

ARKANSAS STATE BOARD OF NURSING

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Arkansas Department of Health

Division of Healthcare Related
Boards & Commissions

CHECKLIST FOR INITIAL MEDICATION ASSISTANT–CERTIFIED APPLICANTS

DIRECTIONS

The following checklist is designed to assist you in submitting an application for Medication Assistant - Certified (MA-C). Complete each step before moving to the next step. Do not submit this checklist to the Arkansas State Board of Nursing (ASBN).

Step one: Successfully complete an ASBN approved Medication Assistant-Certified program. Your Program Director will submit a MA-C Certificate of Completion form to ASBN. You can proceed with remaining steps; however, your application cannot be processed until this form is received and reviewed.

Step two: Access the ASBN website and create an account in the Arkansas Nurse Portal. Click the Arkansas Nurse Portal How-To videos link below to view instructions on **CREATION OF AN ARKANSAS NURSE PORTAL ACCOUNT**.

Step three: Sign-in to your Nurse Portal Account and click the “Apply for License” button and choose and complete the Medication Assistant-Certified (MA-C) Initial Application. Read and follow the instructions at the beginning of the application (Fee is \$35).

Step four: Your initial information will be entered in D&SDT-HEADMASTER’s TestMaster Universe© (TMU©) software. Once you receive email notification that your initial information is entered, access and complete your record on D&S TMU© website at <https://ar.tmuniverse.com>.

ASBN notifies you through your Nurse Portal Account Message Center once your MA-C Certificate of Completion form is approved, and you are ready to schedule your test. Testing fees with D&S TMU© must be paid prior to scheduling a test date (Fee is \$71). Refer to the “Arkansas Medication Assistant Candidate Handbook” on the TMU© website for instructions on how to register for the test.

Step five: After completion of registration on the D&S TMU© website, you will receive a test confirmation notifying you of day, time, and location of your test. The email will give you specific instructions on what you will need the day of the test.

Following your exam, ASBN will notify you through your Nurse Portal Account Message Center once your test results are received, processed and your certification number is issued.

The status of certification may be verified immediately on our website at License Lookup. License lookup is considered the primary source of verification and is available 24 hours a day, seven days a week.

MONITOR THE STATUS OF YOUR APPLICATION THROUGH YOUR PORTAL ACCOUNT MESSAGE CENTER