectal
 - Transdermal
5. Recognize appropriate situations requiring the assistance of a supervisor
 - Medication dosage and labeling
 - Resident status
6. Use medical terminology, symbols, and abbreviations
7. Utilize the seven Rights of Medication Administration
8. Apply knowledge of controlled drug procedures
9. Distinguish between types medication administration errors
10. Utilize drug reference resources
11. Relate vital sign measurement with drug administration
12. Recognize appropriate medication labeling



Duty B: Observe, Report, and Document Client Status — 14% (9 questions)

1. Demonstrate correct blood pressure measurement and documentation
 - Medication Administration Record
2. Apply knowledge of drug administration in relation to resident status
 - Adverse drug reactions and symptoms

3. Apply basic knowledge of drug interactions, drug/food interactions, and medication timed to coincide with meals
 - Stomach irritation
 - Drug effects
 - Hypnotic drugs
 - Tranquilizers
 - Antihistamines

Duty C: Comply with Legal and Ethical Guidelines — 18% (12 questions)

1. Apply procedures to report abuse, neglect, and misappropriation of resident's property/funds
 - Legal obligation
 - Facility policy
2. Apply practices for confidentiality and privacy
 - Records
 - Resident status
3. Utilize facility/agency policies
4. Apply policies and procedures in relation to job performance and role
 - Controlled substances
 - Reporting resident condition
 - Drug administration
 - Job duties
5. Follow the Resident Bill of Rights



Duty D: Apply Principles of Safety — 8% (5 questions)

1. Use infection control techniques
 - Standard precautions
2. Relate principles of positioning to medication administration

Duty E: Apply Knowledge of Measurement Systems — 8% (5 questions)

1. Distinguish weight and volume measurements
 - Metric weights and volumes
 - Conversions and equivalents
2. Apply decimal and fractional concepts in medication administration
3. Select and utilize appropriate measurement equipment
 - Metric
 - Standard

Duty F: Apply Knowledge of Body Systems and Common Diseases — 11% (7 questions)

1. Apply knowledge of body systems, common diseases and application medications to medication administration
 - Digestive
 - Respiratory
 - Cardiovascular
 - Endocrine
 - Elimination
 - Skin
 - Musculoskeletal
 - Nervous
2. Apply knowledge of basic drug metabolism
 - Absorption
 - Medication action

Standard and Test Content
6I Advanced CMA (8626)
Time Limit: 90 minutes
60 questions

Duty A: Pathophysiology of Diabetes — 8% (5 questions)

1. Define diabetes
2. Describe the action of insulin in the body
3. Explain the differences between the types of diabetes

Duty B: Diabetes Disease Management — 8% (5 questions)

1. Describe the relationship between insulin, diet, and physical activity in the management of diabetes
2. Explain how diet related to blood glucose control

Duty C: Blood Glucose Testing — 13% (8 questions)

1. Explain the purpose of blood glucose testing
2. Demonstrate how to use blood glucose testing equipment with accuracy
3. Explain the quality control requirements for glucose monitoring equipment and the purpose and frequency of control testing
4. Demonstrate both high and low controls of glucose monitoring equipment

Duty D: Stable/Unstable Diabetes — 8% (5 questions)

1. Identify appropriate blood glucose levels for persons with diabetes
2. Define hypoglycemia
3. List the causes and symptoms of hypoglycemia
4. Define hyperglycemia
5. List the causes and symptoms of hyperglycemia
6. Define stable and unstable diabetes
7. Differentiate between stable and unstable diabetes



Duty E: Diabetes Care — 8% (5 questions)

1. List three carbohydrate choices used to treat hypoglycemia
2. Describe measure to prevent hypoglycemia
3. Describe the relationship between blood glucose levels and indications for the use of glucagons
4. Describe measures to prevent hyperglycemia
5. State when to contact and what to report to a licensed healthcare provider

