



Alabama Medication Assistant

Certification Examination Candidate Handbook

January 2022

MACE
Medication Aide Certification Examination
An NCSBN® Examination



QUICK REFERENCE

ALABAMA BOARD OF NURSING

770 Washington Avenue
Montgomery, Alabama 36104
(334) 293-5200
www.abn.alabama.gov
MAC@abn.alabama.gov
Hours of Operation:
Monday through Friday
8 a.m. – 4:30 p.m.
(Central Standard Time)

PEARSON VUE®

Alabama MACE
Attn: Regulatory Program
5601 Green Valley Dr.
Bloomington, MN 55437
(877) 383-2901

Hours of Operation:
Monday – Friday, 5:00 a.m. – 8:00 p.m.
Saturday, 5:00 a.m. – 2:00 p.m.
Sunday, 7:00 a.m. – 1:00 p.m.
(Central Standard Time)

Call Pearson VUE to:

- Schedule, re-schedule or cancel an examination
- Obtain information regarding an examination
- Obtain a copy of your Authorization to Test (ATT) letter

Go to Pearson VUE's website

(www.pearsonvue.com/MACE/AL) to:

- Download a Candidate Handbook
- Schedule an examination
- Request an accommodation for testing under the Americans with Disabilities Act (ADA) guidelines

RESERVATIONS OVERVIEW

Before making an exam reservation, candidates should thoroughly review this handbook, which contains examination content outlines and important information regarding eligibility and the examination and licensing application process. For more detailed information, please go to page 3.

MAKING AN EXAM RESERVATION

Candidates may make a reservation by:

- Visiting the website at
www.pearsonvue.com/MACE/AL
- Calling (877) 383-2901

Candidates should make a reservation online or by phone at least forty-eight (48) hours before the desired examination date. **Walk-in examinations are not available.**

SCHEDULES & FEES

Test Center locations

A list of test centers appears on page 4 of this handbook. Candidates should contact Pearson VUE to confirm specific locations and examination schedules.

Exam fees

The examination fee is \$120 and must be paid at the time of reservation by credit card, debit card, or voucher. **Fees will not be accepted at the test center. Examination fees are non-refundable and nontransferable, except as detailed in the *Change/Cancel Policy* (page 6).**

EXAM DAY

What to bring to the exam

Candidates should bring to the examination proper identification. A complete list of acceptable forms of identification appears on page 11.

Exam procedures

Candidates should report to the test center at least thirty (30) minutes before the examination begins to complete registration. The time allotted for the examinations is 2 (two) hours. Each candidate will leave the test center with an official score report in hand.

TABLE OF CONTENTS

QUICK REFERENCE	inside front cover
INTRODUCTION	1
Medication Assistant Examination	1
Exam Overview	2
ELIGIBILITY	2
APPLICATION AND SCHEDULING	3
Online Reservations.....	3
Phone Reservations	3
Testing Locations.....	4
Holiday Schedule	4
Confirmation Number	4
Exam Fees.....	4
Vouchers	5
CANCELLATION AND RESCHEDULING	6
Change/Cancel Policy.....	6
Absence Policy	7
Lateness	7
Weather Emergencies.....	7
ACCOMMODATIONS	8
CONTENT OUTLINE	9
EXAM DAY	10
Proper Identification.....	10
Acceptable Forms of Candidate Identification...	10–11
Exam Procedures	11–12
Review of Exams	12
Testing Policies	12–13
Duplicate Score Reports	13

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INTRODUCTION

This handbook is designed for candidates seeking the Medication Assistant Certification in Alabama. It describes the process of applying for and taking the Medication Assistant Examination.

It is important that you read the entire handbook and keep a copy of it until you are notified of your examination results.

The purpose of the Medication Assistant Examination is to ensure that individuals who administer medication have the basic knowledge and skills to perform their duties.

The Alabama Board of Nursing has contracted with Pearson VUE®, a nationally recognized leading provider of assessment services to regulatory agencies and national associations, to administer the examination. Pearson VUE along with the National Council of State Boards of Nursing (NCSBN) will develop, score, and report the results of the Medication Assistant Examination to the Alabama Board of Nursing.

Completion of this medication assistant examination through the Alabama Board of Nursing will qualify a nursing assistant-certified with a medication assistant for consideration of employment to administer medications and nursing commission-approved treatments to residents in nursing homes, under the direct supervision of a designated registered nurse.

MEDICATION ASSISTANT EXAMINATION

The Medication Assistant Certification Examination (MACE) is a national medication assistant certification examination typically administered to nursing assistants who choose to receive additional training to become certified medication assistants. NCSBN develops the MACE examination and administers the computer-based exam with the contractual assistance of Pearson VUE.

