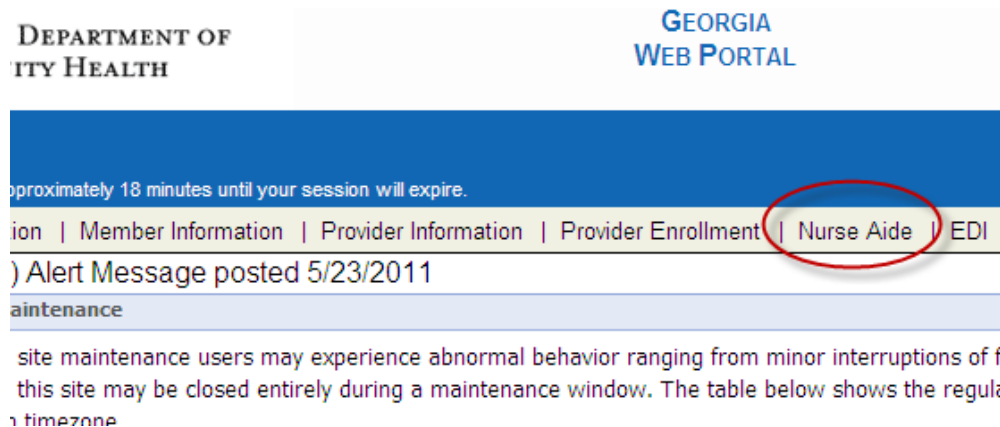


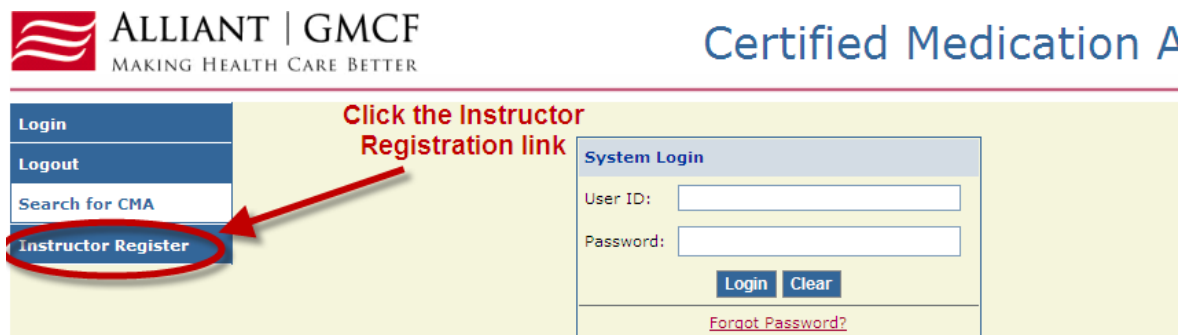
Registering to be a CMA Instructor

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'.

A screenshot of the "Instructor Register" page. It contains an attestation statement: "I understand that under the Georgia Medication Aide Program all guidelines must be followed as permitted by Georgia law, O.C.G.A. 7-12.2., including the following:" followed by a bulleted list of requirements. The requirements are: "I am licensed in good standing in the State of Georgia", "I will verify that the applicant who is applying to become a certified medication aide is listed as a certified nurse aide in good standing on the Georgia Nurse Aide Registry.", "I will utilize the Department of Community Health (DCH)-approved medication aide training program and the standardized skills checklist. However, I understand that I may supplement the DCH-approved medication aide training curriculum and checklist with my own training materials. The additional training materials used will not conflict with the DCH-approved medication aide training program and the Rules and Regulations for Assisted Living Communities, Chapter 111-8-63.", and "I personally will observe the applicant successfully complete without prompting, the tasks listed on the Department's standardized checklist for medication administration in a setting where a certified medication aide may be authorized to function for individuals who actually require the administration of their medications." Below the statement is a checkbox labeled "I Agree" which is checked. At the bottom left is a "Next" button.

5. 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.
6. Once all information has been entered, click 'save'.

The screenshot shows the 'Instructor Register' form. It contains the following fields and controls:

- Last Name :
- Middle Initial :
- First Name :
- Gender : (dropdown arrow)
- Social Security Number :
- License Number :
- Credential : (dropdown arrow)
- Address Line 1 :
- Address Line 2 :
- City :
- County : (dropdown arrow)
- State : (dropdown arrow)
- Zip :
- Email :
- Fax :
- Phone : Ext.
- Phone 2:
- Comments :
- Buttons:

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

The screenshot shows a confirmation message with the following content:

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.

8. 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.