Duty F: Charting, Graphing, and Recordkeeping — 5% (3 questions)

1. Explain the reason for accurate documentation of all aspects of diabetes management and care
2. Identify correct forms for documentation
3. Demonstrate the ability to accurately document diabetes management and care

Duty G: Insulin and Adverse Reactions — 17% (10 questions)

1. Describe the purpose of insulin
2. State the types of insulin and the onset, peak, and duration of action for each
3. Explain the difference between basal and bolus insulin
4. State the common side effects, adverse reactions, and precautions for insulin

Duty H: Oral Medications and Adverse Reactions — 8% (5 questions)

1. Describe the purpose, action, and recommended doses of each oral agent
2. State the common side effects, adverse reactions, and precautions for each oral agent



Duty I: Administration of Diabetic Medications — 18% (11 questions)

1. State the correct administration times for insulin and oral agents relevant to meals and mechanisms of action
2. Identify the preferred sites for an insulin injection and describe rotation patterns
3. Store insulin properly
4. Measure a single and a mixed dose of insulin
5. Explain why insulin type and dose drawn must be verified by another certified medication aide or licensed healthcare provider
6. Administer insulin

Duty J: Infection Control — 7% (4 questions)

1. Define the term standard precautions
2. Use diabetic equipment correctly
3. Dispose of used diabetic equipment properly



Certified Medication Aide Sample Questions

- _____ 1. How should an error be corrected when charting PRN medications?
- a. Draw a line through the error and initial it.
 - b. Circle initials and explain the error on the back of the MAR.
 - c. Write over the error and initial it.
 - d. Highlight the error with a highlighter
- _____ 2. Which action is appropriate if the medication aide is asked to administer five grains of enteric-coated aspirin, but ten grain tablets of plain aspirin have been supplied?
- a. Consult the charge nurse.
 - b. Consult the pharmacist.
 - c. Administer one tablet.
 - d. Administer half of one tablet.
- _____ 3. A MAR reads “0.125mg Lanoxin”. The medication package for the resident is marked “Lanoxin 0.25 mg”. The CMA should:
- a. give the resident two tablets to achieve the correct dose.
 - b. not give the medication.
 - c. give the resident five tablets to achieve the correct dose.
 - d. give the resident one tablet.
- _____ 4. Which medication might be ordered for a resident with a swollen, red, and painful knee?
- a. analgesic
 - b. antihistamine
 - c. anti-inflammatory
 - d. antiemetic
- _____ 5. The nurse aide is cleaning an incontinent resident when the CMA enters the room with the resident’s medications. The CMA’s best response is to:
- a. ask the nurse aide to give the medications when he is finished cleaning the resident.
 - b. ask the nurse aide to stop caring for the resident so she can administer medications.
 - c. assist the nurse aide with patient care, then administer the medications.
 - d. hold the medications until the resident is ready to take them.

- _____ 6. A resident refuses to take his heart medication. The CMA should:
- explain what the medication is and how it helps his heart.
 - crush the medication and put it in his food.
 - notify the resident's physician.
 - agree with the resident and hold the medication.
- _____ 7. A transdermal patch delivers nitroglycerin through the skin by absorbing the drug:
- directly into the skin.
 - through the mucous membranes.
 - into the bloodstream.
 - into the heart.
- _____ 8. Antibiotics are drugs that treat:
- viruses.
 - fungal infections.
 - symptoms.
 - bacterial infections.
- _____ 9. A resident informs the CMA that her medications cause constipation. The CMA should:
- explain that the medications are not causing constipation.
 - instruct her to take the medications anyway.
 - discuss ways to relieve the constipation side effect.
 - administer milk of magnesia.
- _____ 10. A resident's information can be shared with:
- the resident's concerned friends.
 - the resident's family members.
 - persons directly involved in the resident's care.
 - any one as long as the resident's name is not used.



