QMA FAQs

General Information:

Q: Does Ivy Tech do the testing for the QMA exams for the state?
A: Yes, Ivy Tech began the testing on July 1, 2009 for the State of Indiana.

Q: Do I have to come to Indianapolis for testing?
A: No. You may test at any Main Campus of Ivy Tech in the state or we may schedule you at an approved training facility if a test date is available earlier.

Q: How will I be notified of my testing date?
A: Generally, we will contact you by phone and or mail with the location and date of your testing. Please allow two weeks for Ivy Tech to process your information before you are contacted to be scheduled.

Q: When do I find out if I pass or fail?
A: You will be told your test results the day of testing. We will give you a letter, indicating your results.

Q: Do you test on Saturdays?
A: Yes, we can do testing on Saturdays.

Q: May I submit prescheduled dates for our facility?
A: Yes. We actually prefer that you do so. You may submit these by mail or fax, 317-925-6001.

Q: How long does it take to have my registry number?
A: We submit your test results to the state the week you test and the state then updates their records. You should allow 8-10 weeks to be added to the registry and for your license to be mailed to you. The website to check the registry is: https://secure.in.gov/apps/pla/search.htm

Q: How much does it cost to take the exam?
A: The fee to take the exam is $65.

Q: I have completed Medical Assistant (MA) training. Am I eligible to take the QMA exam?
A: No, you will still need to complete the 100-hour training course.

Recertification:

Q: When does my certification expire?
A: All QMA certifications expire on March 31st of each year.

Q: What do I need to do to ensure my QMA certification doesn’t expire?
A: You will need to complete a minimum of 6 hours of in-service education during the course of the year. This will need to be completed at least 30 days prior to your expiration date. Additional instructions can be found on the ISDH website.
QMA FAQs

Q: What do I do if I allow my QMA certification to expire?  
A: You will need to re-take the 100-hour training course.

100-Hour Training Course Candidates:

Q: Where can I find an approved 100-hour training course near me?  
A: Go to the ISDH website at http://www.in.gov/isdh/reports/QAMIS/ltc/qmatdir/search.htm

Q: How much time do I have to complete my practicum?  
A: The supervised practicum must be completed within 3 months of completion of the classroom instruction.

Q: How much time do I have to submit my application to test after I complete my practicum?  
A: The application to test must be submitted within 30 days of practicum completion.

Q: How much time do I have to test after I complete my classroom training?  
A: You will need to complete the 40-hour practicum and apply to take the QMA exam within 6 months of completion of your classroom training.

Q: If I fail the QMA exam, what do I need to do to be able to retest?  
A: You will need to complete 6 hours of additional training based on the QMA program and conducted by a registered nurse. We will provide the necessary form to your training facility.

Q: If I fail the QMA exam, how much time do I have to schedule a retest?  
A: You will need to apply to retest within 1 year of completion of your classroom training.

Q: How many times can I fail the QMA exam?  
A: The QMA exam may be taken 3 times within one year of the completion date of classroom training. If all 3 attempts are unsuccessful, the candidate must repeat the entire training program before retesting.

Out-of-State Candidates:

Q: I would like to transfer an out-of-state QMA to Indiana.  
A: Please visit our website, www.ivytech.edu/qma for instructions. A state form is available for you to download. All documents must be submitted together. You will need to take the written portion only and the fee is $65.00. You must already be certified as a CNA in Indiana. You also must include current out-of-state proof of QMA, or equivalent, qualification, and show no verified complaints.

Q: I would like to transfer my QMA to Indiana from another state. Do I need to complete a practicum?  
A: No, you do not need to complete a practicum.
QMA FAQs

Nursing Students:

Q: I am a nursing student. What do I need to do to be able to take the QMA test?
A: You must first submit an official, sealed transcript to Ivy Tech so that we can verify you are currently enrolled and that you have successfully passed Pharmacology, or equivalent, with a grade of C or better. Once verified, we will mail you a testing packet.

Q: I have already completed clinical as part of my nursing training. Do I still need to complete a practicum?
A: Yes, you will still need to complete a 40-hour practicum.

Q: Where can I complete my practicum?
A: You are free to approach the facility of your choice, as long as they agree to supervise you.

Graduate Nurses:

Q: I am a graduate nurse. What do I need to do to take the QMA exam?
A: You will need to submit an official, sealed transcript from your educational institution that shows your date of graduation and that you completed Pharmacology, or equivalent, with a grade of C or better. Additional application instructions can be found at www.ivytech.edu/qma

Q: Do I need to be a CNA in Indiana before I can test?
A: No, you do not need to take the CNA exam.