

Certified Medication Aide Program Application

The Medication Aide program is a state regulated training and certification program that prepares Certified Nurse Aides to administer medications in a long-term care setting. Students receive instruction and training in the preparation and administration of medications; observe, report, and document resident's status; review principles of safety; and demonstrate knowledge of measurement systems, body systems, and common diseases. Upon completion, students will prepare for the state examination through the Texas Health and Human Services to become a Certified Medication Aide.

The program consists of 138 hours of classroom instruction with 10 hours of clinical application in a long-term care center environment. For more information, please visit <https://www.hhs.texas.gov/doing-business-hhs/licensing-credentialing-regulation/credentialing/medication-aide-program>

This application packet must be completed in full, with all required documentation to be considered for acceptance into the program. Completion of this packet does not guarantee acceptance as space may be limited. Completed packets may be submitted to the Office of Continuing Education in person or may be submitted electronically via the CE Registration Form online. No packets or documentation will be accepted via email.

Estimated Program Costs

- Student Tuition: \$728 + \$25 Fee
The tuition rate is established by Navarro College and is subject to continuous review and evaluation. Navarro College reserves the right to make changes at any time without notice.

The following estimated program costs are the responsibility of the student and are not collected or paid by Navarro College. The costs below are estimates provided for the purpose of educating students on the total program costs and may be subject to changes outside of the control of Navarro College.

- State Application and Exam Fee: \$25**
- Required Background Check through Department of Public Safety: \$38.25**
- Drug Test: Approximately \$32.80**
- Textbook and Materials (required for program): TBD**

Eligibility Requirements (Per Texas Administrative Code, RULE §557.107) :

To be accepted into the program, participants must meet the following criteria:

- (1) be able to read, write, speak, and understand English;
- (2) be at least 18 years of age;
- (3) be free of communicable diseases and in suitable physical and emotional health to safely administer medications;
- (4) be a graduate of an accredited high school or have proof of successfully passing a general educational development test;
- (5) be employed in a facility as a nurse aide or nonlicensed direct care staff person on the first official day of an applicant's medication aide training program; and



(6) have been employed:

(A) as a nurse aide in a Medicare-skilled nursing facility or a Medicaid nursing facility; or

(B) in a facility for 90 days as a nonlicensed direct care staff person during the 12-month period before the first official day of the applicant's medication aide training program

Program Schedule

Program schedules and delivery formats may vary. Please see the Continuing Education Course Schedule or program webpage for more information about upcoming courses.

Note about class sessions and clinical hours

When registering for class, students are expressing their commitment to attend all lecture, skills, and clinical sessions as required and specified by the program schedule. All instruction must be provided by an authorized Navarro College Certified Medication Aide program instructor. Students will not be allowed to complete skills training or clinical hours at any other location other than the designated Navarro College Campus indicated on the schedule and clinical partner locations approved for the Navarro College Certified Medication Aide program. To complete this program, students must attend classes as scheduled and demonstrate mastery of skills and competencies as designated by the Texas Department of Health and Human Services Medication Aide Competency and Evaluation Program standards and evaluated by an authorized Navarro College Certified Medication Aide Instructor.

Required Materials

Required books and materials may be ordered through the Navarro College Bookstore.

- Textbook: *Hartman's Complete Guide for the Medication Aide* (\$27)
- Materials: TBD

Notice to Students Regarding Licensing – Criminal History

Effective September 1st 2017, HB 1508 amends the Texas Occupations Code Section 53 that requires education providers to notify you a potential or enrolled student that a criminal history may make you ineligible for an occupational license upon program completion. This information is being provided to all persons who apply or enroll in the program with notice of the requirements as described above, regardless of whether or not the person has been convicted of a criminal offense. Additionally, HB 1508 authorizes licensing agencies to require reimbursements when a student fails to receive the required notice.

