

Completing a CMA Online Renewal Form

The Certified Medication Aide (CMA) Online Renewal Form function allows current CMAs to complete and submit an online request for CMA renewal.

Note: All Certified Medication Aide on-line renewal forms MUST have a completed standardized comprehensive medication skills checklist form signed by a Georgia licensed Registered Nurse, Pharmacist or Physician within the past 18 months.

The skills checklist MUST be scanned and attached to the on-line renewal submission. The on-line renewal submission will not process without the attached skills checklist.

If you are unable to scan and attach the skills checklist, a hardcopy of the renewal form can be printed and mailed with a copy of the skills checklist. Please print the CMA renewal form at www.mmis.georgia.gov. Once on the site, click the Nurse Aide/Medication Aide tab, then click Certified Medication Aide tab highlighted in blue. Scroll down to the 'Documents, Forms and Public Links' section to find the form.

Instructions:

1. On the Certified Medication Aide tab, click the "CMA Online Renewal Form" link in the CMA Registry section.



2. Information about CMA Renewals will be displayed as well as an attestation statement.
3. After reading, scroll to the bottom of the page and click 'Accept'.



4. The **Online Renewal Form** will be displayed.
5. Enter your Last and First Name in the appropriate fields.
6. Enter your current Certification Number. The 'certification number' field has already been pre-populated with the letters 'CN'.
7. Enter your date of birth, address, city, state and zip code as well as your county, phone number and email address.
8. Enter the name and address of your current employer, including city, state zip and phone number.
9. Enter the date you were hired at your current employer in the 'date hired' field.
10. If applicable, enter the date that your employment ended at your employer. This field is not required and can be left blank if it does not apply.

11. Enter any additional notes in the 'comments' field. This field is not required.
12. After all fields are completed, click the 'save' button at the bottom of the page.

Comments :

after all fields are completed, click 'save'

Save Print Current Page

13. The form still HAS NOT BEEN SUBMITTED. The following message will appear asking you to attach the renewal form.

Renewal Form has not been submitted, Please attach skills checklist. The document type should be one of the pdf .tif, .jpg, .txt, .doc, .docx, .rtf. After attaching checklist, please click Submit Form and Attachment button.

14. Click the 'browse' button to select a file to attach.

Save Print Current Page

Submit Form and Attachment

Renewal Form has not been submitted, Please attach skills checklist. The document type should be one of the pdf .tif, .jpg, .txt, .doc, .docx, .rtf. After attaching checklist, please click Submit Form and Attachment button.

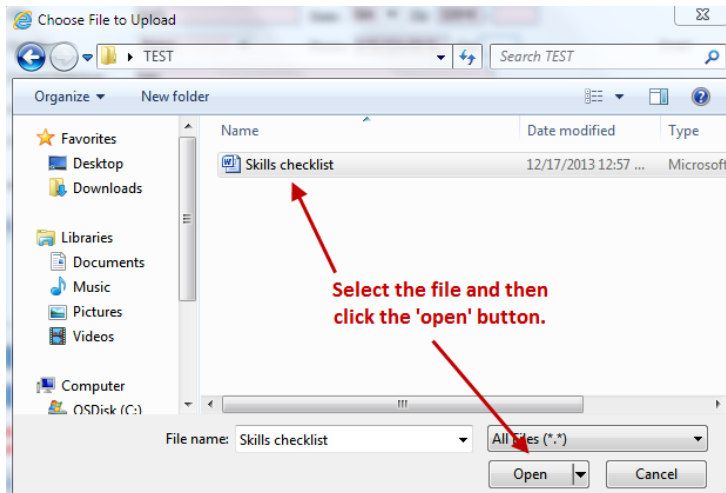
Create an Attachment

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

Click 'browse'

15. Locate and select the file and then click 'Open'.



16. Next, click 'Attach file'.


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".

C:\Users\mskillman\Desktop\TEST\Skills checklist.docx Browse... Attach File

Click 'Attach File'

17. A message confirming that the attachment was successful will appear.
18. Last, click the 'submit form and attachment' button to submit completed form.

Save  Print Current Page

Submit Form and Attachment ← **Click 'Submit form and attachment'**

Renewal Form has not been submitted, Please attach skills checklist. The document type should be one of the pdf .tif, please click Submit Form and Attachment button.

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".

File uploaded successfully.

Attached Files

File	User	Date
Skills checklist.docx	LUMA1	12/17/2013 1:04:14 PM

19. If submission was successful, a confirm message will appear the bottom of the page that says:

The information entered and attached was received successfully. Please allow up 30 business days for processing. Check the web portal at www.mmis.georgia.gov for Certified Medication Aide updates. Certification cards are not available for Certified Medication Aides

20. Print the page for your records using the 'print this page' link.