New Mexico Board of Nursing Examinations
Candidate Information Bulletin

1. **HOW DO I REGISTER TO TEST?** To register and schedule for testing, go to https://www.provexam.com/schedule. You may also call us at 801-733-4455. Click here for more information about registering.

2. **WHERE CAN I TEST?** You may test at any one of Prov's testing centers. Click here for a current list and directions to each of our testing centers.

3. **HOW MUCH DOES IT COST?** Each certification exam costs $80.00 per testing attempt.

4. **WHEN DO I GET MY TEST RESULTS?** Exam results are available at the testing center once you complete your exam.

5. **WHAT IS ON THE TEST?** Click here for information about the available examinations.

MORE QUESTIONS

Please read through this bulletin completely for answers to your questions. If you still have unanswered questions, you may contact us at the following:

For Application and Certification Questions:	For Testing Questions:
New Mexico Board of Nursing	**Prov**
6301 Indian School Rd NE # 710	150 Civic Center Dr
Albuquerque, NM 87110	Suite 601
Ph: (505) 841-8340	Sandy, UT 84070
http://nmbon.sks.com/	Phone: (801) 733-4455
Office Hours: 8:00am to 5:00pm	Text or call: 801-733-4455 (Messaging rates may apply)
	www.provexam.com
	6:00am to 10:00pm MT

GENERAL TESTING INFORMATION

The New Mexico Board of Nursing has contracted with Prov, Inc. to administer certification exams for state Certified Hemodialysis Technician I, Certified Hemodialysis Technician II, Certified Medication Aide I, and the Certified Medication Aide II exams. This bulletin has been developed to help explain the rules and processes you will need to undertake to complete the testing requirement for your New Mexico Board of Nursing Certificate.

Prov is not authorized to make the determination of which exams(s) candidates must take. If a candidate is unsure which exam is needed for a or to review qualifications, please call the New Mexico Board of Nursing office at **(505) 841-8340.**

EXAMINATION CATEGORIES & COST

Candidates seeking to be certified with New Mexico Board of Nursing must complete a certification examination; either for the Certified Hemodialysis Technician I, Certified Hemodialysis Technician II, Certified Medication Aide I, or the Certified Medication Aide II exams.

Detailed information about exam content, duration and reference materials can be found in the Exam Descriptions section of this document.

The cost for the examination is $80.00, both for your initial testing attempt, and then $80.00 for each subsequent retake if necessary.

TESTING WITH PROV

Your exam will be administered by computer at one of Prov's testing centers. Prov's testing system is easy to use and requires no specific computer experience to take the test.

The following link will take you to a short video that demonstrates Prov's testing system: https://youtu.be/h3T9svnIdLY.

TESTING OVERVIEW

CMA Initial Certifications

CMA I

Number of Attempts	Two (2) attempts within 12 months of completion of program
Actions after 1st failure	Submit a re-exam/re-test application

Actions after Failing Maximum Attempts	Repeat theory and clinical (entire program) Attestation must be sent to the BON by nurse educator
Maximum Length of Time from Training end to Testing Date	12 months from program completion date

CMA II

Number of Attempts	Two (2) attempts within 12 months of completion of program
Actions after 1st failure	Submit a re-exam/re-test application
Actions after Failing Maximum Attempts	Repeat theory and clinical (entire program) Attestation must be sent to the BON by nurse educator
Maximum Length of Time from Training end to Testing Date	12 months from program completion date
Important Information	Initial Certification will align with expiration date of CMA I

WHERE TO TAKE YOUR EXAM

Prov has established testing centers within New Mexico where candidates can take their exams. Site addresses, testing availability, and drive directions are provided at the end of this bulletin.

HOW TO SCHEDULE ONLINE

1. To schedule online, navigate to the following URL: https://www.provexam.com/schedule

2. Enter your identifying information into the system. The State has already shared your testing information with Prov. We need to locate your information within our system.

    Follow the on-screen fields to enter your Known Candidate ID and your Last Name. The Candidate ID will be your social security number. Please enter all of the numbers.

Then, enter your last name and select the **Retrieve Details** button.

3. On the Welcome Screen, you will schedule a Date, Time, and Location for your exam by selecting the link labeled:

   📅 Find suitable time and venue

4. The scheduling system will display a map showing where the testing centers are located. Select a testing center from the list at the right of the map.

