

1 GENERAL GOVERNMENT CABINET

2 Board of Nursing

3 (New Administrative Regulation)

4 201 KAR 20:700. Medication aide training programs and credentialing of medication aides.

5 RELATES TO: KRS 194A.705(2), 216.510(1), 314.133

6 STATUTORY AUTHORITY: KRS 314.131, 314.133

7 NECESSITY, FUNCTION, AND CONFORMITY: KRS 314.131 and 314.133 requires the Kentucky  
8 Board of Nursing (KBN) to promulgate administrative regulations to establish requirements for  
9 the credentialing of medication aides, including educational requirements, standards for  
10 training programs including delegation of the administration of oral or topical medications and  
11 preloaded insulin injection, credentialing requirements, and fees for initial, renewal, and  
12 reinstatement of credentials, and any other necessary fees. This administrative regulation  
13 establishes requirements for KBN approval of medication aide training programs and  
14 requirements for the credentialing of medication aides.

15 Section 1. Definitions. (1) "Board" means the Kentucky Board of Nursing.

16 (2) "Certified medication aide I" or "CMA I" means a person who:

17 (a) Has received specialized training under the supervision of a nurse; and

18 (b) Is permitted to administer oral or topical medications under the delegation of a nurse  
19 upon successful completion of a board approved examination.

1 (3) "Certified medication aide II" or "CMA II" means a person who:

2 (a) Meets the requirements of a CMA I; and

3 (b) Receives additional specialized training under the supervision of a nurse to administer  
4 only insulin via preloaded insulin pen upon successful completion of a board approved  
5 examination.

6 (4) "Didactic" means the component of a medication aide training program that includes  
7 lecture, verbal instruction, or other means of exchanging theoretical information between the  
8 instructor and students, including a classroom setting or distance learning technology.

9 (5) "Kentucky medication aide" means a state registered nurse aide (SRNA) who:

10 (a) Has successfully completed the medication aide examination administered by the  
11 Kentucky Community and Technical College System (KCTCS);

12 (b) Administers oral or topical medications under the delegation of a nurse to a resident of  
13 a long-term care facility; and

14 (c) Is accepted by the board as having a credential that shall be equivalent to a CMA I.

15 (6) "Long-term care facility" is defined by KRS 216.510(1).

16 (7) "Mentor" means a didactic instructor with teaching experience.

17 (8) "Training program" means formal specialized medication aide training provided by an  
18 individual, facility, college, or school.

19 Section 2. Medication aide training program approval. (1) A KMA medication aide training  
20 and testing program administered by a college within KCTCS shall:

21 (a) Be deemed compliant with the requirements of this administrative regulation; and

22 (b) Not be required to submit an application to the board unless the KMA program

1 provides training to individuals seeking a CMA II credential.

2 (2) Unless exempt under subsection (1) of this section, a training program shall not admit  
3 an individual until the program has been approved by the board.

4 (3) The following may request approval from the board to provide medication aide training  
5 for individuals seeking a CMA I or CMA II credential:

6 (a) A long-term care facility that has a license in good standing and offers medication aide  
7 training to:

8 1. Its own employees; or

9 2. Employees of a long-term care facility owned by the same company;

10 (b) A Kentucky university or college program; or

11 (c) Other proprietary education program located in Kentucky.

12 (4) In-state training programs.

13 (a) An in-state entity seeking board approval of its training program shall:

14 1. Submit a completed Application for Medication Aide Training Program via the portal at  
15 [www.kbn.ky.gov](http://www.kbn.ky.gov) accompanied by a fee of:

16 a. \$200 for initial approval of a CMA I training program; or

17 b. \$300 for initial approval of a CMA I and CMA II training program;

18 2. Prepare each candidate seeking a CMA I credential to pass:

19 a. The Medication Aide Competency Examination (MACE) administered by National Council  
20 of State Boards of Nursing; or

21 b. Other competency examination approved by the board; and

22 3. If the training program prepares a candidate seeking a CMA II credential, it shall prepare

1 the candidate to pass a competency examination approved by the board.

