

Checklist of requirements for NTC Medication Aide Program

include (proof is required):

STUDENTS ARE TO BRING ALL PAPERWORK FROM FACILITIES TO CLASS. FACILITIES ARE NOT TO EMAIL PAPERWORK TO ME.

ALL ITEMS ARE DUE BEFORE DAY 10 OF THE CLASS. GRADES & FINAL EXAM WILL NOT BE GIVEN UNTIL ITEMS TURNED IN.

TO BECOME A CERTIFIED MEDICATION AIDE (CMA/previously called MA-C)

___ 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 (Ohio Administrative Code 4723-27-04 (3)/proof from registry or other facility with phone number & proof of identification

OR.....

1- ___ 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. Proof

of employment required and... **AND**

2- Documentation on official letterhead from an Assisted Living Facility that you have been employed there as a Nurse Aide or Resident Assistant the equivalent of twelve months or more of full-time employment in the five years preceding clinicals in a facility or residential care facility.

___ A high school diploma, GED or High School equivalent (with transcripts from high school, high school equivalency program GED program).

___ Provide proof of current CPR certification (Provided in medication aide program if you do are not currently certified). Online CPR certification with no in-person skills checkoff will not be accepted.

___ Provide proof of current First Aide course (~~Provided in medication aide program if you do are not currently certified).~~

___ **OR have** current AHA Heartsaver First Aid CPR AED (offered at no additional cost with this course)

___ BCII and FBI fingerprint background check direct copy submitted to the Ohio Board of Nursing and a copy to Nursing Training Center. Proof the background check has been completed by the 3rd day of classes. Results from both checks (FBI and BCI must be back before continuing on to your clinical rotation)

___ Drug test no more than 30 days before the clinical

___ Proof the criminal records check has been completed by the 3rd day of class. Results can take over 30 days to be returned. Student cannot attend clinicals until NTC receives the results and no disqualifying offenses are on them.

___ Not be ineligible for licensure or certification as specified in section 4723.092 of the Revised Code (see Nursing Administrator with questions). Please see the list of possible disqualifying offenses.

___ 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. If pregnant, will need clearance to take the course and participate in the clinical rotation. **Concentra 937-237-6231**

___ Complete a two-step tuberculin test or negative chest x-ray or blood work.

___ **OR** provide a copy of original 2 step and get a one-step tuberculin test

___ Hepatitis B Vaccine or signed declination of vaccine

___ Covid-19 Vaccine series and Boosters as required by law to be fully vaccinated (see CDC guidelines)

___ Annual nurse aide skill checkoff from current facility or nurse aide skills checkoff sheet completed

___ 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. Insurance in an amount of not less than \$1,000,000 per incident and \$3,000,000 in the aggregate.

___ 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.

___ Be of good moral character

___ Signed agreement about refund policy

___ Be at least 18 years of age/copy of driver's license or identification card

___ Copy of Social Security Card (**name must match your photo ID/drivers license**)— original card (paper form)/no copies or pictures on phone. If you need to re-order, contact the Social Security office. It will take around 30 days to get a new one (if you are unable to locate yours).

___ BP cuff and stethoscope

___ Standard watch with a second hand (no Apple watches or Fit Bits for clinical)

___ Navy blue scrubs FOR **CLASS, LAB AND FOR CLINICAL**. **STRAIGHT LEG SCRUB PANTS/NO ELASTIC AT THE BOTTOM (NO JOGGER PANTS)** or skirt below the knees. NAVY BLUE JACKET (IF A JACKET NEEDED).

- ___Leather or similar (no cloth) black or white shoes for clinicals
- ___2-4 inch binder for class with at least 15 day dividers
- ___Payment for the course

FOR INDIVIDUALS WITH EXPERIENCE IN THE ARMED FORCES OF THE UNITED STATES, OR IN THE NATIONAL GUARD OR IN A RESERVE COMPONENT: RULE 4723-27 (C) (12), OAC

- ___(a) NTC will review the individual's military education and skills training;
- ___(b) NTC will determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-27 of the Administrative Code;
- ___(c) NTC will seek to award credit to the individual for any substantially equivalent military education or skills training

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 before the start of class.

Refund policy: If you decide to cancel attending class prior to two weeks before the first day of class, a refund (-\$50 for service fees) will be given. If you cancel during the two weeks before the first day of class, no refund will be given but a partial credit (half of what was paid) toward future classes (if all books and supplies are returned that are loaned during registration) will be given. If you drop the class/cancel attending the class on the first day of class or after, no refund or credit will be issued.

Please see all policies and forms included: in your student binder, on the training programs website: nursingtrainingcenter.com or contact the instructor at contactus@nursingtrainingcenter.com

- ___Payment for the course \$850

After being admitted to the program:

___Medication aide students are required to register for the OSHA webinar, print out certificate of completion and give a copy of the certificate of completion to Nursing Training Center, LLC. (CEU required for medication aide program [OSHA Hazard Communication and Occupational Exposure to Bloodborne Pathogens | Nursing CEU \(ceufast.com\)](#)). Please take the course from CEUfast or OSHA website. **If submitting OSHA training certificate from an employer, the certificate must be less than one year old on the student's last clinical day.**

____ The following forms will be provided in the back of your student binder. They are to be signed and returned **within 2 classroom days**: OSHA form, Exposure Control Guidelines form, Release and Hold Harmless form, Photograph, letter of reference form, NTC Criminal Records Check Policy form, student information form, ORC 4723-27-08 form, health and safety protocol form.

____ Clinical Student Agreement form signed (**before the clinical rotation**)

____ 25 drug cards

____ midterm practice at home form

____ final practice at home form

____ Some clinical sites/facilities will require additional paperwork to be submitted, such as

#1: Comply with the United States Conference of Catholic Bishops' Ethical and Religious Directives for Catholic Health Care Services, available at <http://www.usccb.org/>

#2: the CommonSpirit Health Standards of Conduct set forth in Our Values in Action Policy Reference Guide available at: <https://www.commonspirit.org/corporate-responsibility>.