5. Select the SCHEDULE link to check the calendar for the testing center.
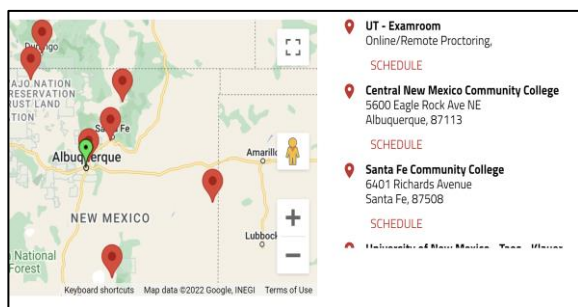
6. Select the SCHEDULE hyperlink to check the calendar for the testing center.

7. Select a test **date** and **time** from the calendar that matches your schedule. Confirm your selected date and time and select **Add to Cart.**

8. Proceed to payment. If you have provided an email address, the invoice for your exam payment will be automatically emailed to you.

If you have any problems with online scheduling, give us a call at (801) 733-4455.

To schedule an exam by phone, you should contact Prov toll free at 801-733-4455. Prov's scheduling staff is available 6:00 am through 10:00 pm MT, Monday through Friday.

Please be prepared to provide the scheduling staff with your name, social security number and address. Once registered in the database, Prov's staff will search for the next available testing session at the preferred location and will provide any alternate locations

available. Once scheduled, you will receive a confirmation email.

CANCEL/RESCHEDULING POLICY

If you need to change or cancel your testing appointment, you must contact Prov at least **three (3) business days** prior to your scheduled test date. Rescheduling is free if Prov is notified by the deadline.

If you fail to appear for their test or fail to cancel or reschedule your testing session by the close of business three days prior to their scheduled test date, you will forfeit your exam fees.

PREPARING FOR YOUR EXAMS

The certification exams that candidates will take are designed to test what qualified technicians or aides should know as they begin operations in their fields. The test questions used on the examinations have been prepared by Subject Matter Experts and cover the wide range of topics candidates would normally encounter as a technicians or aides.

Prov recommends that you prepare for your exam by familiarizing yourself with the subject areas listed in each exam description.

EXAM DESCRIPTIONS

Certified Medication Aide I (CMA I)

Number of Questions	100
Time allowed (hours)	2
Subject Area	# Quest.
Medications and Their Impacts on Body Systems	23
Anatomy and Physiology	9
Legal Aspect of Medication Administration	12
Pharmacology	16
Population Specific Care	5
Practical Skills	20
Medication Terms and Abbreviations	5
Emergency Care/First Aid Procedures	3
PRN Medication Administration Requiring Judgment/Client's Condition	3
Understanding That Medical Errors Are Serious and Jeopardize a Person's Well Being	4

Certified Medication Aide II (CMA II)

Number of Questions	50
Time allowed (hours)	2
Subject Area	# Quest.
Medications and Their Impacts on Body Systems	1
Anatomy and Physiology	12
Legal Aspect of Medication Administration	6
Pharmacology	9
Population Specific Care	3

Practical Skills	11
Medication Terms and Abbreviations	1
Emergency Care/First Aid Procedures	1
PRN Medication Administration Requiring Judgment/Client's Condition	4
Understanding That Medical Errors Are Serious and Jeopardize a Person's Well Being	2

TEST DAY RULES AND PROCEDURES

Check-in Deadline
The doors to each testing center will open at least 15 minutes before all scheduled testing appointments in order to check candidates into the testing center. You should plan to arrive early to make sure you are seated by the time the testing begins. If you arrive late, AND the testing session has already begun, YOU WILL BE TURNED AWAY, will forfeit your exam fees, and will be required to reschedule for a future testing date.

Proof of Identity
Upon arriving at the testing center, you will be required to show government-issued, photo-bearing identification. The photo-bearing ID must be current and valid. Forms of valid photo-bearing ID are a driver's license, passport, or military ID. You will also be required to sign a test center log and will be photographed by the test center staff. If you cannot produce a valid government-issued photo ID, refuse to participate in signing the test center log, or refuse to be photographed, you will be dismissed from the testing center and forfeit all testing fees for that testing session.

