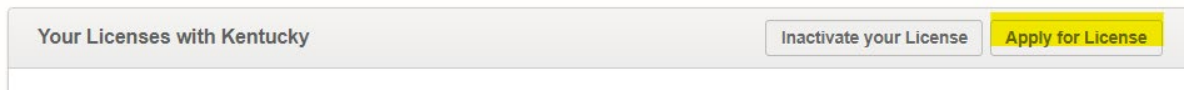## CMA I (CERTIFIED MEDICATION AIDE I) INSTRUCTIONS

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

- **NOTE:** You must meet the following application requirements:
  - o 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.
  - o 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.
  - o https://kybn.boardsofnursing.org/kybn

- At the top of the Nurse Portal Dashboard:
  - o Select 'Apply for License'.

| Your Licenses with Kentucky | Inactivate your License | Apply for License |
|---|---|---|

  - o Select 'Certified Medication Aide I - Initial/Reciprocity' application.
    - ▪ Select 'CMA I'

    ▾ Certified Medication Aide I - Initial/Reciprocity

    Certified Medication Aide I - Initial/Reciprocity Application
    • CMA I

  - o
    - ▪ Review instructions.
      - • Select 'Next'.

  - o Application Type
    - ▪ Verify this the application you are wanting to submit.
      - • Select 'Save and Continue'.

- o 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.
      - o 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.
      - o 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'.

- o Education History
  - Enter your 'Non-nursing' education.
    - Select 'High School' or 'GED'.
      - o High School
        - Enter High School Name
        - Year of Graduation
        - Street Address
        - City
        - State
        - Zip Code
      - o 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 I.
    - State
      - o Select state CMA I program is located.
    - Program Type
      - o Select CMA I
    - Program Name
      - o Select CMA I program name.
    - Education Status
      - o Select 'Graduated' or 'Expecting Graduation'
    - Degree Obtained
      - o Select 'CMA I Certification Exam'.
    - Graduation Date Format
      - o Select MM/DD/YYYY or MM/YYYY
    - Graduation Date
      - o Enter graduation information for when CMA I program was completed.

  - Education Basis for the CMA I Credential
    - Choose the drop-down box and select the CMA I program that you listed as your education.
      - o Select 'Save and Continue'.

- o Employment History
  - ▪ To be eligible for the CMA I Credential, you will need to provide your current employment information.
    - • Select '+Add Employment History'.
      - o Enter the following:
        - ▪ Employment Start Date
        - ▪ Employer Name
        - ▪ Employer Phone Number
        - ▪ Employer Address
          - • Select 'Save and Continue'.

- o 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 I 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