CMA Instructor Information

1. RN/pharmacist should read all information listed under the Certified Medication Aide tab at www.mmis.georgia.gov (Click the highlighted links below)

2. RN or Pharmacist (RPH) must register to become an approved instructor (view CMA Instructor registration link under Section V. on the webportal-www.mmis.georgia.gov)

3. Once approved the instructor will receive an email to set up password (email address is username). The account set-up email will come from noreply@allianthealth.org. Please set up OKTA account within 7 days of receipt or the link in the email will expire. If you need a new activation link, please email the service desk at cmaportal@allianthealth.org.

4. **The instructor username and password will become inactive every 90 days due to inactivity on the instructor login page. The instructor can log in successfully and log out to keep account active. Suggestion: Please log in successfully every 30 days to keep the username and password active.**

5. Instructor selects CMA course book and develops curriculum/quizzes/exams (state approval not needed for curriculum/course test exams).

6. Instructor must have a clinical contract with an approved assisted living facility or nursing home to conduct the skills check-off for the medication aide candidate. The skills check-off **MUST** be completed in an approved facility. The skills check-off cannot be completed in lab.

7. The approved CMA RN or RPH Instructor is responsible for completing the skills checklist and must enter a date beside **each** skill on the skills checklist. Please **do not** enter one (1) date and draw a line with an arrow down the date column on the skills checklist. Only RN or RPH should be listed on skills checklist form as checking off the CMA skills checklist for initial training and skills checklist for renewal requirements. All skills checklist not completed with RN or RPH Printed Name, Signature, License Number or Licensure State will be returned to the CMA.

8. On-line competency exam is required.

9. Instructor must utilize the mandatory skills checklist on the website (keep hardcopy at facility in candidate's file and provide a copy to the candidate).

10. After course is completed, the **approved instructor** must enter the skills checklist under the link titled, CMA Instructor Access to Checklist and Online Competency Test.

11. $25.00 fee for exam and $25.00 fee for every two-year CMA Renewal (payment by credit/debit card link under the CMA tab on the web portal).

12. Approved instructor **must** proctor the CMA exam-
    - **Please do not print the exam questions.**
    - **Please do not allow screen prints of the exam questions.**
    - **Please do not allow cell phones during the exam.**

13. Fees are **not** received at CMA Registry; the fees are paid to Department of Community Health (DCH). Payment by credit/debit card link under the CMA tab on the web portal. The facility and/or candidate must allow DCH to verify payment and send payment date to CMA Registry before candidates are updated on the registry. This may take up to 14 business days. Employers and or candidates can check registry status at www.mmis.georgia.gov, click Certified Medication Aide link, and click Search for a Certified Medication Aide.

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