Checklist of requirements for NTC Certified Medication Aide Program include (proof is required):

**To be in each students chart**

\_\_\_\_Signed agreement about refund policy

\_\_\_\_Be at least 18 years of age/copy of driver’s license or identification card

\_\_\_\_A high school graduate or have a GED /copy of

\_\_\_\_Employed in a facility as a State Tested Nursing Assistant and listed on the Ohio Nurse Aide Registry if the applicant is to function as a certified medication aide in a nursing home (4723-27-04 (3)/proof from registry or other facility with phone number & proof of identification

\_\_\_\_**OR** Have at least one year of direct care experience in a residential care facility if the applicant is to function as a certified medication aide in a residential care facility/Assisted Living (4723-27-04 (4b). Proof of employment required.

\_\_\_\_Have the equivalent of twelve months or more of full-time employment in the five years preceding

\_\_\_Successfully completed a Nurse Aide competency evaluation.

\_\_\_\_Not be ineligible for licensure or certification as specified in section 4723.092 of the Revised Code (see Nursing Administrator with questions)

\_\_\_\_Provide proof of current CPR certification

\_\_\_\_Certificate of professional liability (malpractice) insurance. This may be purchased through an insurance agency or from Nurses Service Organization at 1-800-247-1500 or www.nso.com or fax # 1-800-739-8818. Apply for insurance as a student nurse or nurse aide- **not student nurse aide.**

\_\_\_\_BCII and FBI fingerprint background check direct copy submitted to the Ohio Board of Nursing **and** a copy to Nursing Training Center

\_\_\_\_Able to read, write, speak and understand English as evidenced by a required admission test for the program with passing scores.

\_\_\_\_Free from communicable diseases, in suitable emotional and physical health as evidenced by obtaining a physical (forms available at the school). Be able to lift 50 pounds.

\_\_\_\_Complete a two-step tuberculin test or negative chest x-ray.

\_\_\_\_\_OR provide a copy of original 2 step and get a one-step tuberculin test

\_\_\_\_Be of good moral character

\_\_\_\_For an individual currently employed at an Assisted Living facility or in a long-term care facility, a letter of recommendation will be required. It can be from a supervisor, Director of Nursing, or Administrator. NTC may contact your supervisor for a reference. For those not employed currently in a nursing facility, a letter of recommendation can be submitted to NTC from a previous long-term care employer.

**Additional Information:**

NTC reserves the right to reschedule or cancel any course that does not meet our minimum enrollment requirements.

Registration forms, copies of required documents, and admission exam must be successfully completed at least one week before the start of class.

A deposit of $300 is due at the time of registration. All fees must be paid in full by week four. The cost of the training program is $600. Refund policy: If a course is cancelled or rescheduled, all fees paid are subject to reimbursement to transference, upon presentation of receipt. If you withdraw from class within one week of the first day of class, you are entitled to a full refund of what you have paid. If you withdraw after one week and before the third week of starting the course, you are entitled to 50% refund of what you have paid. After three weeks of attending the class, you are not entitled to receive a refund.