2 (b) If the training program administers a proprietary competency examination to  
3 candidates seeking a CMA I or CMA II credential, the program shall submit a copy of the  
4 examination to the board for prior approval.

5 (5) Out-of-state training.

6 (a) An individual who completes a medication aide training program provided by an out-of-  
7 state training provider shall:

8 1. As a condition of obtaining the CMA I credential, pass the MACE or other competency  
9 examination approved by the board; or

10 2. As a condition of obtaining the CMA II credential:

11 a. Complete an out-of-state training program that meets the requirements of Section 6(7)  
12 and (8) of this administrative regulation; and

13 b. Pass a competency examination approved by the board.

14 (b) An out-of-state medication aide training program shall be exempt from the application  
15 requirements of subsection (4)1 of this section.

16 Section 3. Medication aide training program administration. (1) The training program shall  
17 appoint a program administrator who shall be responsible for the administrative oversight of  
18 the program; and

19 (2) Submit the following in writing to the board:

20 (a) Name of the program administrator;

21 (b) Date the program administrator will assume responsibility for administrative oversight  
22 of the program; and

1 (c) A copy of the program administrator's curriculum vitae;

2 (3) The training program shall notify the board in writing of a change of program  
3 administrators within thirty (30) days of the personnel change; and

4 (4) Develop and implement a plan of organization and administration that clearly  
5 establishes the lines of authority, accountability, and responsibility for each training program  
6 location; and

7 (5) Maintain a system of official records and reports essential to the operation of the  
8 training program according to the program's written policies that shall:

9 (a) Address how the program's records will be maintained in a secure manner to protect  
10 from loss or unauthorized distribution or use;

11 (b) Ensure that all records shall be retained for at least five (5) years;

12 (c) Ensure that each trainee roster includes:

13 1. The nurse instructor's name and licensure information;

14 2. Each trainee's:

15 a. Name;

16 b. Date of birth;

17 c. Last four (4) digits of the trainee's social security number; and

18 d. Program activity and completion dates;

19 (d) Document how the program will conduct a periodic and systematic plan of evaluation;

20 and

21 (e) Ensure that a list of successful graduates of the training program is maintained.

22 Section 4. Program administrator. (1) The program administrator shall be:

1 (a) The facility administrator on record for each facility; or

2 (b) A registered nurse who has the following qualifications:

3 1. An unencumbered Kentucky nursing license or multistate privilege to practice; or

4 2. A temporary work permit as nurse in Kentucky.

5 Section 5. Instructors. (1) The number of instructors shall be adequate to implement the  
6 training program as determined by:

7 (a) Program outcomes;

8 (b) Instruction objectives; and

9 (c) The educational technology utilized.

10 (2) The program administrator shall be responsible for approving the instructors.

11 (3) Didactic instructors.

12 (a) The training program's didactic instructor shall have the following qualifications:

13 1. An unencumbered Kentucky nursing license or multistate privilege to practice; or

14 2. A temporary work permit as nurse in Kentucky.

15 (b) If the didactic instructor does not have prior teaching experience, the program  
16 administrator shall assign a mentor to the didactic instructor for the purpose of assisting with  
17 implementation of an educational development plan.

18 (4) Clinical instructors and preceptors.

19 (a) A clinical instructor shall hold a current:

20 1. Unencumbered Kentucky nursing license or multistate privilege to practice; or

21 2. Temporary work permit as nurse in Kentucky.

22 (b) A preceptor shall:

1 1. Meet the clinical instructor requirements in paragraph (a) of this subsection, or:

2 2. Hold a current medication aide certification; and

3 3. Have a minimum of six (6) months experience passing medications.

4 (5) Each training program shall maintain records in accordance with Section 3 of this  
5 administrative regulation to document that each clinical instructor has been oriented to the:

6 (a) Course;

7 (b) Program outcomes;

8 (c) Student learning objectives;

9 (d) Evaluation methods used by the instructors; and

10 (e) Role expectations.

