Medication Technician (MedTech) Certification Examination Candidate Handbook

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Table of Contents

- Introduction
- Eligibility Requirements
- Application and Scheduling
- Online Registration and Scheduling
- Accommodations
- Cancellations and Rescheduling
- Exam Day – Taking Your Exam
- Proper Identification / Security and Cheating
- Testing Policies
- The Written Examination
- Content Outline
- Sample Questions
- Exam Results
- Permit / Certification Process
- Renewal Requirements
- Grievance Process
- Notes

Introduction

This handbook is designed for candidates seeking a Medication Aide Certification (MAC) permit in the State of Alabama through a State Approved, State Specific examination process. It describes the application, examination, and certification processes for candidates pursuing the MedTech certification. Candidates should retain this handbook for future reference.

The Alabama Board of Nursing (ABN) has partnered with the Alabama Community College System (ACCS). The ACCS develops, schedules, administers, scores, and reports the results of the Med Tech exam for the State of Alabama. The Medication Technician (MedTech) Examination is designed to assess minimum competency and safe practice expectations for entry-level Medication Aides (MACs) in Alabama. The examination evaluates knowledge related to medication administration, resident safety, infection prevention, documentation, communication, legal responsibilities, and ethical practice.

Examination Overview

You must pass the online computer exam to receive your permit.

The written examination consists of 70 multiple-choice questions written in English. Sample examination questions are provided in this handbook. Candidates will have two (2) hours to complete the examination. The examination is administered electronically through approved testing locations. Candidates identify which testing location they wish to take their exam at during the application process with ABN.

Eligibility Requirements

Guidelines have been established by the ABN to determine who is eligible to take the MedTech Examination. To be eligible, you must successfully complete a state-approved Medication Aide training program approved by the ABN or you must have completed equivalent training through a higher education program such as detailed components of an LPN or RN program approved by the ABN, or US Armed Forces training equivalent to education preparation for US Army Healthcare Specialist, US Navy Corpsman, or USAF Medical Technician, as determined by the Board. Verification of eligibility requirements is determined by the applicant's academic transcript validating educational preparation.

It is highly recommended that you take and pass your examination within 6 months of the completion of your training program.

Eligibility Routes

Route 1 – New Medication Technician
Candidate has completed a state-approved Medication Aide training program approved by the ABN or a substantially equivalent program in another state.

Route 2 – LPN or RN Program Students
Candidate has completed NUR 113: Nursing Concepts I (Alabama Community College System Curriculum) or a substantially equivalent course as validated by official college transcripts or certificate sent to the ABN in a seal envelope or emailed. Faxed transcripts are not accepted.

Route 3 – Military or Equivalent Training
Candidate possesses US Armed Forces training equivalent to education preparation for the US Army Healthcare Specialist; US Navy Corpsman; or USAF Medical Technician.

Online Registration and Scheduling

After completing an ABN approved training course and applying for a permit on the ABN website, you will receive an authorization to test (ATT) letter. The ATT letter will be sent to the email address you provided in your ABN application. Your ATT letter will contain information needed to register for the examination at the ACCS college testing location you chose on your application.

The MAC application and testing information is available on the ABN website under Licensure. For resources and additional instructions on how to submit your application to the ABN, please visit https://www.abn.alabama.gov/licensing/apply/special-permits/medication-assistant-certified/

Scheduling Your Exam

Once your online application has been approved, you will schedule exams through the ACCS test centers.

You are responsible for scheduling your MedTech examination through ACCS. If you need help or have any questions about the application process, contact the ABN at MAC@abn.alabama.gov

Holiday Schedule

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

- New Years Day / Eve
- Martin Luther King Jr. Day
- Memorial Day / Weekend
- Juneteenth Day / Weekend
- Independence Day / Weekend
- Labor Day / Weekend
- Thanksgiving Day / Weekend
- Christmas Day / Eve

Examination Fees

Payment is in the form of a credit card or pre-paid card (e.g., American Express, Mastercard, or Visa). Fees are non-refundable, non-transferable once submitted.

