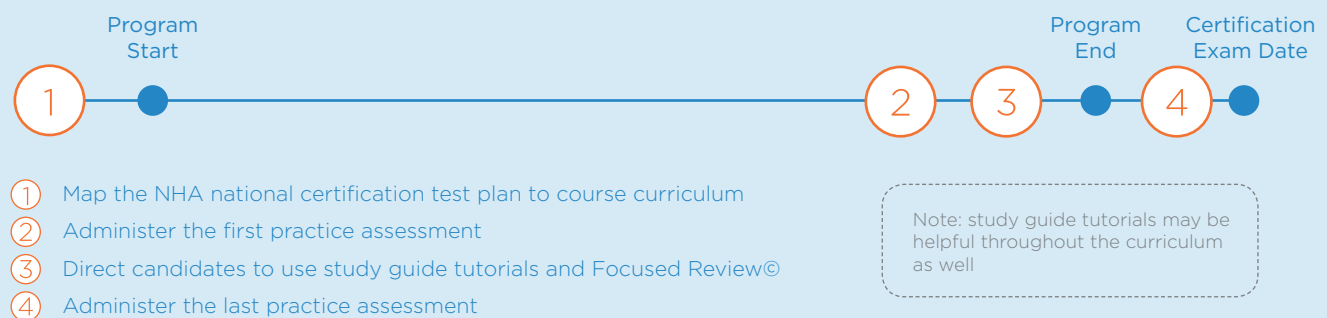


Certification Preparation: Best Practices

National Healthcareer Association (NHA) empowers people to access a better future through certification exams, preparation materials and study guides across eight allied health careers. Through review of certification preparation usage and ongoing engagement with schools and organizations, we have outlined the following certification preparation best practices to support you and your candidates:

- 1 Map the NHA national certification test plan to course curriculum**
 - ▶ Course curriculum extends beyond the NHA national certification test plan, but this can help to ensure all NHA certification exam content will be covered throughout the duration of the course
 - ▶ NHA certification preparation materials should be used in addition to existing course curriculum, but never as a replacement for course curriculum
- 2 Administer the first practice assessment**
 - ▶ This should be done towards the end of the program, but administrators should leave candidates ample time to review any content areas that provided challenges on the first practice assessment
 - ▶ As the practice assessment mirrors the NHA certification exam in length and format, it is recommended administrators disable the practice assessment rationales for a candidate's first attempt
 - ▶ Data suggests the first practice assessment should be administered between 10-50 days prior to the NHA certification exam date, depending on the length and depth of the program
- 3 Direct candidates to use study guide tutorials and Focused Review®**
 - ▶ The study guide tutorials provide a review of core subjects on the NHA national certification test plan
 - ▶ The Focused Review®, which is produced upon completion of each practice assessment attempt, tailors the review content to a candidate's performance on the practice assessment, placing remediation emphasis on components where the candidate struggled
 - ▶ The study guide tutorials may be used as supplementary materials throughout the course, but leveraging these resources, as well as Focused Review®, in a closer proximity to the exam date (data suggests within two weeks) can help to keep tutorial content fresh in the candidate's mind
- 4 Administer the last practice assessment**
 - ▶ The last practice assessment should be administered in close proximity to the NHA certification exam date (data suggests within five (5) days)
 - ▶ Administering the last practice assessment in close proximity to the NHA certification exam can keep the candidate more engaged, as well as reduce test anxiety through increased familiarity with the exam format

CERTIFICATION PREPARATION: BEST PRACTICES TIMELINE



5 Additional Recommendations

- ▶ As a candidate may attempt the practice assessment up to five times, administrators should leave at least 10 days between each practice assessment, encouraging use of Focused Review© between attempts
 - Additional attempts can help mitigate test anxiety, but upward movement in scoring, especially when practice assessments are taken in very close proximity to one another, may not indicate increased exam readiness, but rather could be a result of answer memorization
- ▶ Administrators may leverage NHA's reporting tools to identify trends at the class, program, or campus level to determine content areas that appear to present candidates with the greatest challenges, and then provide additional support and training on these topics

NHA's automated reporting can break down performance for each core content section of the practice assessments. Administrators have the ability to view this data, or even question specific results (as pictured below), at both the group and candidate level.

Phlebotomy (25 items)	
Perform quality control for CLIA-waived procedures.	74.8%
Recognize common complications from primary collection (e.g., lack of blood flow, hematoma, petechiae, nerve injury)	75.5%
Avoid pre-analytical errors.	79.8%
Perform venipuncture steps in correct order (e.g., evacuated tube system, syringe, winged collection set).	79.8%
Ensure that tube additives are appropriate for testing requirements.	82.9%
Perform capillary collection method based on patient age and condition	83.9%

Administrators may also access more inclusive reporting regarding a specific candidate's certification preparation usage. Information such as practice assessment scores, dates, times, and time spent using NHA's full suite of certification preparation materials can provide greater insight into how each candidate prepared for his or her NHA certification exam.

Transcript for John Doe

Institution:

Program Type:

Proctored Assessment									
Assessment Name	Date/Time	Individual Score	Proficiency Level	Individual Mean National	Individual PR Program	Individual PR National	Individual PR Program	Total Focused Review Time	Individual Score
									0 10 20 30 40 50 60 70 80 90 99

Practice Assessment						
Assessment Name	Date/Time	Individual Score	Practice Time	Total Focused Review Time	Individual Score	
Certified Clinical Medical Assistant (CCMA) Practice Test	12/18/2013 8:59:00 PM	60.0%	1 hr 37 min	N/A		▲
Certified Clinical Medical Assistant (CCMA) Practice Test	1/8/2014 8:45:00 PM	70.0%	2 hr 25 min	N/A		▲

Certified Clinical Medical Assistant Study Guide

Module: Certified Clinical Medical Assistant Study Guide

Lesson Information:	Date/Time	Total Time Use: 3 hr 60 min
Lesson		Time Use
Lesson	11/29/2013 10:16:58 PM	1 hr 59 sec
Lesson	12/30/2013 1:55:54 PM	1 hr 49 min 11 sec
Lesson	12/30/2013 2:13:46 PM	14 min 16 sec
Lesson	1/8/2014 7:35:33 PM	55 min 24 sec