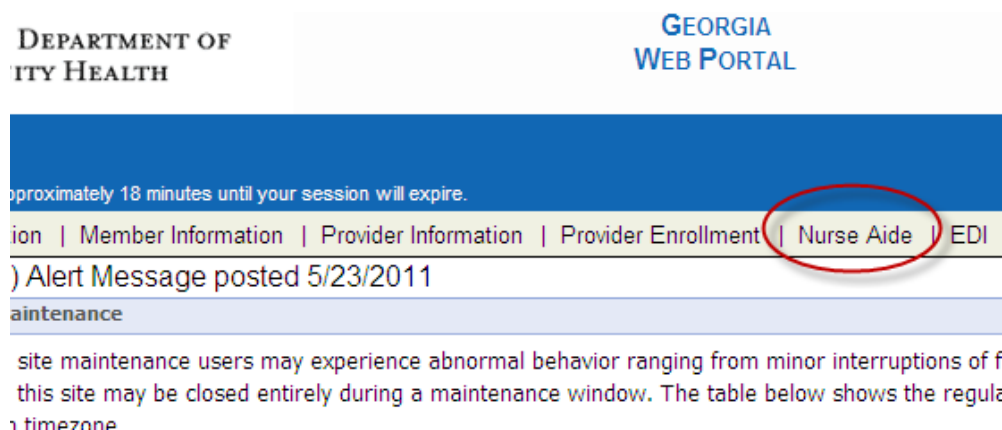# Administering the CMA Online Competency Test

Instructor Guide

Instructors will access the CMA Checklist and Online Competency Test via a link on the Nurse Aide Tab of the Georgia Web Portal.

1. Enter https://www.mmis.georgia.gov/portal/default.aspx into your web browser.
2. Click Nurse Aide for the Nurse Aide/Medication Aide tab.

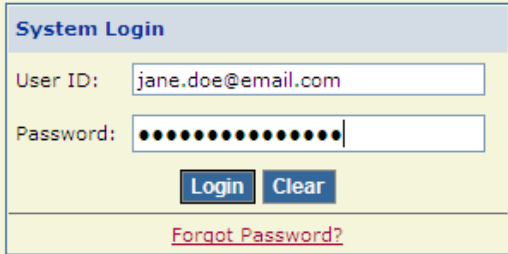3. Click the Certified Medication Aide link

4. Select the link for **CMA Instructor Access to Checklist & Online Competency Test from Section II.**

5. Log into the system using your email address as the User ID and the password you set up when you received confirmation of your active status as a CMA Instructor.

Certified Medication Aide

System Login

User ID: jane.doe@email.com

Password: ••••••••••••••

Login **Clear**

Forgot Password?

6. Instructors will then need to search for a Nurse Aide in order to complete their checklist. The best possible match search criteria is the social security number (unique identifier due to possible listings on the nurse aide registry with the same name) You may also enter information into one or more of the other search fields in order to narrow your search. A list of results will be displayed.

7. **Enter Social Security Number without dashes to ensure that the correct nurse aide is displayed. The other fields are not required. Click Search**

   *The registry may have multiple nurse aides on file with the same name.

8. Select the CNA by clicking on the 'name' link.

Search for a Nurse Aide

Last Name :	skillz	First Name :	
Social Security Number :		Date of Birth :	
Certification Number :		Status :	Active
Expires Between :		and :	
Address Line :			
City :		State :	
Zip :		County :	
CMA ?	○ Yes ○ No	Test Passed ?	○ Yes ○ No

Search **Clear**

Click on the name link to select the nurse aide

Name	Address	County	Certification Number	Certification Expiration Date	Status
Skillz, mags		CN		05/12/2012	Active

9. Detailed information for the CNA will be displayed. The CNA must confirm that their address and phone number is correct. Note that email address will be the primary method of communication and is a required field.

10. Enter dates into the 'Date Enrolled in Training' and 'Date Completed Training' fields (dates cannot be future dates).

11. Click '**Save**'. Then click the '**Go to Checklist**' button.

CMA Test

CNA Information

First Name :	**mags**	Last Name :	**Skillz**
CNA Status :	Active	CMA Status :	
Phone :	678-527-0000	Email :	mags.skillz@email.com
Fax :	- -	Certification Number :	CN
Address :	000 Fake Avenue		
City :	Atlanta	State :	GA
Zip :	30000	County :	Bartow

CMA Test Information

Date Enrolled in Training :	02/22/2012	Date Completed in Training :	02/06/2012

Comments :

[Save] [Go To Check List Page]

12. The CMA Checklist will be displayed. Enter a date into the 'Satisfactory Completion Date' field for each Skill/Task. **This field is required.**

13. **If the CNA did not perform a particular skill on the checklist, enter a date AND in the comment section at the bottom of the online form list the skill <u>not</u> performed and the reason why (review FAQs #13 & #14 on web portal).**

CMA Checklist

CMA Name:	Skillz, mags
Certification Number:	CN
Instructor Name:	MAGGIE

Enter a date into each field

Skill/Tasks	Satisfactory Completion Date
1. Basic Medication Administration Information and Medical Terminology :	
A. Matched common medical abbreviations with their meaning	
B. Listed/Described common dosage forms of medications and routes of administration	
C. Listed the 6 rights of medication administration	
D. Described what constitutes a medication error and actions to take when a medication error is made or detected	

14. Indicate whether an employee signature is present on the paper version of the CMA Checklist and the date that is was signed.