Examination Type	Fee
Computer-Based, Written Examination	$120

Accommodations

ACCS complies with the provisions of the Americans with Disabilities Act, as amended. The purpose of accommodation is to provide candidates with full access to the test. Accommodation is not a guarantee of improved performance or test completion. ACCS provides reasonable and appropriate accommodation to individuals with documented disabilities in accordance with the Americans with Disabilities Act (ADA).

Examples of testing accommodation may include things such as:

- Extra testing time
- A reader or recorder for individuals with mobility, hearing, or vision difficulties who 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 accommodation the candidate has received.

Candidates seeking accommodations under the Americans with Disabilities Act should contact the ABN at MAC@abn.alabama.gov

Cancellations and Rescheduling

Candidates must cancel or reschedule examinations at least 48 hours **prior** to the scheduled testing appointment.

If you do not cancel or reschedule your examination within the required timeframes detailed and do not show up for your scheduled examination, you will be responsible for the examination fee. Your fee will not be refunded and cannot be transferred to a new examination date, and you may not give your examination date to another person.

Refunds

Once payment of exam fees is received. No refunds will be issued.

Absence Policy

Candidates who are late or absent from an exam may submit an excused absence via ABN notification within 14 calendar days of the exam for the following reasons:

- Illness of yourself or a member of your household
- Death in the family
- Traffic accident or ticket
- Court appearance or jury duty
- Military duty
- Weather emergency
- Incarceration

Your request may include documentation or verification for the cause of the absence. For example, if you are absent because of jury duty, you must upload a copy of the course notice. In the case of illness, verification from a medical provider must be included in your request. Please note, a request takes approximately 3-5 business days to review. The decision of ABN to approve or deny the excuse will be final.

Absences must be emailed to MAC@abn.alabama.gov

Exam Day – Taking Your Exam

What to do in the days before your online exam:

- Confirm your test date, time, and location of your ACCS testing center.
- Get your ID ready – you are required to have two (2) forms of official ID with a signature (one must be a photo documentation). Photocopies of identification will NOT be accepted.

The name on your identification must be the same as the name you used on your application to register for the examination. If you do not bring proper identification, you will not be allowed to test, and your examination fee will not be refunded.

What to do on your online exam day:

- Arrive at the testing center at least 30 minutes early.
- Have your ID ready. Have your government-issued photo ID with you (see list of proper identification on the next page).
- Go to the testing center and start your check-in procedures. You can begin the check-in process up to 30 minutes prior to your appointment.

Proper Identification

You are required to bring two (2) forms of current, official, state, or federally issued forms of signature-bearing identification to the test site (one of which must be a photo identification). All identification must be current (not expired). Photocopies of identification will NOT be accepted.

Candidates must present either 1) two primary identification methods OR 2) one primary AND one secondary identification form. Approved forms are found on the next page.

Approved forms include:

Primary Identification – You are REQUIRED to have at least ONE of these forms (must be in-date/unexpired)	**Secondary Identification – may use only ONE of these forms AND required primary identification**
• U.S. Passport/Passport Card • Driver's License or Permit • State Issued ID card • Alien Registration Card • Bureau of Indian Affairs Identification • American Indian Card issued by Homeland Security • Military Identification or Military Dependents Card	• Employee ID card with name • School ID card with photograph • Voter's Registration Card • U.S. Coast Guard Merchant Mariner Card • ID card issued by federal, state, or local government agency or entities, provided it contain information such as name or photograph • Debit (ATM) card or Credit Card with name • Social Security Card (signature-bearing)

Security and Cheating

If you give help to or receive help from anyone during MedTech examination, the examination will be stopped. The incident will be reported to the ABN for review and your examination will not be scored (see Testing Policies).

Please note that all examination questions, each form of the examination, and all other examination materials are copyrighted by, the property or, or licensed to ACCS.

Consequently, any distribution of the examination content or materials through any form of reproduction or through oral or written communication is strictly prohibited and punishable by law. Violations may result in dismissal from testing and denial or revocation of certification.

Testing Policies

The following policies are observed at each ACCS test site.

Lateness

If you are late for your scheduled examination or do not bring all of your required materials, you will NOT be allowed to test, and your examination fee will NOT be returned.

Electronic Devices

Cellular phones, beepers, or any other electronic devices are not permitted to be used.