If you do not have a photo ID, you may still present a valid State driver's license without a photo, a State ID card without a photo that is issued by the DMV, or a birth certificate.

Prohibited Items
No cameras, recorders, cell phones or other communication devices are allowed in the testing room. Talking and smoking are not allowed in the testing room.

Visitor Policy
No one other than the candidate will be allowed in the testing room. Non-testing visitors are NOT permitted to wait in the lobby while candidates test.

Unethical Conduct Policy
Any individual caught giving or receiving assistance during or after the exam or caught using unauthorized materials during the exam will be reported directly to the Department. Those caught in the act of cheating will be dismissed from the exam and their testing results will be frozen. Furthermore, the candidate will forfeit the testing fees paid. Finally, anyone caught with test questions in their possession, either during or following the exam will be prosecuted by Prov for theft of copyrighted material.

RESULTS REPORTING

Upon completion of an exam, your test will be scored, and you will be provided with a score result while at the testing center. There is no charge for the on-site scoring. The State will be notified of your results automatically.

All exams will be scored and graded against a cut-score of 80%. Because the examination process is a requirement for licensure with the New Mexico Board of Nursing, candidates automatically consent to permit Prov to share their test results with the Board.

EXAM CHALLENGE PROCESS

If during an exam, candidates encounter a question they think is inaccurate or otherwise incorrect, they are encouraged to submit an Exam Comment form to Prov detailing why they feel the question is in error. Candidates testing on computer may make their comments in the testing system.

Prov staff will review each comment within two weeks of receipt by Prov and will make scoring adjustments should any comment result in a change to a test question.

HAND SCORE REQUEST

Prov ensures the accuracy of our exam results. Our computer system is designed to identify and report any potential error in data collected from an exam session. If you would like to have your score reassessed for accuracy, you can request a Hand Score by calling Prov at 1-801-733-4455 and asking for a Hand Score Request Form.

A Hand Score Request form requires a signature and must be mailed to Prov. Forms must be received by Prov no later than ninety (90) days after your examination administration date and must be accompanied by a copy of your original score letter.

Once a Hand Score is received, Prov Staff will process the request within seven (7) to ten (10) business days. During the Hand Score process a staff member will ensure that your answers were properly recorded and scored by comparing the captured answers to the exam key. Upon completion of the Hand Score we will provide a letter by mail to report the outcome of the reassessment.

The cost of the hand score is $25.00 (includes tax).

PROV'S NON-DISCRIMINATION STATEMENT

Prov provides equal access to its exams and testing programs for all eligible persons. Although individual jurisdictions that Prov represents are wholly responsible for determining eligibility of candidates, it is the policy of Prov to maintain an environment free of discrimination and to prohibit discrimination and harassment against any person on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and veteran, marital or family status.

Harassment of Prov program participants, proctors, staff or candidates will not be tolerated. If candidates wish to express concerns about discrimination, they should contact Prov at 801-733-4455 or write to: Prov, Inc., 150 Civic Center Dr Suite 601 Sandy, UT 84070.

SPECIAL ACCOMMODATIONS

Prov complies with the Americans with Disabilities Act (ADA) in providing special accommodations for candidates that require additional assistance during the testing process. If you feel you qualify for a special accommodation during testing, you should contact Prov at (801) 733-4455. We will require written documentation from a licensed physician or psychologist documenting the disability and further require a request describing the requested remedy. Prov will then make the necessary accommodations.

TESTING SITE AVAILABILITY

The following are the existing testing sites and testing days of the week. Note that sites and schedules may change as needed. Please refer to the current online scheduling.

