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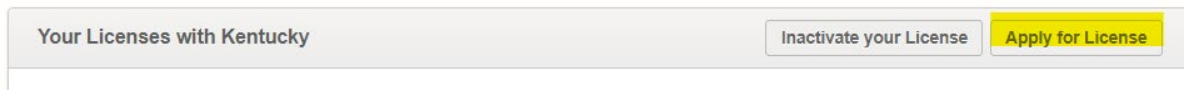
CMA II (CERTIFIED MEDICATION AIDE II) INSTRUCTIONS

In order to apply for the Certified Medication Aide II (CMA II), you will submit the application through your Kentucky Board of Nursing (KBN) Nurse Portal account.

- **NOTE:** You must meet the following application requirements:
 - Active CMA I Credential
 - Successfully completed the medication aide examination administered by the Kentucky Community and Technical College System (KCTCS); or other board approved facility medication aide training program.
 - Received additional specialized training under the supervision of a nurse to administer only insulin via preloaded insulin pen upon the successful completion of a board approved examination.
 - Complete the application and submit the fee.
 - Applications are valid for one year.
 - If requirements are not met within one year, your application will expire, and you will have to start the process over again.

Please note, the Kentucky Board of Nursing Nurse Portal works best on Windows desktop PC or laptop in Chrome or Microsoft Edge. **Mobile devices are not supported** (for example: phones, iPads, tablets).

- Log in to your KBN Nurse Portal account.
 - <https://kybn.boardsfnursing.org/kybn>
- At the top of the Nurse Portal Dashboard:
 - Select 'Apply for License'.



- Select 'Certified Medication Aide II - Initial/Reciprocity' application.
 - Select 'CMA II'
 - ▾ Certified Medication Aide II - Initial/Reciprocity
- The CMA II application may not be submitted without holding an active CMA I.
 - CMA II
- Review instructions.
 - Select 'Next'.
- Application Type
 - Verify this the application you are wanting to submit.
 - Select 'Save and Continue'.

- General Information
 - Verify your Name and Contact Information
 - If you need to make an update to your name, you will go to the Nurse Portal Dashboard.
 - Go to the bottom of the dashboard to Other Applications and select Apply.
 - Select the 'CMA/SRNA -Request Name Change' application.
 - If you need to make a change to your address, you will go to the Nurse Portal Dashboard.
 - Go to the bottom of the dashboard to Other Applications and select Apply.
 - Select the 'Address Change – CMA/ Dialysis Tech / LCPM / SRNA' application.
 - If information is correct, select 'Save and Continue'.
- Education History
 - Enter your 'Non-nursing' education.
 - Select 'High School' or 'GED'.
 - High School
 - Enter High School Name
 - Year of Graduation
 - Street Address
 - City
 - State
 - Zip Code
 - GED
 - GED
 - Enter GED Received Date
 - If other education is already listed from a previously submitted application, select '+Add' to enter your additional education for the CMA II.
 - You will need to enter the education for the CMA II even if the program is the same as the CMA I.
 - State
 - Select state CMA II program is located.
 - Program Type
 - Select CMA II
 - Program Name
 - Select CMA II program name.
 - Education Status
 - Select 'Graduated' or 'Expecting Graduation'
 - Degree Obtained
 - Select 'CMA II Certification Exam'.
 - Graduation Date Format
 - Select MM/DD/YYYY or MM/YYYY
 - Graduation Date
 - Enter date CMA II program was completed.
 - Education Basis for the CMA II Credential
 - Choose the drop-down box and select the CMA II program that you listed as your education.
 - Select 'Save and Continue'.

- Employment History
 - To be eligible for the CMA II Credential, you will need to provide your current employment information.
 - Your employment information may already be listed from the previous CMA I application, you may update as needed.
 - If no changes, proceed to 'Save and Continue'.
 - To add new employment information, select '+Add Employment History'.
 - Enter the following:
 - Employment Start Date
 - Employer Name
 - Employer Phone Number
 - Employer Address
 - Select 'Save and Continue'.
 - Preview and Submit Application
 - Review information entered.
 - Read the attestation statement at the bottom of the page.
 - Be sure to select the box to attest to the attestation statement.
 - Select button to 'Make Payment'.
 - After payment has been made, select 'Finish'.
- Applicants who meet the requirements for the CMA II Credential may be issued after the review is completed and approved.
 - Once the credential has been issued, it may be validated in the nurse portal and the online validation portal: <https://kbn.ky.gov/Licensure/Pages/Verification.aspx>