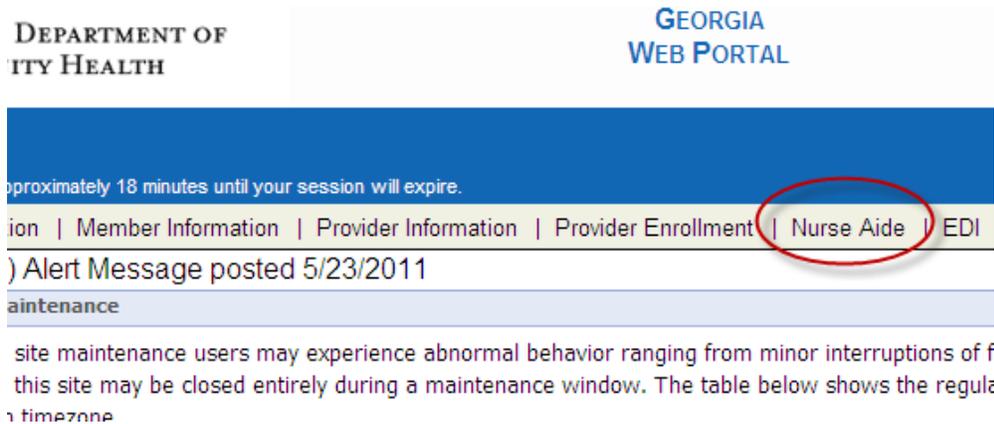


Registering to be a CMA Instructor

Individuals will access the Instructor registration link via a link on the Nurse Aide Tab of the Georgia Web Portal.

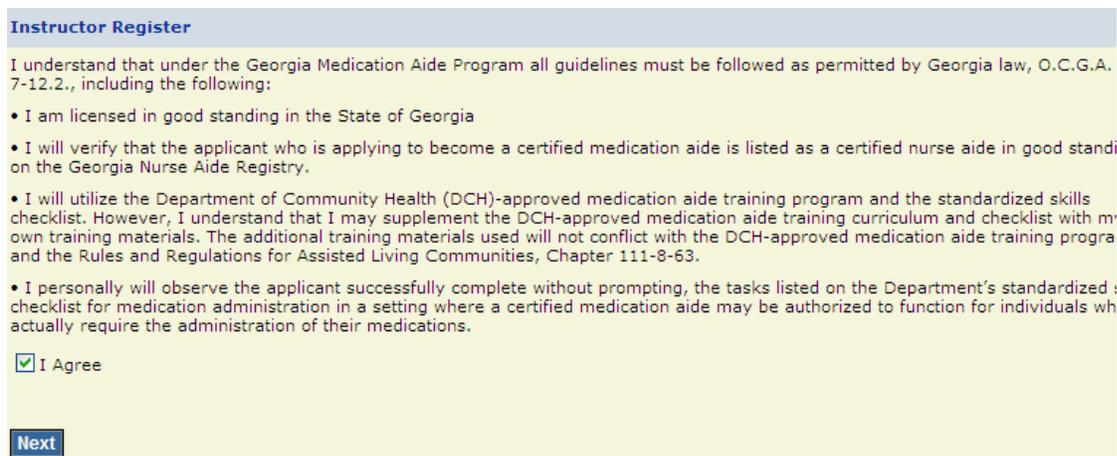
1. Enter <https://www.mmis.georgia.gov/portal/default.aspx> into your web browser.
2. Click Nurse Aide for the Nurse Aide/CMA tab.



3. Select the link for **CMA Instructor Registration**.



4. Read the attestation statement and click the 'I agree' checkbox. Click 'Next'.



- The Instructor Registration page will be displayed. Complete all fields on the page. Note that email will serve as the primary method of communication and is a required field.
- Once all information has been entered, click 'save'.

Instructor Register

Last Name : <input type="text" value="Doe"/>	Middle Initial : <input type="text"/>
First Name : <input type="text" value="John"/>	
Gender : <input type="text" value="MALE"/>	Social Security Number : <input type="text" value="-- -- --"/>
License Number : <input type="text"/>	Credential : <input type="text" value="MD"/>
Address Line 1 : <input type="text"/>	
Address Line 2 : <input type="text"/>	
City : <input type="text"/>	County : <input type="text"/>
State : <input type="text"/>	Zip : <input type="text"/>
Email : <input type="text"/>	Fax : <input type="text" value="--"/>
Phone : <input type="text" value="-- --"/> Ext. <input type="text"/>	Phone 2: <input type="text" value="--"/>

Comments :

- A message will be displayed confirming that the record has been saved.

Record saved successfully.

You have successfully registered.

Verification of good standing on the licensure board must be conducted before instructor approval is given. Please allow up to 10 business days for approval. Instructor Approval will be sent via the email along with username and a link to create a password. The username and password must be used to enter on-line final skills checklist and to proctor the written examination for each medication aide applicant.

It is the responsibility of the instructor to take all precautions necessary for secure proprietary and HIPAA information and to prevent unauthorized access. NEVER reveal passwords to anyone under any circumstances. Do not store or write a password anywhere it is visible to others. It is a good practice to use different passwords for different applications.

- Once a registrant's credentials have been verified and their status has been changed to Active, they will receive an email with instructions on how to set up a login ID and password. This login and password will be used to administer the online competency test and complete the online CMA skills checklist.

Please refer to the document on the portal **“Administering the Online Competency Test”** for detailed instructions.