1. **Central New Mexico Community College Workforce Training Center**
   5600 Eagle Rock Ave NE
   Albuquerque, NM 87113
   Availability: Computer tests are administered Mon, Wed, Fri, Sat 8:30am & 12:30pm

2. **New Mexico State University – Alamogordo Academic Support Center**
   2400 N Scenic
   Alamogordo, NM 88310
   Availability: Computer tests are administered Tues & Fri 9:30am, 12pm, 2:30pm

3. **Clovis Community College Testing Center**
   417 Schepps Blvd., Room 109
   Clovis, NM 88101
   Availability: Computer tests are administered Mon thru Fri 9:30, 11:30 & 1:30

4. **San Juan College Testing Services**
   4601 College Blvd.
   Farmington, NM 87402
   Availability: Computer tests are administered Selected days 8.30 and 12.30pm

5. **Santa Fe Community College Testing Services**
   6401 Richards Avenue
   Santa Fe, NM 87508
   Availability: Computer tests are administered Monday 9am and 1pm

TESTING SITE INSTRUCTIONS

Written test site instructions are attached to this document that outline testing rules and computer testing navigation information that is very important. Please thoroughly review prior to your scheduled test date.

Prov✓ Candidate Instructions Handout

Please take a moment to read the following information (front and back). If you have any questions then please let your proctor know. Failure to follow these testing rules can have serious consequences. **Be advised, the testing center and testing room may be under video surveillance**.

Testing Rules

- Be courteous and do not disturb others.
- After you are seated, follow all the instructions given and verify the information presented to you. This information will include your name, candidate ID, exam name, and occasionally additional testing Materials such as graphics.
- If you leave the testing room during the test, you must notify your proctor and turn in all your testing materials.
- If you take a restroom break the test time will continue to countdown and the lost time cannot be recovered.
- If your computer freezes, shuts down, or will not move to the next question notify your proctor immediately and they will be able to restart your exam without loss of available testing time.
- At the end of your test, remain seated, raise your hand and wait for the proctor to start the check-out process with you. Once all testing materials have been accounted for by your proctor, you may collect your belongings and leave the testing center.
- If permitted by your jurisdiction, you will receive your testing results today; otherwise, you'll be notified of your testing results by either Prov or your licensing jurisdiction.

- **No** TALKING
- **No** EATING
- **No** DRINKING
- **No** TOBACCO USE
- **No** CELL PHONES
- **No** ELECTRONIC DEVICES
- **No** VISITORS
- **No** CHEATING
- **No** TAKING NOTES
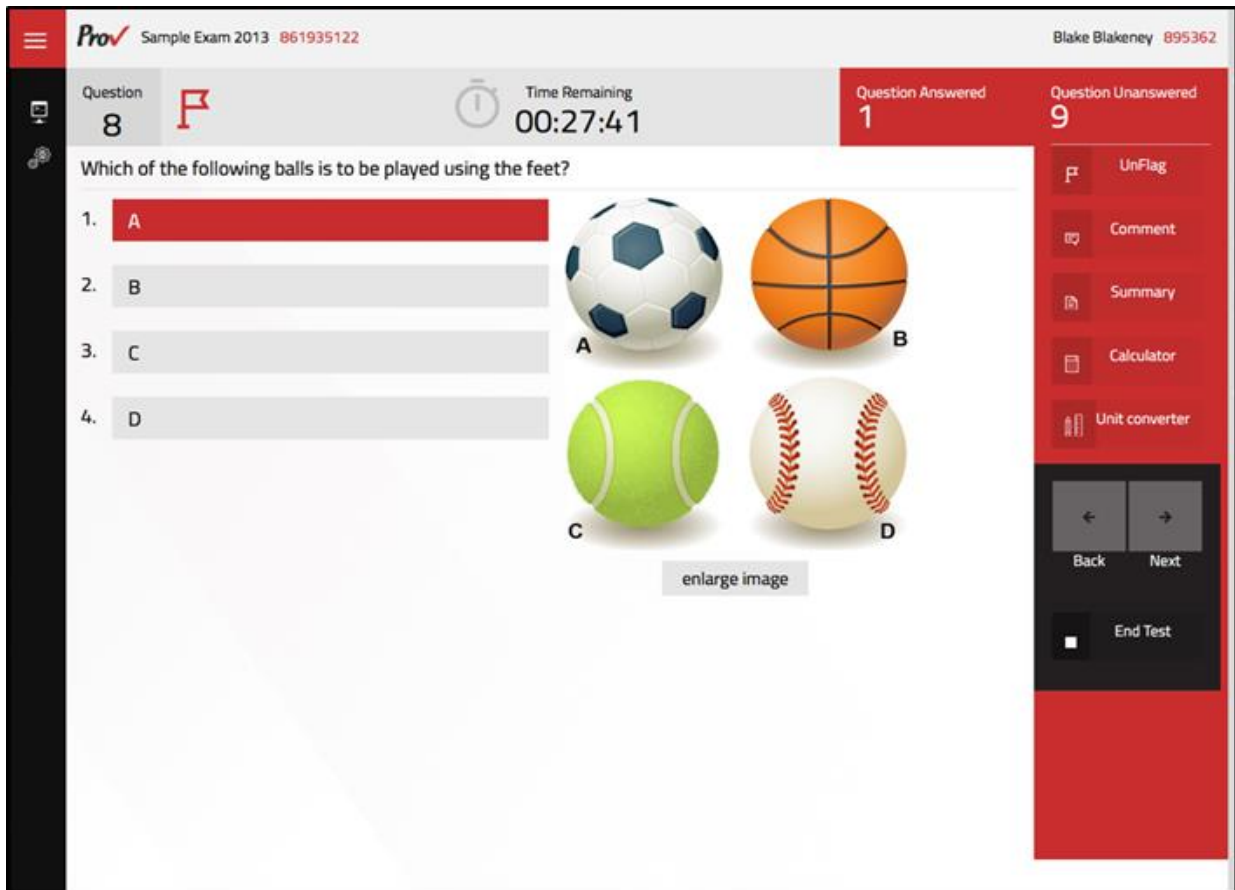- **No** MARKING IN BOOKS