Beginning August 1, 2021, a Medication Aide Training Program will no longer be responsible for verifying that a trainee has not been convicted of a criminal offense listed in Texas Health and Safety Code (THSC), §250.006(a), or convicted of a criminal offense listed in THSC, §250.006(b) within the five years immediately before participating in the training program, as described in the HHSC (Texas Health and Human Services) rule (26 TAC, §557.119(b)(4)(B)). Prospective Medication Aides will submit a background check with fingerprinting directly to HHSC through the Department of Public Safety. A prospective trainee may be ineligible to become a Certified Medication Aide based upon certain criminal offenses. All prospective trainees have the right to request a criminal history evaluation letter from HHSC regarding a potential trainee's eligibility for active listing in the registry if the potential trainee has reason to believe that he/she is



ineligible for active listing in the registry due to a criminal conviction. A prospective trainee must submit Form 5537-MA to HHSC via email to request a criminal history evaluation. This form can be found here:

<https://www.hhs.texas.gov/laws-regulations/forms/5000-5999/form-5537-ma-request-criminal-history-evaluation-letter-medication-aide-permit>

Funding for Certified Medication Aide

For Continuing Education courses, Texas Public Education Grant (TPEG) is a grant designed to help Texas resident students cover his/her tuition and fees, when these expenses exceed the Expected Family Contribution (EFC) reported on their Student Aid Report (SAR). TPEG is awarded to eligible applicants on a first-come, first-served basis while funds are available and does not cover the cost of books, material, tools or any other supplies. Not all programs qualify for TPEG funding. To determine eligibility for TPEG, you will need to submit a FAFSA to Navarro College. For more information, contact the Office of Continuing Education.

Students may also be eligible to for funding through the Adult Education and Literacy Program. Please contact the Career Navigator at 903-875-7467 for more information.

Payment is due in full upon registration. There are no payment plans for CE courses.

Application Checklist

- Read, Write, Speak, and Understand English
- Be at least 18 years of age
- High School Diploma or GED (notarized copy will be sent to HHS)
- Valid Driver's License or photo ID
- Social Security Card
- Employability Check (Nurse Aide Registry and Department of Aging and Disability Services)- **(Navarro College will verify each student)**
- Form 5538-MA—Understanding of Required Criminal Background Check
- Form 5523- Medication Aide Experience Documentation Report (NOTARIZED)
- Form 5534- General Statement Enrollment (WILL NOTARIZE ON FIRST DAY OF CLASS)
- Immunizations
 - Hepatitis B 3 Shot Series (or positive titer)
 - Varicella (Chicken Pox) -two doses unless first dose is prior to age 13 (or positive titer)
 - Tetanus-Diphtheria within last 10 years
 - Measles, Mumps, and Rubella (MMR) 2 Shot Series (or positive titer)
 - Negative Tuberculosis (TB) Skin within last 12 months
- 10-Panel Drug Screen
 - All students will be required to submit to a random 10-panel drug screen
 - Please have the testing site send the results directly to continuing.education@navarrocollege.edu**
 - Students who receive a positive drug screen will not be eligible for admission into the program
- Department of Public Safety Fingerprint Background check **(You will meet with the Continuing Education Coordinator at Navarro College for this step)**
 - The cost to submit fingerprints is \$38.25 and the responsibility of the medication aide trainee. This is a one-time cost, fingerprints are not required to be submitted again.
- CE Registration Request- <https://www.navarrocollege.edu/ce/>

Completed packets and documentation may be submitted in person or electronically:
Navarro College Waxahachie Campus, 1900 John Arden Dr, Waxahachie, TX 75165, Building D.
Electronically: Upload with a CE Registration Form at www.navarrocollege.edu/ce.



Participant Acknowledgement and Release of Information

The information provided to Navarro College (NC) Continuing Education is complete and correct to the best of my knowledge. I agree to abide by Continuing Education program policies, rules, and regulations. I further understand the submission of false information is grounds for rejection of my application, withdrawal of acceptance, and cancellation of enrollment. My signature below acknowledges that the Continuing Education program and NC has my permission to release information obtained through background checks and shot records to other local partnering sites used for educational purposes to allow for approval of participation at their site. I understand that participation in clinicals, externships, or apprenticeships on partnering sites are required to complete my program.

Date _____

Student Signature

Student Name (Print)



**Authorization for Release of Nurse Aide Registry and
Employee Misconduct Registry Information**

I, _____ hereby authorize Navarro College to inquire at the Nurse Aide Registry (NAR) and the Employee Misconduct Registry (EMR) for any negative findings entered on these registries. If negative findings have been documented, I understand that I will be prohibited from taking the Texas Health and Human Services (HHS) competency examination test, thereby being refused issuance of a new certificate of medication aide competency.

Pursuant to 42 Code of Federal Regulation (CFR), §483.13©(1)(ii), nurse aides with a finding of abuse, neglect or misappropriation of resident' property are prohibited from employment in nursing and skilled nursing facilities. I authorize, request, and require the NAR agency, or person so contacted to furnish Navarro College whatever information they may have concerning documented negative findings on the NAR deemed by the college to be relevant to my status for testing.