EXAM OVERVIEW

The Medication Assistant Examination consists of fifty (50) multiple choice questions written in English. An examination outline is located on the following pages. The examination will be administered on an electronic testing system. The examination is scored immediately after you complete it, and you will leave the test center with your score report.

ELIGIBILITY

Applicants for an initial medication assistant must meet the following requirements:

- Be at least 17 years of age
- Has successfully completed a Medication Assistant Certification MAC training program approved by the ABN and administered by ACCS

All candidates applying to take the Medication Assistant Certification Examination (MACE) in Alabama MUST submit the following:

- A completed Medication Assistant Certification Application (available on the ABN website).
- Proof of program completion must be submitted to the ABN by the primary source (ACCS).

Once approved, your examination approval record will be transmitted to Pearson VUE. You will receive a candidate identification number and an Authorization To Test (ATT) letter from Pearson VUE via email (on behalf of the Alabama Board of Nursing). This information will allow you to register for the certification examination through the Pearson VUE AL MACE website at: www.pearson.com/mace/AL.

The link is provided on the ABN website.

APPLICATION AND SCHEDULING

You may schedule your examination using the following options:

ONLINE RESERVATIONS

Online reservations are the most efficient way for candidates to schedule their examination. Candidates must go to www.pearsonvue.com/mace/AL to make an online reservation for an examination. First-time users are required to create an account. The candidate will need to fill in all required fields, which are preceded by an asterisk (*), on the online form in order to create an ID and be assigned a password. Step-by-step instructions will lead the candidate through the rest of the examination reservation process. Candidates must make an online reservation at least forty-eight (48) hours before the desired examination date.

PHONE RESERVATIONS

Walk-in examinations are not available. Candidates who have received an *Authorization To Test* letter (ATT) may contact the Pearson VUE Reservation Unit at **(877) 383-2901** to make an examination reservation.

Pearson VUE Hours

Monday – Friday 8 AM – 11 PM

Saturday 8 AM – 5 PM

Sunday 10 AM – 4 PM

Central Standard Time

Before calling, candidates should have the following:

- Legal name, address, authorization number, and daytime telephone number,
- The name of the examination
- The preferred examination date and test center location

A Pearson VUE representative will help candidates select a convenient examination date and location, and will answer questions.

Candidates should make a reservation at least two (2) business days before the desired examination date.

TESTING LOCATIONS:

77740 Athens State University Athens AL 35611
68421 Jefferson State Community College Birmingham AL 35215
78012 Kelsey's Place Clanton AL 35045
67876 Tennessee Valley Training Center, Inc Decatur AL 35601
68339 Wallace Community College Dothan Campus Dothan AL 36303
69768 Enterprise State Community College Enterprise AL 36330
69502 Gadsden State Community College - Gadsden Gadsden AL 35903
70020 Wallace State Community College - Hanceville Hanceville AL 35077
64063 J. F. Drake State Technical College Huntsville AL 35811
79568 The University of Alabama in Huntsville Huntsville AL 35899
81231 Calhoun Community College - Huntsville Huntsville AL 35805
57069 The Exam Center A+ Millbrook AL 36054
64039 Information Transport Solutions, Inc Mobile AL 36608
75487 Fortis College Mobile AL 36608
81356 Tennessee Valley Training Center Inc Mobile AL 36606
69026 H. Councill Trenholm State Community College Montgomery AL 36116
69371 Northwest-Shoals Community College Muscle Shoals AL 35662
68637 Southern Union State CC - Opelika Campus Opelika AL 36801
68082 Chattahoochee Valley Community College Phenix City AL 36869
70019 Northeast Alabama Community College Rainsville AL 35986
81982 Calhoun Community College - Decatur Tanner AL 35671
53062 Information Transport Solutions, Inc. Wetumpka AL 36092
55094 Auburn University Auburn AL 36849
51803 University of Alabama Tuscaloosa AL 35487

HOLIDAY SCHEDULE

The examination will not be scheduled on the following holidays or holiday weekends:

New Year's Day / Eve
Martin Luther King Jr. Day
Memorial Day / Weekend
Independence Day / Weekend
Labor Day / Weekend
Thanksgiving Day / Weekend
Christmas Day / Eve

EXAM FEES

There is an examination fee of \$120 each time you test. Payment must be paid at the time of reservation by credit card, debit card, or voucher. Once you have been made eligible and received your *ATT* you must test within the validity dates of your *ATT*. These validity dates cannot be extended for any reason. Appointments may be made up to two business days in advance.

Payment will NOT be accepted at the test center. Examination fees are non-refundable and nontransferable except as detailed in Change/Cancel Policy on page 5.