11 Section 6. Standards for training programs and medication aide certification. (1) A training  
12 program shall conduct an evaluation as required by Section 3(5)(d) of this administrative  
13 regulation to:

14 (a) Validate that identified program outcomes have been achieved; and

15 (b) Provide evidence of improvement based on an analysis of the results.

16 (2) As a condition of admission to a training program for a CMA I credential, the applicant  
17 shall:

18 (a) Be able to read, write, and speak English;

19 (b) Have basic math skills;

20 (c) Have a high school diploma or equivalent; and

21 (d) 1. Have at least six (6) months of continuous work experience as a State registered  
22 nurse aide (SRNA) in a nursing facility that is certified under Title XVIII or XIX of the Social

1 Security Act; or

2 2. Direct care staff member of a:

3 a. Long-term care facility that is not certified under Title XVIII or XIX of the Social Security

4 Act;

5 b. Facility operated by the Department of Juvenile Justice; or

6 c. Residential facility licensed by the Cabinet for Health and Family Services if authorized

7 under the facility's scope of licensure.

8 (3) A training program that prepares an individual for a CMA I credential shall:

9 1. Include at least:

10 a. Forty (40) clock hours of didactic course work;

11 b. Twenty (20) clock hours of skills laboratory; and

12 c. Forty (40) clock hours of direct patient contact with a clinical instructor;

13 2. Ensure that the didactic course work and skills laboratory shall be completed in no

14 shorter than a two (2) week course;

15 3. Ensure that the candidate is precepted for a minimum of sixty (60) clock hours; and

16 4. Maintain a log of clinical hours for each trainee in which the instructor and preceptor

17 document completion of the clock hours required by subparagraphs 1 to 3 of this paragraph.

18 (4)(a) Upon completion of CMA I training, a candidate shall complete the MACE or other  
19 board approved examination within sixty (60) days.

20 (b) If the candidate does not pass the examination after two (2) attempts or if more than  
21 sixty (60) days have elapsed since completion of the CMA I training, the candidate shall provide  
22 documentation of repeating the CMA I training to be eligible to retake the examination.

1 (5) The curriculum for a CMA I training program shall include the following topics:

2 (a) Medication orders, documentation, storage, and disposal;

3 (b) Mathematics, weights and measures;

4 (c) Forms of medications;

5 (d) Medication basics, including terms, abbreviations, dosage, and actions;

6 (e) Safety and rights of medication administration;

7 (f) Preparation and actual medication administration;

8 (g) Prevention of medication errors;

9 (h) Causes and reporting of medication errors;

10 (i) Building of relationships;

11 (j) Reporting of symptoms or side effects;

12 (k) Reporting of changes from the resident's normal condition, status, or routine;

13 (l) Documentation of medication administration;

14 (m) Routes of administration;

15 (n) Factors affecting how the body uses medication;

16 (o) Classes of medications related to body systems and common actions;

17 (p) Location of resources and references;

18 (q) Rights of individuals;

19 (r) Specific legal and ethical issues;

20 (s) Knowledge of infection control related to medication administration;

21 (t) Roles of the supervising nurse;

22 (u) Role of the medication aide; and

1 (v) Responsibility of the medication aide when accepting delegated tasks.

2 (6) As a condition of admission to a training program for a CMA II credential, the applicant  
3 shall have successfully completed the CMA I specialized training and passed the board  
4 approved CMA I examination.

5 (7) A training program that prepares an individual for a CMA II credential shall include:

6 (a) A minimum of sixteen (16) clock hours of didactic course work in insulin administration  
7 via a prefilled insulin pen;

8 (b) A minimum of eight (8) clock hours of clinical training with continuous, direct, on-site  
9 supervision by a nurse to be completed within sixty (60) days of completion of the didactic  
10 course work;

11 (c) A minimum of twenty (20) documented insulin injections via prefilled insulin pen that  
12 shall be:

13 1. Directly supervised by a nurse; and

14 2. Completed within sixty (60) days of completion of the didactic course work; and

15 (d) A board approved competency examination.