I hereby release, indemnify, and forever hold harmless the NAR and EMR who may furnish such information concerning me for any and all liability, which may be incurred as a result of furnishing any such information. I also release and hold harmless Navarro College, its officers, and agents from any claim or demand related to the college obtaining and/or considering any such information.

I understand that any information obtained by the NAR and EMR, which is captured in whole or in part, upon this release authorization will be considered in determining my suitability for competency examination testing by the Texas HHS.

I further understand and agree that any negative findings found on the NAR and EMR during the training session is considered just grounds for Navarro College to refuse purchase and scheduling of the Texas HHS competency examination. I hereby give Navarro College lasting permission to reinvestigate NAR and EMR records at any time during any Certified Medication Aide training program course of study.

A photocopy or facsimile copy of this release form will be valid as an original thereof, even though said copy does not contain an original writing of my signature. My signature below indicates my understanding of, agreement with, and acceptance of all the above terms and stipulations.



Certified Medication Aide Applicant Name (PRINT)

Certified Medication Aide Applicant Signature

Date

Certified Medication Aide Program Rules

Statements of understanding. Initial each and sign below:

_____ I have read & understand the rules and regulations of the college this program abides by and these are terms of my continuation in the program.

_____ Information given is factual. Falsification of required documentation results in application rejection.

_____ I understand that certain criminal offenses will make me ineligible to become a Medication Aide in the State of Texas. I understand I have a right to have any criminal history evaluated by the Texas Health and Human Services to see if I am eligible to become a medication aide. I do not hold Navarro College responsible should I be found ineligible to be a Medication Aide and understand that no refunds for program and application costs will be given based on being found ineligible due to criminal history.

_____ I understand that if I do not successfully complete and pass each requirement for admissions, my application will be declined.

_____ I understand that enrollment in these courses is limited, and seats will be awarded in date order based on those students who complete, turn in, and pass all pre-admission requirements.

_____ **I understand that I must complete 100 hours of classroom hours, 30 hours of laboratory, and 10 hours of clinicals to complete this program. I am only allowed to miss a total of 8 hours of classroom time.**

_____ **I understand that I must maintain a grade of 70% or higher to pass this course.**

_____ I agree to the terms as laid out by the Student Handbook, located at <https://www.navarrocollege.edu/handbook/index.html>. I understand if I do not follow the terms laid out by the Student Handbook could result in referral to the Dean of Workforce Training and Continuing Education and possible expulsion. I understand if this happens at any time during the course, I will not receive a refund. I understand that any of the following can be grounds for dismissal from the course, effective immediately with no refund: Not maintaining a passing grade of 70% or higher; missing more than 8 hours of classroom time; dishonorable conduct as stated in the Student Handbook; as ordered by the Dean of Workforce Training and Continuing Education.

_____ I have read and understand the terms related, and release Navarro College and its employees from any liability.

Applicant Signature

Date



Health Insurance and the COVID-19 Vaccine Student Acknowledgment

Navarro College Office of Continuing Education does not require students to have health insurance or the COVID-19 vaccine; however, certain clinical and externship sites require health insurance and/or the COVID-19 vaccine series to complete hours at their facility. It is highly recommended that students have both health insurance and the COVID-19 vaccine series. Should a student NOT have health insurance and/or the COVID-19 vaccine series, they will be placed at a clinical site that does not require one or both. This may increase travel time and travel expenses for the student. Navarro College is not liable for these expenses.

Important notice regarding the COVID-19 vaccine series: The situation regarding COVID-19 is fluid and subject to constant updates from the CDC and local government authorities. Hospitals are starting to require the COVID-19 vaccine series for all employees and students. Students may begin at a clinical site during a period when the vaccine series is suddenly mandated for continuation of clinical hours. Should this occur, Navarro College will not guarantee a clinical location change due to a student being unvaccinated. It is the student's responsibility to ensure they comply with all clinical site requirements.

Student Name (Print)

Student Signature

Date

COVID-19 Notice

The COVID-19 situation is fluid and subject to federal, state, and local mandates and guidelines. Upticks in COVID-19 cases and changes in CDC protocol can cause a hospital or facility to temporarily prohibit on site clinical and externship rotations. Should clinical and externship rotations be suspended during your program, Navarro College will offer either simulated externship hours when appropriate (and in line with professional certification requirements) or delay program completion until externship rotations are available.

By signing below, you have received and understand the COVID-19 clinical and externship policy.



NAVARRO COLLEGE

Student Signature

Date