Certified Medication Aide Sample Questions — Key

1. How should an error be corrected when charting PRN medications?
- a. Draw a line through the error and initial it. Correct
 - b. Circle initials and explain the error on the back of the MAR. Incorrect
 - c. Write over the error and initial it. Incorrect
 - d. Highlight the error with a highlighter. Incorrect
2. Which action is appropriate if the medication aide is asked to administer five grains of enteric-coated aspirin, but ten grain tablets of plain aspirin have been supplied?
- a. Consult the charge nurse. Correct
 - b. Consult the pharmacist. Incorrect
 - c. Administer one tablet. Incorrect
 - d. Administer half of one tablet. Incorrect
3. A MAR reads “0.125mg Lanoxin”. The medication package for the resident is marked “Lanoxin 0.25 mg”. The CMA should:
- a. give the resident two tablets to achieve the correct dose. Incorrect
 - b. not give the medication. Correct
 - c. give the resident five tablets to achieve the correct dose. Incorrect
 - d. give the resident one tablet. Incorrect
4. Which medication might be ordered for a resident with a swollen, red, and painful knee?
- a. analgesic Incorrect
 - b. antihistamine Incorrect
 - c. anti-inflammatory Correct
 - d. antiemetic Incorrect
5. The nurse aide is cleaning an incontinent resident when the CMA enters the room with the resident’s medications. The CMA’s best response is to:
- a. ask the nurse aide to give the medications when he is finished cleaning the resident. Incorrect
 - b. ask the nurse aide to stop caring for the resident so she can administer medications. Incorrect
 - c. assist the nurse aide with patient care, then administer the medications. Correct
 - d. hold the medications until the resident is ready to take them. Incorrect

6. A resident refuses to take his heart medication. The CMA should:

- a. explain what the medication is and how it helps his heart. Correct
- b. crush the medication and put it in his food. Incorrect
- c. notify the resident's physician. Incorrect
- d. agree with the resident and hold the medication. Incorrect

7. A transdermal patch delivers nitroglycerin through the skin by absorbing the drug:

- a. directly into the skin. Incorrect
- b. through the mucous membranes. Incorrect
- c. into the bloodstream. Correct
- d. into the heart. Incorrect

8. Antibiotics are drugs that treat:

- a. viruses. Incorrect
- b. fungal infections. Incorrect
- c. symptoms. Incorrect
- d. bacterial infections. Correct

9. A resident informs the CMA that her medications cause constipation. The CMA should:

- a. explain that the medications are not causing constipation. Incorrect
- b. instruct her to take the medications anyway. Incorrect
- c. discuss ways to relieve the constipation side effect. Correct
- d. administer milk of magnesia. Incorrect

10. A resident's information can be shared with:

- a. the resident's concerned friends. Incorrect
- b. the resident's family members. Incorrect
- c. persons directly involved in the resident's care. Correct
- d. any one as long as the resident's name is not used. Incorrect

Abbreviations, Symbols and Acronyms

°	degree(s)	mg	milligram
#	pound(s)	mL	milliter
µg	microgram	mm	mm
AD	right ear	mmHg	millimeter of mercury
ADL	activities of daily living	NPO	nothing per oral
AIDS	Acquired Immune Deficiency Syndrome	OSDH	Oklahoma State Department of Health
AM	morning	OD	right eye
AS	left ear	OS	left eye
AU	both ears	OU	both eyes
BID	twice daily	oz	ounce
BP	blood pressure	PM	afternoon
cc	cubic centimeter	PO	per oral
CMA	certified medication aide	POC	plan of care
CNA	certified nurse aide	PPE	personal protective equipment
F	Fahrenheit	PRN	as needed
GERD	gastroesophageal reflux disease	Q4H	every four hours
GTT	drop	QAM	every day before noon
GTTS	drops	QID	four times a day
HIPAA	Health Insurance Portability and Accountability Act	QOD	every other day
HS	at bedtime	RN	registered nurse
HTN	hypertension	ROM	range of motion
I&O	intake and output	TID	three times a day
L	liter	ung	ointment
MAR	medication administration record		