16 1. Upon completion of the CMA II training, a candidate shall complete a board approved  
17 examination within sixty (60) days.

18 2. If the candidate does not pass the examination after two (2) attempts or if more than  
19 sixty (60) days have elapsed since completion of the CMA II training, the candidate shall provide  
20 documentation of repeating the CMA II training to be eligible to retake the examination.

21 (8) The curriculum for a CMA II training program shall include the following topics:

22 (a) Pathophysiology of diabetes;

- (b) Diabetes disease management;
  - (c) Blood glucose testing and use of equipment;
  - (d) Understanding the meaning of glucose levels;
  - (e) Insulin administration procedure;
  - (f) Potential complications and adverse reactions; and
  - (g) Role and responsibility.
- (9) Implementation of the curriculum.

(a) A training program shall be developed to include outcomes, planned instruction, learning activities, and methods of evaluation.

(b) The instruction methods and activities of both instructor and trainee shall be specified. The activities shall be congruent with stated objectives, and content shall reflect adult learning principles.

(c) A copy of the training program's curriculum shall be on file and available to the board upon request.

(d) Didactic instruction may be offered through distance learning technologies. The instruction offered through the use of distance learning technologies shall be comparable to that offered in an in-person program.

(10) Substantive changes to the training program's standards for medication training or certification shall be:

(a) Submitted to the board portal at [www.kbn.ky.gov](http://www.kbn.ky.gov) with a completed Application for Medication Aide Training Program within thirty (30) days of implementation; and

(b) Subject to a change of status fee of:

1        1. \$200 for a CMA I training program; or

2        2. \$300 for a CMA II training program.

3        (11) A training program shall respond to a written request from the board for  
4        documentation within thirty (30) days of the date of the board's request.

5        (12) The board shall have the authority to amend a program's standards for medication  
6        training or certification if it fails to comply with the requirements of the administrative  
7        regulation. Upon written notification, the training provider shall comply with the requirements  
8        within thirty (30) days.

9        (13) The board may deny, suspend, or revoke approval or the change of status of a  
10       medication aide training program, based upon the following:

11       (a) Failure to meet or maintain the requirements set forth in this administrative regulation;  
12       or

13       (b) Submitting false, misleading or deceptive statements, information or documentation to  
14       the board or its designees.

15       (14) If approval of the training program is denied, suspended, or revoked, the board shall  
16       do so in writing stating the reasons for the adverse action.

17       Section 7. Program completion requirements and recertification. (1) Each individual who  
18       successfully completes a board approved medication aide training program and passes the  
19       medication aide training and competency evaluation shall register via the board's nursing portal  
20       at [www.kbn.ky.gov](http://www.kbn.ky.gov).

21       (2) The training program shall submit to the board:

22       (a) The name of the certified individual;

1 (b) Title of training program, date of completion, and location;

2 (c) A program code number issued by the board; and

3 (d) Name and signature of the program administrator;

4 (2) A training program shall:

5 (a) Maintain a record of graduates for at least five (5) years; and

6 (b) Provide a copy of the training program's graduate records to the board upon request.

7 (3) Recertification.

8 (a) The credential for a CMA I or CMA II shall expire one (1) year from the date of initial  
9 certification or recertification.

10 (b) To recertify as a CMA I or CMA II, the medication aide shall provide the board with:

11 1. Documentation of a yearly evaluation and validation of competency;

12 2. Proof of at least four (4) clock hours of medication-specific education;

13 3. A minimum of forty (40) hours worked prior to expiration of certification; and

14 4. A certification fee of twenty-five (25) dollars.

15 Section 8. Incorporation by Reference. (1) The following material is incorporated by  
16 reference:

17 (a) "Application for Medication Aide Training Program (CMA I)", 05/23; and

18 (b) "Application for Medication Aide Training Program (CMA I and II)", 05/23.