Eating/Drinking/Smoking

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

Misconduct

If you are discovered causing a disturbance of any kind or engaging in any kind of misconduct, you will be dismissed from the examination and reported to the Alabama Board of Nursing licensure department. Decisions will regarding disciplinary measures are the responsibility of the Alabama Board of Nursing.

Guests/Visitors

No guests, visitors, pets, or children are allowed in the room during the examination. Guests, visitors, pets, or children waiting in the testing center building must not cause disturbance of any kind or engage in misconduct.

The Written Examination

The Medication Technician (MedTech) Certification Examination is designed to measure knowledge and decision-making abilities required for safe medication administration and patient care.

Candidates are encouraged to assess their strengths and need for test preparation by reviewing the content outline, medical terminology, medical abbreviations, and the metric system. Sample questions are included below.

Content Outline

The MedTech content outline is based on the findings and recommendations of subject matter experts. The content outline is effective May 2026.

The MedTech computer-based examination is comprised of 70 multiple-choice items: 10 of these items are pilot (no scored) items on which only statistical information is collected for potential inclusion in future exam versions.

Pilot questions are not marked in a way that candidates can identify which questions are graded versus pilot items. Therefore, candidates should answer every question to the best of their ability.

Content Domain	Weight	Approximate Questions
Medication Administration, Safety, & Error Prevention	60%	42
Pharmacology & Medication Knowledge	20%	14
Documentation, Orders, and Client Monitoring	15%	11
Legal, Ethical, and Professional Responsibilities	5%	4
Total:	100%	70 Qs

An expanded Domain and Subdomain with topics are found in the appendix of this handbook.

Sample Questions

1. Before administering a medication, the MedTech should first:

A. Document the medication
B. Verify the medication order
C. Call the physician
D. Leave the medication at bedside

2. Which of the following is part of the 'Five Rights' of medication administration?

A. Right color
B. Right diagnosis
C. Right resident
D. Right insurance

3. In the following medication order: *Prilosec 20 mg by mouth B.I.D.*, the MedTech recognizes that B.I.D. means:

A. as needed
B. twice daily
C. three times daily
D. four times daily

4. The conversion of 1:30 p.m. to military time is which of the following:

A. 12:30 hrs
B: 1:30 Hrs
C. 1330 Hrs
D. 1630 Hrs

Correct Answers: 1. B 2. C 3. B 4. C

Exam Results

You will receive a notification email from ABN if you pass or fail within seven (7) days of testing.

Score Reporting

ACCS will score your official examination results within 24-hours after a testing event is completed for the day. Score reports are provided online and available to the ABN staff only. Testing center staff are not permitted to share your examination results with you following your examination. Examination results will not be given over the phone, nor can they be sent by ABN to your employer.

Failing Scores

If you fail the examination, you will need to repeat the examination, also called a re-take. You are required to apply to ABN in a new application form for each re-take of the MedTech exam. There is not a limit to the number of re-takes a candidate can take the MedTech examination.

Passing Scores

Once you have passed the MedTech examination, your name will be posted along with your permit number to the ABN license look-up site. You can access this site by going to https://abn.alabama.gov/applications/LicenseLookup.aspx

Renewal Requirements

Once permitted, you are required to renew your MAC permit every two years during the renewal period (September 1 through December 31) of every odd numbered year. For example, September 1, 2025, through December 31, 2025, at 4:30 PM. If the permit is not renewed by the last date of the renewal period, your permit will be considered lapse, and you would be eligible to work as a MAC until the permit is reinstated.

Medication Technician certifications may require continuing education, or competency validation. Candidates should review all applicable state renewal requirements. To stay current, review the Medication Aide Certification (MAC) rules provided on the ABN website: www.abn.alabama.gov

Grievance Process

All grievances must be in writing and submitted through the online system. The candidate must provide as much detail as possible in the grievance form. The grievance must be submitted within 30 days of the candidate's exam date. After receipt of the grievance form, the complaint will be investigated. Once the investigation is complete, ACCS will send email correspondence to the candidate informing him/her of the outcome of the investigation. If the grievance is substantiated, the candidates will be allowed to retest at no additional cost. For details on how to submit a grievance, visit www.accs.edu/student-complaints You will receive a response within 30 days of receipt.

