

TIPS FOR EXAM PREPARATION

HOW TO GET READY

1. Determine why you want to be an Administrator (Important because it a) clarifies your goals . b) Will give you insight into strengths and weakness.
2. Know how the exam is divided.
3. Pick out your strengths
4. List your weaknesses
5. Allocate how much time you can afford for each topic

(Be realistic-don't say you'll spend more time than you really will)

HOW TO DETERMINE YOUR STRENGTHS WEAKNESS

1. Which area do you enjoy most?
2. Which areas do you least enjoy?
3. Do you do better with memorization areas or do you like to give opinions?

(Yes/no answers or more complex situations)

LIST YOUR EXAM TOPICS

1. Organizational management
2. Financial management
3. Resident Care management
4. Environmental management
5. Regulatory management
6. Personal management

STAR your strengths

Assemble study material.

- A) Decide from books suggested and certainly use practice exams. The more the better.
- B) Don't wait until the last minute. This is a difficult exam. The failure rate is high, especially for first timers.
- C) Best way to assemble study plan is to coordinate topics with practical experience.
Ie: When working in Business Office, concentrate your study plan in that area.

DIVIDE STUDY INTO GROUPS

- A) Facts and Figures: Much of state portion is straight forward memory.
- B) Theoretical/complex
 This is more difficult! Why?

Because you must first read, then understand, make your own evaluation of the Situation and based on your facts and circumstances come to a conclusion.

AS TIME GOES BY

The exam comes upon you quicker than you think!

Outline your program early and maintain a reasonable schedule.

Ask questions-Every day you learn something new. Learn from your experience.

IT'S SHOW TIME

You have prepared yourself well through study, as well as practical experience and guidance.

Just before the big day, you will need to do the following:

- 1) Get a good nights sleep, what you don't know now, you probably can't learn.
- 2) Select what you will wear the night before. Be comfortable not necessarily stylish.
- 3) Don't eat before exam and drink to much liquids.

When you get to exam location:

- 1) Listen to the exam proctor and follow their directions.
- 2) Don't wastes time if you don't know an answer, leave it, you will have time to go back later.
- 3) Answer all questions. A good guess is better than no guess at all.
- 4) Take your time, there is plenty of it.

GOOD LUCK!!!