19 (2) This material may be inspected, copied, or obtained, subject to applicable copyright  
20 law, at the Kentucky Board of Nursing, 312 Whittington Parkway, Suite 300, Louisville, Kentucky  
21 40222-5172, Monday through Friday, 8 a.m. to 4:30 p.m. This material is also available on the  
22 board's Web site at: <https://kbn.ky.gov/General/Pages/Document-Library.aspx>.

New Administrative Regulation

201 KAR 20:700. Medication aide training programs and credentialing of medication aides.

Adopted: May 4, 2023.

*Audria Denker, DNP, RN, FAAN*

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Audria Denker, President  
Kentucky Board of Nursing

May 4, 2023

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Date

## PUBLIC HEARING AND PUBLIC COMMENT PERIOD

A public hearing on this administrative regulation shall be held on July 24, 2023 at 10:00 AM at Kentucky Board of Nursing, 312 Whittington Parkway, Ste 300, Louisville, KY 40222. Individuals interested in being heard at this hearing shall notify this agency in writing by July 17, 2023, five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through July 31, 2023. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

### CONTACT PERSON:

Jeffrey R. Prather, General Counsel  
Kentucky Board of Nursing  
312 Whittington Parkway, Suite 300  
Louisville, KY 40222  
(502) 338-2851  
Jeffrey.Prather@ky.gov

Or submit a comment at:

<https://secure.kentucky.gov/formservices/Nursing/PendReg>

## REGULATORY IMPACT ANALYSIS AND TIERING STATEMENT

201 KAR 20:700

Contact Person: Jeffrey Prather

Phone: (502) 338-2851

Email: Jeffrey.prather@ky.gov

(1) Provide a brief summary of:

(a) What this administrative regulation does: This administrative regulation sets educational requirements for medication aide training programs and the credentialing of medication aides.

(b) The necessity of this administrative regulation: This regulation is required by statute.

(c) How this administrative regulation conforms to the content of the authorizing statutes: By establishing educational requirements for medication aide training programs and the credentialing of medication aides.

(d) How this administrative regulation currently assists or will assist in the effective administration of the statutes: By establishing program educational requirements, approved by the Kentucky Board of Nursing (Board), for the approval of medication aide training programs and the certification of medication aides (CMA). There are two classes of CMAs created: CMA I, and CMA 2. An individual with the CMA I certification will be trained in a KBN approved program to administer oral and topical medications in a long-term care facility; an individual with a CMA II will be trained in an approved program to also administer preloaded insulin injections.

(2) If this is an amendment to an existing administrative regulation, provide a brief summary of:

(a) How the amendment will change this existing administrative regulation: This is not an amendment to an existing administrative regulation. This is a new regulation.

(b) The necessity of the amendment to this administrative regulation: This is a new regulation that is needed to conform with KRS 314.133.

(c) How the amendment conforms to the content of the authorizing statutes: This is a new regulation that sets the standards for medication aide I and II training programs and the credentialing of those medication aides.

(d) How the amendment will assist in the effective administration of the statutes: This is a new regulation that sets the standards for medication aide I and II training programs and the credentialing of those medication aides.

(3) List the type and number of individuals, businesses, organizations, or state and local governments affected by this administrative regulation: In addition to individuals, colleges and universities that may offer the training, there are approximately 100 assisted living communities, 290 nursing facilities, 16 independent care facilities, 105 personal care homes, and a provider categorized as an "Alzheimer's Nursing Home". Therefore, there are over 500 facilities that will be able to offer the training under this regulation.

(4) Provide an analysis of how the entities identified in question (3) will be impacted by either

the implementation of this administrative regulation, if new, or by the change, if it is an amendment, including:

(a) List the actions that each of the regulated entities identified in question (3) will have to take to comply with this administrative regulation or amendment: The entities with need to have individuals in their facilities who are trained as CMA I or CMA II to administer medications to their residents. The entities may institute their own training program as long as it has approved by the Board.

(b) In complying with this administrative regulation or amendment, how much will it cost each of the entities identified in question (3): The cost will be \$200 for review and approval of a CMA I program and \$300 for a CMA II program. There are no renewal fees. However identical fees if the entity substantially changes its CMA training program(s) at a later time.