Test Sites

Facility Name	Address	City	Telephone
Autry Technology Center	1201 W.Willow	Enid	580 242 2750 x116
Caddo-Kiowa Technology Center	P. O. Box 190	Fort Cobb	405 643 3241
Canadian Valley Technology Center	1401 Michigan Ave	Chickasha	405 222 7521 405 222 7557
Canadian Valley Technology Center	6505 E. Highway 33	El Reno	405 422 2318
Central Technology Center	3 CT Circle	Drumright	918 352 2551 x285
Central Technology Center	1720 S. Main	Sapulpa	918 227 0331
Chisholm Trail Technology Center	283 State Highway 33	Omega	405 729 8324
Eastern OK County Tech Center	4601 N. Choctaw Rd.	Choctaw	405 390 9591
Francis Tuttle Technology Center	12777 N. Rockwell	Oklahoma City	405 717 4270
Gordon Cooper Technology Center	One John Bruton Blvd.	Shawnee	405 273 7493
Great Plains Technology Center	2001 E. Gladstone	Frederick	580 335 5525
Great Plains Technology Center	4500 W. Lee Blvd.	Lawton	580 250 5500
Green Country Technology Center	P. O. Box 1217	Okmulgee	918 758 0840 x224
High Plains Technology Center	3921 34th Street	Woodward	580 571 6159 580 571 6145
Indian Capital Technology Center	2403 N. 41st St E	Muskogee	918 348 7901
Indian Capital Technology Center	401 Houser Rd.	Sallisaw	918 775 9119 x124
Indian Capital Technology Center	Rt 6 Box 3320	Stilwell	918 696 3111 x301
Indian Capital Technology Center	240 VoTech Rd	Tahlequah	918 456 2594
Kiamichi Technology Center	810 Waldron	Durant	580 924 7081 x263
Kiamichi Technology Center	Route 3, Box 77	Idabel	580 286 7555 x218
Kiamichi Technology Center	301 Kiamichi Dr	McAlester	918 426 0940
Kiamichi Technology Center	1509 S. McKenna	Poteau	918 647 4525 x239
Kiamichi Technology Center	1410 Old Military Rd	Stigler	918 967 2801
Kiamichi Technology Center	Route 2, Box 1800	Talihina	918 567 2264 x15
Meridian Technology Center	1312 S. Sangre Rd	Stillwater	405 377 3333 x249 405 377 3333 x211
Metro Technology Center	1900 Springlake Dr	Oklahoma City	405 595 4678
Mid-America Technology Center	P. O. Box H	Wayne	405 449 3391
Mid-Del Technology Center	1621 Maple Dr	Midwest City	405 739 1724 405 739 1712
Moore-Norman Technology Center	4701 12th Ave NW	Norman	405 364 5763 X7302
Moore-Norman Technology Center	13301 S Penn	Oklahoma City	405-809-3521
Northeast Technology Center	P. O. Box 219	Afton	918 257 8324
Northeast Technology Center	P. O. Box 30	Kansas	918 868 3535
Northeast Technology Center	P. O. Box 825	Pryor	918 825 5555 X2158
Northeast Technology Center	1901 N Hwy 88	Claremore	918 342 8066
Northwest Technology Center	1801 S. 11th	Alva	580 327 0344
Northwest Technology Center	801 Tech Dr	Fairview	580 227 3708

