



## Oregon State Board of Nursing

17938 SW Upper Boones Ferry Road • Portland, OR 97224-7012

Phone: 971-673-0685 • Fax: 971-673-0684 • Website/Verification: [www.oregon.gov/OSBN](http://www.oregon.gov/OSBN)

# Medication Aide (CMA) Examination Information

## CNA1 Required

A CMA must have a current, valid Oregon CMA certification and be listed on the Oregon CNA1 Registry before performing Medication Aide duties.

## Fee

Application	Fee	Explanation
Medication Aide (CMA) Certification Examination	\$73	For applicants who have a current, unencumbered Oregon CNA1 to obtain Oregon Medication Aide certification
Fingerprinting Process *	\$52	Required to obtain licensure or certification in order for the OSBN to conduct a national criminal history record check.

\* Contact the OSBN by sending an email to [osbn.fingerprintinginfo@state.or.us](mailto:osbn.fingerprintinginfo@state.or.us) or call 971-673-0685 for more information.

## Eligibility for Medication Aide Certification

A CNA1 may become a Certified Medication Aide (CMA) by:

1. Successfully completing an 80-hour OSBN-approved Medication Aide training program within the 12 months before the Medication Aide examination.
2. Applying and paying appropriate fees to the OSBN for Medication Aide examination.
3. Documenting, within the two years preceding application for Medication Aide examination:
  - Six months full-time experience as a Nursing Assistant; **or**
  - The equivalent experience in part-time employment as a Nursing Assistant.
4. Passing the OSBN required Medication Aide examination within three attempts and one year of training completion. Individuals who fail the exam three times are required to complete another OSBN-approved Medication Aide training program before retaking the Medication Aide examination.
5. Holding a current, unencumbered CNA1 certification in Oregon. An applicant with an encumbered CNA1 certificate may be considered on an individual basis.

## Reactivation of Medication Aide Certification by Examination

If you have held an Oregon CMA certification in the past, please call the OSBN to confirm whether you are eligible to reactivate your Oregon CMA by taking the competency exam. Please call the OSBN at 971-673-0685 to clarify whether Reactivation by Exam is the appropriate process for you at this time.

## Medication Aide Certification Examination

- The Medication Aide examination shall be administered and evaluated by Headmaster, an OSBN-approved testing company.
- Examination sites and available testing dates shall be determined by the testing company.
- Your exam date preference must be at least 21 days from the date you will mail your examination application packet to the OSBN. Approved exam dates can be obtained:
  - From your instructor
  - By visiting [www.hdmaster.com](http://www.hdmaster.com) to view the available exam dates in real time.
  - By calling Headmaster toll free at (800) 393-8664 to have an exam schedule faxed, emailed, or mailed to you.



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# Medication Aide Examination Checklist

Follow this checklist when you prepare to mail your application to the OSBN office:

### Complete the application for Medication Aide (CMA) Examination.

- Answer all questions. An incomplete application will be returned.
- Type or print the information clearly to minimize delays and errors.
- Use the same name on the application and all forms.
- Provide written explanation of all YES responses. Use a separate sheet of paper for your written explanation(s). Provide dates, locations, actions taken, resolutions, and findings of written explanations.
- Sign and date the application.

### Mail the following to the Oregon State Board of Nursing (OSBN):

- Completed Fingerprinting documents** in a separate envelope, sealed by the fingerprinting facility.
- Completed CMA Examination application.**
- Copy of your certificate of training completion** from the Medication Aide training program.
- Completed Nursing Assistant Work History.** If you are reactivating your CMA by Exam, please include your CNA1 and CMA work history during the last two years.
- Non-refundable fingerprint-based criminal background check processing fee and CMA Examination application fee**, made payable to the Oregon State Board of Nursing.



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# Licensure / Certification General Information

## **Please Note**

If you held an Oregon nursing license / certificate in the past, call the Oregon State Board of Nursing (OSBN) office and ask for information about Reactivation.

