QMA FAQ

1. Where may I take the test?
   You may take the test at any one of our Ivy Tech campuses in the testing center. You may also opt to attend a test hosted by your training facility. Hours vary by location but evening and Saturday’s are available at select locations. Note: tests are computerized at the testing center.

2. How and when will I be notified of my testing date?
   The testing center will contact you either by phone or email to schedule your date. You will have the option of scheduling directly on-line if you have provided us an email. If you will be testing with your training facility, your instructor will provide your testing information. Please allow 2 weeks for processing documents for the QMA. Processing begins from the date of receipt of all required paperwork and payment.

3. When do I find out my results?
   Your results are given to you on the day you test. You will receive a letter indicating whether you passed or failed immediately after your exam is graded. If you are unsuccessful, topics will be checked-off on your fail form to aid in your study for repeating the exam. In order to retest, you will also be required to attend a 6 hour retraining session with the RN who supervised your training and provide that document along with payment in order to be scheduled. The topics listed on your fail letter are required to be covered during your retraining.

4. If I am a Medical Assistant, may I opt in to just take the exam?
   Unfortunately, Medical Assistant (MA) candidates will need to take the course in order to sit for the exam.

5. When will I receive my QMA registry information?
   Please allow approximately 4-6 weeks for your registry information to appear online and for you to receive your license. The website to verify your registry is: https://mylicense.in.gov/EVerification/Search.aspx
100-Hour Training Course Candidates

1. Where can I find an approved 100-hour training program near me?
   Please go to the ISDH website:
   https://www.in.gov/isdh/reports/QAMIS/qmat/index.htm

2. How much time do I have to complete my practicum?
   The supervised practicum must be completed within 3 months of completion of classroom instruction. The practicum must be listed in periods of time no longer than 4 hours and must denote a wide variety of procedures performed. Those practicums consisting of “med-pass” only will be returned for demonstration of additional procedures.

3. What is the deadline for submitting paperwork to Ivy Tech for testing purposes?
   Applications must be submitted within 30 days of the practicum completion date. In addition, you must complete the 40 hour practicum and apply to take the exam within 6 months of completing the classroom instruction.

4. How much time do I have to take the test?
   You must successfully pass the QMA exam within one (1) year of the classroom completion date. You have a total of 3 attempts to take the test after which you will need to retake the 100-hour training course.

5. If I fail the test, how do I reapply?
   In order to reapply, you must submit a copy of your fail letter, the retest fee, and the original retraining document provided to you by the supervising RN. The 6 hour retraining must cover the topics that were checked off on your fail letter received at the time of testing.

Out-of-State Candidates

1. How do I transfer an existing QMA license from another state?
   You are required to first become certified in Indiana as a CNA. Once you are certified as a CNA, you may then submit an application with proof of QMA registry in order to take the exam. Please visit our main page www.ivytech.edu/qma for additional directions and forms to complete. You will not be required to complete a practicum as an out-of-state candidate.
**Nursing Students**

1. If I am a current nursing student, do I need to take the course to take the QMA exam?  
   You must provide an official, sealed transcript to verify that you are a current nursing student who has completed Pharmacology, or its equivalent, with a “C” or better to eliminate having to take the course. You are still required however to do a 40 hour practicum demonstrating the procedures listed in the curriculum of the QMA training programs.

2. Where can I complete the practicum?  
   You are free to approach the facility of your choice as long as they have agreed to supervise you.

**Graduate Nurse**

1. If I am a graduate nurse, may I take the QMA exam?  
   In order to take the exam, you must provide an official, sealed transcript showing that you have graduated within the past year and Pharmacology was completed with a “C” or better.

**Insulin Administration FAQ**

1. How do I apply for the Insulin Administration test?  
   You may apply in one of two ways. You may apply for this test at the same time you submit your application to take the QMA exam or you may apply for the Insulin Administration test on its own. If you apply for both exams at the same time, you will be required to take and pass the QMA exam first before you can take the Insulin Administration test. Please visit our main website: [www.ivytech.edu/qma](http://www.ivytech.edu/qma) for complete instructions and forms.
2. Where can I take the Insulin Administration test and how is it scheduled?
   You may take the test at any Ivy Tech campus in the testing center or you may opt to take the test at your training facility. If you apply for both exams at once, you are scheduled for both tests on the same day. If you are unsuccessful on the QMA exam the day of testing, you will not have the opportunity to take the Insulin Administration test that day. Your fee will be saved and you will be scheduled again for the exam when you are scheduled for the QMA retest. The testing center will notify you by phone or email to schedule your exam. If your email is provided to us, you will be able to schedule the exam on-line. The verification and processing time for QMA/Insulin Administration is two weeks.
   Note: tests are computerized at the testing center.

3. If I fail the Insulin Administration test only, how do I retake the test?
   You will be required to do 1-2 hours of Insulin Administration retraining with the RN who verified your original Insulin Administration module in order to retake the exam. You have 3 attempts to successfully pass the Insulin Administration within one year of classroom completion or you will need to retake the program.

4. How do I find an approved training program for Insulin Administration?
   All current approved QMA training programs are approved to conduct Insulin Administration. Please go to the ISDH website for a listing of programs:
   https://www.in.gov/isdh/reports/QAMIS/qmat/index.htm