Facility Name	Address	City	Telephone
Pioneer Technology Center	2101 N.Ash	Ponca City	580 762 8336 x315
Pontotoc Technology Center	601 W. 33rd	Ada	580 310 2236 580 310 2271 580 310 2266
Red River Technology Center	P. O. Box 1807	Duncan	580 255 2903 x225
Southern Technology Center	2610 Sam Noble Pkwy	Ardmore	580 223 2070
Southwest Technology Center	711 W.Tamarack	Altus	580 477 2250
Tri-County Technology Center	6101 Nowata R	Bartlesville	918-331-3226
Tulsa Technology Center	3850 N. Peoria	Tulsa	918 828 2036 918 828 2037
Wes Watkins Technology Center	7892 Highway 9	Wetumka	405 452 5500 X292
Western Technology Center	P. O. Box 1469	Burns Flat	580 562 3181 x2247
Western Technology Center	301 Western Dr	Elk City	580 562 3181 x2247

Testing Policies

Handling of Examination Materials

All examination materials are the copyrighted property of the Oklahoma Department of Career and Technology Education. Distribution of examination content or materials through any form of unauthorized reproduction or through oral or written communication is strictly prohibited. Individuals/entities that compromise the security of testing materials will be held responsible for the expense of developing replacement materials.

Security/Cheating

If a candidate is caught cheating during the examination, testing will stop immediately. The candidate will receive a failing result and the incident will be reported to the Oklahoma State Department of Health for review. Testing fees will not be refunded and the candidate will not be able to test without approval from the OSDH. Each HCP test site reserves the right to monitor and record all testing using audio, visual, and electronic devices.

Testing Accommodations

Requests to accommodate special needs during testing (such as special seating arrangements), must be made at the time of registration by completing the Request for Testing Accommodations form.

Cancellations/Tardiness

Candidates who cancel a testing appointment at an HCP test center with at least 48 hours' notice may receive a refund of testing fees. Candidates who arrive more than one hour late for an examination will not be permitted to test. Testing fees will not be refunded to candidates who are more than one hour late or fail to give the required notice for cancellation.

Electronic Devices

Cellular phones, beepers, or other electronic devices are not permitted and must be turned off during testing. Use of electronic devices during testing will be considered cheating and will be handled accordingly.

Study Aides

Personal belongings (i.e. briefcases, backpacks, books, etc.) are not allowed in the testing area. Personal belongings brought into the testing area will be collected by testing personnel and returned when the examination has been completed. The HCP test site is not responsible for lost or misplaced items.

Calculators

Calculators are not permitted in the testing room. If needed, the test center can provide scratch paper and a pencil; however, these items must be collected at the end of the test by the testing proctor.

Translation

All certification examinations are administered in English. Translators, translation devices, or translation dictionaries may not be used during the examination.

Eating/Drinking/Smoking

Candidates are not permitted to eat, drink, or smoke during the examination.

Misconduct

Candidates causing a disturbance of any kind or engaging in any kind of misconduct will be dismissed from the examination and reported to the Oklahoma State Department of Health for disciplinary measures.

Guest/Visitors

No guests, visitors, pets or children are allowed at the testing site.

Use of Restrooms

Candidates must obtain permission from the clinical skills observer or the written test proctor to use the restroom during testing. All testing materials will be collected from the candidate. No additional testing time will be granted.

Test Taking Strategies

This section of the study guide contains valuable information for testing success and provides a common-sense approach for preparing for and performing well on any test.

General Testing Advice

1. Get a good night's rest the night before the test — eight hours of sleep is recommended.
2. Avoid junk food and “eat right” several days before the test.
3. Do not drink a lot or eat a large meal prior to testing.
4. Be confident in your knowledge and skills!
5. Relax and try to ignore distractions during the test.
6. Focus on the task at hand — taking the test and doing your best!
7. Listen carefully to the instructions provided by the exam proctor. If the instructions are not clear, ask for clarification.

Testing Tips

1. Read the entire question before attempting to answer it.
2. Try to answer the question before reading the choices. Then, read the choices to determine if one matches, or is similar, to your answer.
3. Do not change your answer unless you misread the question or are certain that your first answer is incorrect.
4. Answer questions you know first, so you can spend additional time on the more difficult questions.
5. Check to make sure you have answered every question before you submit the assessment for scoring — unanswered questions are marked incorrect.