15. Indicate whether an instructor signature is present on the paper version of the CMA Checklist and the date that is was signed.

16. Select the name of the facility where the candidate will be employed.

Employee Signature ?	⦿ Yes ○ No
Employee Signature Date:	02/13/2012
Instructor Title:	RN
Instructor Signature ?	⦿ Yes ○ No
Instructor Signature Date:	02/20/2012
Assisted Living Community Name :	ANTEBELLUM GROVE ASSISTED LIVING ⌄

17. Read the attestation statement and click the 'I agree' checkbox.

18. Click **Save**. You have the option to attach any documents to the checklist page. Click the **'Start Exam'** button to begin the CMA Online Competency Test.

I attest that I am the person identified and the information entered on the medication aide skills checklist is true and corre
understand that under the Georgia Medication Aide Program all guidelines must be followed as permitted by Georgia law, following:

• I am licensed in good standing in the State of Georgia
• I have verified the applicant who is applying to become a certified medication aide is listed as a certified nurse aide in g
Registry.
• That I personally observed the applicant successfully complete without prompting, the final standardized skills checklist
by the Department of Community Health in a setting where a certified medication aide may be authorized to function for ir
administration of their medications.
• That the applicant has demonstrated the requisite clinical skills to serve as a medication aide in an assisted living comm
observations of medication administration are observed by registered nurses and drug regimen reviews are performed qu

☐ I Agree

| Save | Go Back To Test Page | Start Exam |

Create an Attachment

If you want to attach a document to this Request, click on "Browse...", select a document and then, click on "Attach File".

[ ] [Browse...] [**Attach File**]

19. The **CNA** must then read the attestation statement and check the 'I agree' checkbox.

20. Click the 'Start Test' button.

Medication Aide Test Attestation Statement

I attest that I am the person identified above (CN#: CN0000030901 & CNA registry name: JONES, ALICIA) and I have completed the medication aide program taught by a Georgia licensed register nurse, pharmacist or physician as permitted by Georgia law, O.C.G.A. §31-7-12.2. I personally will complete the medication aide test without any assistance.

☐ I Agree

[Start   Test]

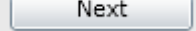21. CNA will begin the test. Note that the test is 50 questions and has a 2 hour time limit.

Current Question : 1 of 50

Question ID :   187

Question :

A medication aide is permitted to ▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮▮

○ A. ▮▮▮▮▮▮▮▮▮▮

○ B. ▮▮▮▮▮▮▮▮

○ C. ▮▮▮▮▮▮

○ D. ▮▮▮▮▮▮▮▮

22. After answering a question, the CNA will use the [Next] button to move on.

23. When the test is complete, the CNA will select the 'FINISH' button. [Finish]

24. The system will display the test score. Click the 'Generate certificate' button to generate a certificate. It may take a few moments.

CMA Exam Results   Click here to generate certificate

Certification Number :	CN000002
Certified Nurse Aide Name :	JEAN
Instructor Name:	MAGGIE
CMA Exam Start Date :	2/7/2012 8:25:18 AM
CMA Exam End Date :	2/7/2012 8:46:09 AM
CMA Exam Time Taken :	00:20:51
CMA Exam Score :	84

Generate Certificate   Congratulations, you passed your test!

25. Click the view certificate link to see certificate

CMA Exam Results

Certification Number :	CN0000
Certified Nurse Aide Name :	JEAN
Instructor Name:	MAGGIE
CMA Exam Start Date :	2/7/2012 8:25:18 AM
CMA Exam End Date :	2/7/2012 8:46:09 AM
CMA Exam Time Taken :	00:20:51
CMA Exam Score :	84

View Certificate Congratulations, you passed your test!

26. The instructor should PRINT the certificate for their facility record and provide a copy to candidate. Note that if you do not have access to a printer, the instructor can access the certificate at a later date by using the below instructions.

Printing a CMA Certificate at a later date

1. Enter https://www.mmis.georgia.gov/portal/default.aspx into your web browser.

2. Click Nurse Aide for the Nurse Aide/CMA tab.

3. Select the link for the CMA Instructor Access to Checklist & Online Competency Test.

4. Log into the system using your email address as the User ID and the password you set up when you received confirmation of your active status as a CMA Instructor.

5. Search for the CMA by entering their first/last name, social security number and selecting 'yes' for *Test Passed.*

6. When the CMA is displayed, click the print icon to the right of the status. The certificate should appear on the screen. Print the certificate.

Revised 6.2022