Vouchers

Vouchers offer another convenient way to pay for tests. Vouchers can be purchased online at **www.pearsonvue.com/mace/AL** by credit card either singly or in volume. To redeem a voucher as payment when scheduling a test, simply indicate voucher as the payment method and provide the voucher number. **All vouchers are pre-paid. Vouchers are non-refundable and non-returnable.**

Vouchers expire twelve (12) months from the date they are issued. Voucher expiration dates cannot be extended. The exam must be taken by the expiration date printed on the voucher.

CANCELLATION AND RE-SCHEDULING

CHANGE/CANCEL POLICY

To change or cancel your examination reservation without monetary penalty, you must notify Pearson VUE by phone at least 48 hours before your scheduled examination. If you call at least 48 hours before your scheduled examination, the fee from your first reservation will be applied to your new reservation.

See the following pages for specific circumstances. Pearson VUE Customer Care Representatives are available at www.pearsonvue.com/mace/AL and at (877) 383-2901 from:

Monday – Friday 8 AM to 1 PM

Saturday 8 AM to 5 PM

Sunday 10 AM to 4 PM

Central Standard Time

If you call Pearson VUE less than 48 hours before your scheduled examination, you will forfeit the full examination fee for the canceled reservation and you must pay another fee for a new reservation.

ABSENCE

Candidates who are late or absent from an exam may call Pearson VUE within 14 days of the exam date to request an excused absence for the following reasons:

- Illness of the candidate or of the candidate's immediate family member
- Death in their immediate family
- Disabling traffic accident
- Court appearance or jury duty
- Military duty
- Weather emergency

A case number will be assigned and instructions provided for emailing supporting documentation. **Candidates absent from or late to an exam who have not changed or canceled the reservation according to the *Change/Cancel Policy* will not be admitted to the exam and will forfeit the exam fee.**

LATENESS

Plan to arrive about thirty (30) minutes before the examination starts. If you are late for your scheduled examination, or do not bring all of your required items (see What to Bring), you will **NOT** be allowed to test and your examination fee will **NOT** be returned.

Candidates who are absent from or late to an examination and have not changed or canceled the reservation according to the Change/Cancel Policy will not be admitted to the examination and will forfeit the examination fee. Written verification and supporting documentation for excused absences must be submitted to Pearson VUE within ten (10) business days of the original examination date.

WEATHER EMERGENCIES

Examinations will be delayed or cancelled only in emergencies. If severe weather or a natural disaster makes the test center inaccessible or unsafe, the examination will be delayed or cancelled. Candidates may call Pearson VUE at (800) 274-2615 for details on weather delays and cancellations. If the examination has been cancelled, you will be rescheduled for the next available examination at that site.

ACCOMMODATIONS

Pearson VUE complies with the provisions of the Americans with Disabilities Act as amended. The purpose of accommodations is to provide candidates with full access to the test. Accommodations are not a guarantee of improved performance or test completion. Pearson VUE provides reasonable and appropriate accommodations to individuals with documented disabilities who demonstrate a need for accommodations.

Test accommodations may include things such as:

- A separate testing room
- Extra testing time
- A Reader or Recorder, for individuals with mobility or vision impairments and cannot read or write on their own

Test accommodations are individualized and considered on a case-by-case basis. All candidates who are requesting accommodations because of a disability must provide appropriate documentation of their condition and how it is expected to affect their ability to take the test under standard conditions. This may include:

- Supporting documentation from the professional who diagnosed the condition, including the credentials that qualify the professional to make this diagnosis
- A description of past accommodations the candidate has received

To request an accommodation, answer “yes” to the accommodation question on the online application and follow the directions.

CONTENT OUTLINE

National Medication Assistant Certification Examination (MACE®) Content Outline

I. Authorized Duties 16% = 8 questions

- A. Building Relationships
- B. Delegation
- C. Role of MA-C
 1. Permitted Duties
 2. Restrictions/Limitations
- D. Specific Legal and Ethical Issues
- E. Location and Use of Resources and References (e.g., nurse, pharmacist, Physician, package/drug insert, drug reference manuals)

II. Medication Administration, Observation and Reporting 60% = 30 questions

- A. Administering and Charting Medications
 1. Medication Orders
 2. Documentation of Medication Administration
 3. Storage
 4. Disposal
- B. Safety and Rights of Medication Administration
- C. Routes of Administration
- D. Factors Affecting How the Body Uses Medication
- E. Classifications/Categories of Medications Related to Body Systems and Actions (e.g., antimicrobials, cardiovascular, dermatological, endocrine...)
- F. Rights of Individuals
- G. Causes and Reporting of Medication Errors
- H. Reporting of Symptoms and Side Effects
 - I. Reporting Any Change from Client’s Normal Condition

III. Medication Concepts and Measurements

24% = 12 questions

- A. Medication Concepts
 1. Terminology and abbreviations
 2. Dosage Range
 3. Actions and Implications
 4. Therapeutic and other side effects (e.g. idiosyncratic, paradoxical, antagonist)
 5. Precautions
 6. Interactions
- B. Forms of Medication
 1. Liquid
 2. Solid and semi-solids
- C. Measurements

EXAM DAY

PROPER IDENTIFICATION

All candidates are required to bring identification that is deemed acceptable, as listed under *Acceptable Forms of Candidate Identification* (below), to the test center on the day of examination.