Reference Rules for Open Book Exams

- Book title must be exact. *Exceptions:* Older/new editions are always permitted. Substitutes are allowed if listed in the Exam Details.
- Photocopied versions of a reference book are ONLY permitted when stated in the Exam Details.
- Permanent tabs such as gummed tabs, self-adhesive tabs with printable inserts, or insertable tab dividers (for three ring binders only) are permitted.
- Moveable items such as repositionable tabs or Post-it notes are NOT permitted in a reference book.
- Books can have highlighting and underlining in pen only, however you cannot mark in your books during the test.
- Handwritten notes are NOT allowed in any portion of a reference book unless authorized by your licensing or certifying jurisdiction.
- Other documents (such as formula sheets or the Tom Henry and Kelly Indexes) or stickers (such as Ohm's Law) CANNOT be added, glued or taped to a reference book.

Unethical behavior

Individuals caught giving or receiving assistance during or after the examination, or caught using unauthorized materials during the examination will be reported to the Board. Those caught in the act of cheating will be dismissed from the examination and their testing results will be frozen. Furthermore, the candidate will forfeit the examination fees paid. Finally, anyone caught with test questions in their possession, either during or following the examination will be prosecuted by Prov for theft of copyrighted testing materials.

In the next few days, Prov will email you a link to our candidate experience survey, please let us know how we did!

Computer Testing Navigation

Total number of questions	Indicated in the upper right-hand corner of the screen.
Available time	Posted in hours and minutes. The test will end automatically when **Time Remaining** reaches 0:00.
Selecting your answer	Use your mouse to select a number (**1**, **2**, **3**, or **4**). The answer is highlighted (or checked) when selected. You may change your selected answer for any question until the test is over. If you do not know the answer to a question, it is to your advantage to guess, since there is no penalty for a wrong answer.
Tracking difficult questions	Press the **Flag** Button to help you keep track of questions you wish to return to at a later time. Flagging questions has no impact in scoring. Press the button again to Unflag the question. You may see which questions have been flagged by clicking **Summary**.
Question comments	During the assessment, you may find that you have a question or concern about a particular test question. The proctor cannot answer questions about test content at any time; however, you can send a comment to Prov's Test Development Department by clicking the **Comment** button. Please leave a specific description. Staff will process your comments/questions within two weeks. You can refer to your candidate information bulletin for more information on how comments are processed.
Moving to a different question	Use your mouse to select the **Next** or **Back** buttons. Press Next to move forward. Press Back to move backward. You may also use your arrow keys (← →) to move forward and backward through the test.
Reviewing your progress	Press the **Summary** button to see a table indicating which questions are unanswered or which you have flagged.
Ending the test early	Press **End Test** button when you are ready to leave the test. It is recommended that you review your exam and verify there are no unanswered questions prior to ending the test.