## **Application**

- Apply for licensure/certification well in advance of employment in Oregon. In some cases, it can take several weeks for information from schools and other agencies to arrive for processing. If you meet the requirements for licensure/certification, your license will be issued approximately five business days after we have reviewed all of the required information and have determined eligibility.
- The OSBN may deny licensure/certification to an applicant convicted of certain crimes. If you have a criminal history, you will need to report it on your application and attach explanatory information on a separate sheet of paper. Falsifying an application, supplying misleading information or withholding information is grounds for denial or revocation of licensure/certification. A positive criminal record check will require investigation and may delay processing. Practicing before you are licensed/certified may result in a civil penalty.
- Your license/certification will be issued using the name on the initial application. If you change your name before or after issue, submit legal documentation of your name change.
- Your mailing address must be complete and current with the board at all times.

## **Fees**

- Fees are non-refundable and processed on receipt. Even if you do not complete the application process or do not qualify for licensure/certification, the fee is not refundable. The fee pays for processing the application and, if you are eligible, issuing the license/certificate.
- A canceled check is your receipt and notification that the OSBN has received the application.

## **Renewal**

- Oregon uses a biennial birth date renewal system. When you receive your license/certificate, please note the expiration date. The expiration date is the midnight before your birthday in an odd year if you were born in an odd year or in an even year if you were born in an even year. Because of this, your first license/certificate may be valid anywhere from 60 days to two years and 59 days depending upon when you were born and when your application is complete. After that, if renewed on schedule, your license/certificate is good for two years.
- Your license is valid until the expiration date noted on the OSBN License Verification system at <http://www.oregon.gov/OSBN>. There is no grace period permitting practice beyond this expiration date.
- You will renew all licenses/certificates simultaneously.
- Notify the OSBN in writing when you change your address to prevent delays in receiving your renewal notice. The post office does not routinely forward the Oregon State Board of Nursing mail.

## **Additional Information**

- Refusal to provide a Social Security Number (SSN) may result in denial of license/certification issuance or renewal. This record of your SSN will be used for child support enforcement, tax administration purposes (including identification) and criminal background checks only, unless you authorize other use. If any disciplinary action is taken against your license/certification, your SSN will be reported to the federal Health Care Integrity and Protection Data Bank. Authority: ORS 25.785, ORS 305.385, USC Section 666 (a)(13).
- If you have a disability that requires special materials or assistance, please contact the OSBN office at 971-673-0685. If you are hearing impaired, you may reach the OSBN through Oregon Relay Service, at 1-800-735-2900.
- Information about nursing practice in Oregon can be found at the OSBN web site at **[www.oregon.gov/OSBN](http://www.oregon.gov/OSBN)**.
- Call the OSBN office 971-673-0685 if you need additional information.
- License/certificate verification is available at <http://www.oregon.gov/OSBN>.



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Medication Aide Examination Application

Attach \$73 non-refundable fee with application

Please type or print clearly using black ink both front and back of application

- Medication Aide (CMA) Initial Examination: \$73 non-refundable fee
CMA Reactivation by Examination: \$73 non-refundable fee

Last Name First Name Middle Name

All former names and aliases, including Maiden Name (If none, indicate NONE) Female Male

Social Security Number Date of Birth (mm/dd/yyyy) Place of Birth

Mailing Address City State Zip Code

Area Code Home Telephone Unlisted Email Address

High School: Diploma GED Did not complete Date Graduated:

Medication Aide Training Program Name (Attach Copy of Training Certificate) Completion Date:

If reactivating your Oregon CMA within two years of the last expiration date :
Oregon Med Aide number: Last expiration date:

Most Recent Employer Name (If none, indicate NONE) Area Code Telephone Number

Employer Address City State Zip Code

Start Date Full time? Yes No End Date (mm/dd/yyyy)

Still Employed? Yes No

Paid Nursing Assistant Work? Yes No Under Nurse supervision or monitoring? Yes No

Position Held Primary Duties (Describe briefly)

Please also complete a Nursing Assistant Work History form if you had more than one employer during the last two years.