Candidates who do not present the required items will be denied admission to the examination, will be considered absent, and will forfeit the examination fee.

ACCEPTABLE FORMS OF CANDIDATE IDENTIFICATION

Candidate must present **two (2)** forms of current (not expired) signature identification. The name on the identification must exactly match the name on the registration. The primary identification must be government issued, photo-bearing with a signature and the secondary identification must contain a valid signature. Identification must be in English. Photocopies of identification will NOT be accepted.

Primary ID (photograph, and signature, not expired)

- Government-issued Driver's License
- U.S. Department of State Driver's License
- U.S. Learner's Permit (plastic card only with photo and signature)
- National/State/Country ID card
- Passport
- Passport Card
- Military ID
- Military ID for spouses and dependents
- Alien Registration Card (Green Card, Permanent Resident Visa)

Secondary ID (signature, not expired)

- U.S. Social Security Card
- Debit (ATM) card or Credit card
- Any form of ID on the Primary list

If the ID presented has an embedded signature that is not visible (microchip), or is difficult or impossible to read, the candidate must present another form of identification from the Primary ID or Secondary ID list that contains a visible signature. Pearson VUE does not recognize grace periods. For example, if a candidate's driver's license expired yesterday and the state allows a 30-day grace period for renewing the ID, the ID is considered to be expired.

EXAM PROCEDURES

Candidates should report to the test center thirty (30) minutes before the examination and check in with the test center administrator. The candidate's identification will be reviewed

After the manager gathers your information, he or she will take your photograph, which will be printed on your score report.

Candidates are required to review and sign a *Candidate Rules Agreement* form. If the *Candidate Rules Agreement* is not followed and/or cheating or tampering with the examination is suspected, the incident will be reported as such and the appropriate action will be taken. The examination fee will not be refunded, the exam may be determined invalid, and/or the state may take further action, such as prohibiting re-tests for a designated amount of time.

After registration, the test center manager will assign you a seat and assist you with the testing unit. You will have an opportunity to go through a tutorial on the testing system. The time spent on the tutorial will not reduce the examination time. The examination administrators will answer questions, but candidates should be aware that the administrators are not familiar with the content of the examinations nor with the state's licensing requirements. Examination administrators have been instructed not to advise candidates on requirements for licensure. Candidates may begin the examination once they are familiar with the PC. The examination begins the moment a candidate looks at the first examination question.

You will be given two (2) hours to complete the examination. After the examination time has expired, the testing unit will automatically turn off. Under no circumstances will you be permitted to work beyond the allotted time.

Continued next page

Official scoring of your examination will take place immediately. You will leave the test center with your official results in hand.

REVIEW OF EXAMS

For security reasons, examination material is not available to candidates for review.

TEST CENTER POLICIES

The following policies are observed at each test center.

Candidates who violate any of these policies will not be permitted to finish the examination and will be dismissed from the test center, forfeiting the examination fee.

- **No personal items are allowed in the testing room.** Personal items include but are not limited to the following: cellular phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats, bags, coats, books, and/or notes, pens, or pencils.
- Candidates must store all personal items in a secure area as indicated by the administrator, or return items to their vehicle. All electronic devices must be turned off before storing them in a locker. **The test center is not responsible for lost, stolen, or misplaced personal items.**
- Studying is **not** allowed in the test center. Visitors, children, family, and/or friends **are not** allowed in the test center.
- Dictionaries, books, papers (including scratch paper), and/or reference materials are not permitted in the examination room (unless permitted by the exam sponsor), and candidates are strongly urged not to bring such materials to the test center. When the candidate enters and is seated in the testing room, the test administrator will provide the candidate with materials to make notes or calculations and any other items specified by the exam sponsor. **The candidate may not write on these items before the exam begins or remove these items from the testing room.**

- Eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the exam.
- Any candidate discovered causing a disturbance of any kind or engaging in any kind of misconduct—giving or receiving help; using notes, books, or other aids; taking part in an act of impersonation; or removing examination materials or notes from the examination room—will be summarily dismissed from the examination and will be reported to the state licensing agency. Decisions regarding disciplinary measures are the responsibility of the state licensing agency.

DUPLICATE SCORE REPORTS

To obtain your score report, log into your Pearson VUE account.

For test center exams prior to January 13, 2022, contact customer service at (877) 383-2901, to request a copy of your score report.

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