

Admission Criteria: Qualified Medication Aide (QMA)

Applicants will be admitted to the QMA course through a review process that includes:

1. Be accepted as an Ancilla College student under general admission. **(Note - being accepted as a general student at Ancilla College does not guarantee admission to the QMA course).**
2. Complete a **separate application** to the Division of Nursing and Health Sciences. Form available from nursing office or on-line.
3. Successful completion of the pre-admission tests with a passing score:
 - Students are expected to be able to read and write in English.
 - Students are also expected to perform 4 basic math calculations WITHOUT a calculator: addition, subtraction, multiplication, and division. Score of 75% must be achieved.
 - See QMA testing information below or call the Center for Student Achievement (ext. 302) for more information.
 - Copies of these completed tests should be attached to the Nursing Application.
4. Must provide proof of high school diploma or GED.
5. Must be at least 18 years of age to apply to QMA course.
6. Proof of a current Indiana CNA Certification and listing on the Indiana State Registry. Must be clear of any findings.
7. Documentation of at least 1000 hours of documented work experience as a CNA within the last 24 months. Form available from nursing office or on-line.
8. Provide proof of an Indiana State Limited Criminal background check completed within the last 12 months.
9. Proof of tuberculosis testing with a negative reading or appropriate documentation that student is free of communicable disease within the last 12 months.
10. Students must be employed within an institution willing to allow the QMA practicum. If student has no practicum site, they must drop or withdraw from the class according to the guidelines noted in the Ancilla Course Catalog.
11. Any grade below a C (2.0) is considered unsatisfactory for progression in any course in the Division of Nursing and Health Sciences.

See Reverse Side for Testing Guidelines

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QMA Testing Information

- **Plan of action**
 - **As soon as possible**, review the Math and English materials available from the Center for Student Achievement. We strongly recommend that you begin the review process early **to be certain you have reviewed the material thoroughly in order to pass on the first attempt**. A passing score on these tests is required for acceptance to the QMA course. It is better to **be fully prepared** and pass the tests the first time rather than having to retake it. The Center for Student Achievement staff is available to help you with planning a schedule of study.
- **Guidelines for Testing**
 - **Scheduling Note:** Appointments for testing must be scheduled at least 7 days in advance through the Center for Student Achievement: 574-936-8898, ext. 302.
 - Students **may** elect to re-test if they did not achieve a passing score but must wait a minimum of 72 hours between testing.
 - If you are unsuccessful in reaching an acceptable score on the second attempt, you will be unable to take the QMA course until the next class is offered. All rules in place at that time must be followed for admission.
- **Required QMA testing Information**
 - Ancilla College QMA Exam minimum scores are:
 - Math** – 75% or 38 correct out of 50 problems.
 - English** – Less than 7 errors in spelling, syntax or grammar on written exam and able to easily read example provided.
 - QMA exams cost \$15 per sitting.
 - **NOTE:** The **student** is responsible for taking the printed score results from the Center for Student Achievement to the Nursing program administrative assistant (Office C-136).
- **Important Contact Information**
 - Center for Student Achievement testing information
April Woodward 574-936-8898, ext. 302
 - Nursing Office to schedule appt. for advising and course planning
Carol Swanson – 574-936-8898, ext. 327

As of August 10, 2009 students testing for the QMA course are required to read and sign below:

I have read and understand the information in this handout. If I violate the testing requirements by cheating or attempting to circumvent the testing procedures, I will permanently forfeit admittance into **any** Division of Nursing and Health Science Course at Ancilla College.

Signed _____ Date _____

Print name _____