(c) As a result of compliance, what benefits will accrue to the entities identified in question (3): The facilities will be in compliance with the Cabinet for Health and Family Services statutory and regulatory requirements regarding medication administration. The Board approved training program provides another avenue to employ trained staffing to assist with medical care of residents.

(5) Provide an estimate of how much it will cost the administrative body to implement this administrative regulation:

(a) Initially: There is no additional cost beyond the application fee.

(b) On a continuing basis: There is no additional cost, unless the program substantially changes its training program.

(6) What is the source of the funding to be used for the implementation and enforcement of this administrative regulation: Agency funds.

(7) Provide an assessment of whether an increase in fees or funding will be necessary to implement this administrative regulation, if new, or by the change if it is an amendment: New fees are mandated by KRS 314.133(4) and will be necessary to compensate the Board for staff time.

(8) State whether or not this administrative regulation establishes any fees or directly or indirectly increases any fees: It establishes fees pursuant to KRS 314.133(4).

(9) TIERING: Is tiering applied? The changes will apply equally, there is no tiering.

## FISCAL NOTE

201 KAR 20:700

Contact Person: Jeffrey Prather

Phone: (502) 338-2851

Email: Jeffrey.prather@ky.gov

(1) What units, parts, or divisions of state or local government (including cities, counties, fire departments, or school districts) will be impacted by this administrative regulation? Board of Nursing.

(2) Identify each state or federal statute or federal regulation that requires or authorizes the action taken by the administrative regulation. KRS 314.131 and 314.133.

(3) Estimate the effect of this administrative regulation on the expenditures and revenues of a state or local government agency (including cities, counties, fire departments, or school districts) for the first full year the administrative regulation is to be in effect.

(a) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for the first year? None.

(b) How much revenue will this administrative regulation generate for the state or local government (including cities, counties, fire departments, or school districts) for subsequent years? None.

(c) How much will it cost to administer this program for the first year? No additional cost.

(d) How much will it cost to administer this program for subsequent years? No additional cost.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Revenues (+/-):

Expenditures (+/-):

Other Explanation:

(4) Estimate the effect of this administrative regulation on the expenditures and cost savings of regulated entities for the first full year the administrative regulation is to be in effect.

(a) How much cost savings will this administrative regulation generate for the regulated entities for the first year? No additional cost savings.

(b) How much cost savings will this administrative regulation generate for the regulated entities for subsequent years? No additional cost saving.

(c) How much will it cost the regulated entities for the first year? No additional cost.

(d) How much will it cost the regulated entities for subsequent years? No additional cost.

Note: If specific dollar estimates cannot be determined, provide a brief narrative to explain the fiscal impact of the administrative regulation.

Cost Savings (+/-):

Expenditures (+/-):

Other Explanation:

(5) Explain whether this administrative regulation will have a major economic impact, as defined below. *"Major economic impact" means an overall negative or adverse economic impact from an administrative regulation of five hundred thousand dollars (\$500,000) or more on state or local government or regulated entities, in aggregate, as determined by the promulgating administrative bodies. [KRS 13A.010(13)]* This administrative regulation will not have a major economic impact.

**Summary of Material Incorporated by Reference**

**And**

**Summary of Changes to Material Incorporated by Reference**

**201 KAR 20:700. Medication aide training programs and credentialing of medication aides.**

Section 8. Incorporation by Reference. (1) The following material is incorporated by reference:

- (a) "Application for Medication Aide Training Program (CMA I)", 05/23; and
- (b) "Application for Medication Aide Training Program (CMA I and II)", 05/23.

**Summary of Material Incorporated by Reference**

(a) "Application for Medication Aide Training Program (CMA I)", 05/23, Kentucky Board of Nursing. This is a four (4) page application.

(b) "Application for Medication Aide Training Program (CMA I and II)", 05/23, Kentucky Board of Nursing. This is a five (5) page application.