ACCS Testing Centers

A comprehensive list of testing centers is found on the next page.

College Name
Bevill State Community College - Hamilton Campus
Bevill State Community College - Fayette Campus
Bevill State Community College - Sumiton Campus
Bevill State Community College - Jasper Campus
Bishop State
Calhoun Community College - Decatur Campus
Calhoun Community College - Huntsville Campus
Central Alabama Community College - Childersburg Campus
Central Alabama Community College - Alexander City Campus
Chattahoochee Valley Community College
Coastal Alabama Community College - Atmore Campus
Coastal Alabama Community College - Bay Minette Campus
Coastal Alabama Community College - Thomasville Campus
Drake State Community College
Enterprise State Community College
Gadsden State Community College
Jeff State Community College
Lawson State Community College
Lurleen B Wallace Community College
Northeast Community College
Northwest Shoals Community College
Reid State Technical College
Shelton State Community College
Snead State Community College
Southern Union State Community College
Trenholm State Community College
Wallace State Community College - Hanceville Campus
Wallace-Dothan
Wallace-Selma

Notes

APPENDIX

DOMAIN I - Medication Administration, Safety, and Error Prevention

A. Medication Safety Principles

- Rights of medication administration
- Three safety checks
- High-alert medications
- Medication storage requirements
- Expired medications
- Medication security
- Infection control
- Standard precautions

B. Medication Administration Routes & Techniques

- Oral medications
- Sublingual medications
- Topical medications
- Transdermal patches
- Ophthalmic medications
- Otic medications
- Nasal medications
- Inhaled medications
- Nebulizer treatments
- Rectal medications
- Vaginal medications

C. Dosage Measurement & Conversions

- Metric conversions
- Household conversions
- Medication Measurement devices
- Dosage calculations
- Tablet/capsule calculations
- Liquid medication measurement

D. Medication Error Prevention & Reporting

- Types of medication errors
- Near misses
- Error reporting procedures
- Incident documentation
- Corrective actions
- When to withhold medication
- Unsafe medication situations

E. Safety Monitoring During Administration

- Recognizing adverse reactions
- Allergic reactions
- Anaphylaxis
- Side effects
- Immediate response procedures

DOMAIN II - Pharmacology and Medication Knowledge

A. Medication Classifications
- Cardiovascular medications
- Respiratory medications
- Gastrointestinal medications
- Endocrine medications
- Neurologic medications
- Pain medications
- Psychiatric medications

B. Brand & Generic Medications
- Common brand/generic pairs
- Therapeutic uses
- Common indications
- Medication recognition

C. Medication Effects
- Therapeutic effects
- Side effects
- Adverse reactions
- Drug interactions
- Contraindications
- Polypharmacy

D. Special Medication Considerations
- Controlled substances
- Controlled-release medications
- PRN medications
- Herbal supplements
- OTC medications

DOMAIN III - Documentation, Orders, and Client Monitoring

A. Medication Orders
- Complete medication orders
- Interpreting medication orders
- Clarification procedures
- Hold parameters
- PRN orders

B. Documentation
- Medication Administration Record (MAR)
- Documentation requirements
- Late entries
- Correcting documentation
- Refusal documentation

C. Medical Terminology & Abbreviations
- Common abbreviations
- Time abbreviations
- Route abbreviations
- Frequency abbreviations
- Military time

D. Vital Signs & Monitoring

- Blood pressure
- Pulse/apical pulse
- Respirations
- Temperature
- Blood glucose monitoring

E. Recognizing & Reporting Changes

- Signs of hypo/hyperglycemia
- Abnormal vital signs
- Mental status changes
- Falls/dizziness
- Medication effectiveness
- When to notify the nurse

DOMAIN IV - Legal, Ethical, and Professional Responsibilities

A. Scope of Practice

- MAC role limitations
- Delegation principles
- Nurse supervision
- Independent judgment restrictions

B. Legal Responsibilities

- HIPAA
- Confidentiality
- Documentation as legal record
- Regulatory compliance

C. Ethical Responsibilities

- Professional ethics
- Patient rights
- Refusal rights
- Respect and dignity
- Professional boundaries

D. Professional Conduct

- Communication
- Reporting responsibilities
- Accountability
- Workplace professionalism