ARKANSAS STATE BOARD OF NURSING

1123 S. University Ave., Suite 800
Little Rock, AR 72204
501.686.2700

Arkansas Department of Health

Division of Healthcare Related
Boards & Commissions

CHECKLIST FOR MEDICATION ASSISTANT-CERTIFIED APPLICANTS

DIRECTIONS

The following checklist is designed to assist in submission of 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: 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. DO NOT submit an application at this time.

_____ Step two: Successfully complete an ASBN approved Medication Assistant-Certified program. The Program Director will submit a MA-C Certificate of Completion form to the ASBN.

_____Step three: Program completion information will be entered in HEADMASTER/TestMaster Universe$^{©}$ (TMU©) software by the program instructor. Once the applicant receives email notification that program completion information has been entered, an exam date can be scheduled using the TMU© website at https://ar.tmuniverse.com. This may not apply, if instructor has set up a group test date.

_____ Step four: Once the applicant has successfully passed the MA-C exam, sign-in to the Nurse Portal Account, previously created, and click the "Apply for License" button. Choose and complete the Medication Assistant-Certified (MA-C) Initial Application. Read and follow the instructions throughout the application (Fee is $35).

Following exam completion, ASBN will receive results directly from Headmaster/TMU. Once results are uploaded to the Nurse Portal, certifications will be issued. Please allow 7 to 10 business days for processing and issuing certifications.

The status of certification may be verified immediately after issuance on our website, by clicking on the License Lookup link at https://arsbn.boardsofnursing.org/licenselookup. License Lookup is considered the primary source of verification and is available 24 hours a day, seven days a week. A paper certificate will NOT be issued.

MONITOR THE STATUS OF YOUR APPLICATION THROUGH YOUR PORTAL ACCOUNT