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## CMA II Credential Renewal Instructions

**THE KENTUCKY CMA II CREDENTIAL RENEWAL PERIOD OPENS 60 DAYS PRIOR TO YOUR CREDENTIAL'S EXPIRATION DATE. THE RENEWAL MUST BE SUBMITTED PRIOR TO MIDNIGHT (ET) OF THE CREDENTIAL EXPIRATION DATE. YOU ARE ENCOURAGED TO RENEW EARLY IN THE RENEWAL PERIOD!**

Beginning 60 days prior to your credential expiration date, you may access the online renewal application through your KBN Nurse Portal account to renew your CMA Credential.

You will follow these steps to submit your renewal:

- Log into your [Nurse Portal](#) account.
  - Under 'Your Licenses with Kentucky' there will be a link 'Apply for Renewal' located next to your credential number.
    - The link will not appear until 60 days prior to the expiration date and will be available until the CMA expiration date.
      - Once you select the link it will open the renewal application.
- **NOTE:** If you have forgot your password to your nurse portal account, you may reset the password by:
  - Selecting 'Forgot your password?' on the Nurse Portal log in screen.
    - Enter your email address.
      - Select 'Submit'.
        - A link will be emailed to you to reset your password.

**Please note that clicking the 'Make Payment' button on the online application form does not immediately renew your license.** Renewal processing and approval times are dependent on the information provided by the applicant.

You may validate the credential within the KBN Nurse Portal, as well as through the License Verification Portal: <https://kybn.boardsofnursing.org/licenselookup>

If your license has not been renewed before midnight, ET, of the Credential expiration date, your credential will lapse. Working on a lapsed credential is a violation of Kentucky Nursing Law.

Licensees are required to maintain a current employment, mailing, and email address with KBN per KRS 314.107.

**Kentucky Board of Nursing**  
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(502) 429-3300 [kbn.ky.gov](http://kbn.ky.gov)

### **Certified Medication Aide II (CMA II) Renewal - Credential**

Before submitting your application be advised that **ALL FEES ARE NON-REFUNDABLE.**

Please review the following application requirements and additional information:

- **Definition of CMA II:**
  - Has specialized training under supervision of a nurse;
  - Is permitted to administer oral or topical medications under the delegation of a nurse upon successful completion of a board approved examination; and
  - Receives 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 of \$25.**
  
- **Must be the following requirements:**
  - Documentation of a yearly evaluation signed by CMA and supervisor/manager;
  - [Validation of competency form](#)
  - Proof of at least four (4) clock hours of medication-specific education;
  - Proof of a minimum of forty (40) hours worked prior to the expiration of the CMA II credential.
    - The following will be acceptable as proof of employment:
      - Paycheck Stub
      - W-2 form
      - Letter from a healthcare facility on official letterhead signed and dated by the appropriate party.

**Note:**

- If you have an address change, you will need to go to 'Other Applications' on your Nurse Portal Dashboard and choose the Address Change– CMA / Dialysis Tech/ LCPM / SRNA application.
  
- If you have a name change, you will need to go to 'Other Applications' on your Nurse Portal Dashboard and choose the CMA / SRNA Name Change application.