Optional: Asian/Pacific Islander African American Hispanic Native American Caucasian Other

For official use ONLY:

Site Date No Show

Site Date No Show

Site Date No Show

Oregon CNA1 Certificate Number Exp date Unencumbered?

Med Aide Certificate Number

**If you answer YES to any of the questions below, provide a written explanation on a separate sheet.**

1	Do you have a physical, mental or emotional condition that in any way impairs your ability to perform CNA duties with reasonable skill and safety?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
2	Have you ever been arrested, charged with, entered a plea of guilty, no contest, convicted of or been sentenced for any criminal offense either misdemeanor or felony, including driving under the influence, in any state? (The fact that a conviction has been pardoned, expunged (excluding juvenile record expungement), dismissed or that your civil rights have been restored does not mean that you answer this question "NO"; you would answer "YES" and give details on the charge).	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
3	Have you ever been investigated for any type of abuse in any state?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
4	Have you ever been found in any proceeding to have violated any state or federal law or rule regulating the practice of a health care profession?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
5	Are any disciplinary actions <u>pending</u> against your CNA certificate or nursing license in any state or US jurisdiction?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
6	Have any disciplinary <u>actions been taken</u> against your CNA certificate or nursing license in any state or US jurisdiction?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
7	Have you ever suffered any civil judgment for incompetence, negligence or malpractice concerning the practice of a health care professional?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
8	Do you use, or have you used in the last five years, chemical substance(s) in any way, which impairs or limits your ability to perform as a nursing assistant with reasonable skill and safety? "Chemical Substance" includes alcohol and drugs.	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
9	Are you currently engaged in the illegal use of controlled substances? (Illegal use of controlled substances means the use of controlled substances obtained illegally (e.g. heroin, cocaine) as well as the use of legally obtained controlled substances, not taken in accordance with the directions of a licensed health care provider).	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO
10	Have you ever been found in any civil, administrative or criminal proceeding to have: a) Possessed, used, prescribed for use or distributed controlled substances or prescription drugs in any way other than for legitimate or therapeutic purposes, diverted controlled substances or prescription drugs, violated any drug law or prescribed controlled substances for yourself? b) Committed any act involving dishonesty or corruption? c) Violated any state or federal law or rule regulating the practice of a health care profession?	a) <input type="checkbox"/> YES Explain	<input type="checkbox"/> No
		b) <input type="checkbox"/> YES Explain	<input type="checkbox"/> No
		c) <input type="checkbox"/> YES Explain	<input type="checkbox"/> No
11	Have you ever had any certificate, license, registration or other privilege to practice a health care profession denied, revoked, suspended, restricted, reprimanded, censured or placed on probation by a state, federal or foreign authority or have you ever surrendered such credential to avoid or in connection with action by such authority?	<input type="checkbox"/> YES Explain	<input type="checkbox"/> NO

**If you answered YES to any of the questions, "Explain" on a separate sheet.**

Refusal to provide a Social Security Number (SSN) may result in denial of license/certification issuance or renewal. This record of your SSN will be used for child support enforcement, tax administration purposes (including identification) and criminal background checks only, unless you authorize other use. If any disciplinary action is taken against your license/certification, your SSN will be reported to the federal Health Care Integrity and Protection Data Bank. Authority: ORS 25.785, ORS 305.385, USC Section 666 (a) (13).

I hereby certify that I have read this application. I also certify that the information provided on this application is true and correct and that I have personally completed this application. I am aware that falsifying an application, supplying misleading information or withholding information is grounds for denial or revocation of license/certification. I am aware that the Oregon State Board of Nursing will conduct criminal records checks through the Oregon Law Enforcement Data System (LEDS) and the Federal Bureau of Investigation (FBI).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date of Signature