



## MEDICATION AIDE (MA) FACULTY-LED PROGRAM

Caregiver Training Institute invites you to enroll in our Medication Aide (MA) Faculty-led Training Program. Students will receive training on how to administer non-injectable medications, prepare and administer routine medications to patients, stock and maintain a sufficient drug inventory to ensure adequate supplies, and how to document the administration and effectiveness of medications, taking note of any adverse side effects. Upon successful completion of the program, students will be issued a *Certificate of Completion* and are eligible to apply for the OSBN required competency examination for certification as a CMA.

### Course Options

- **Our OSBN approved MA programs are comprised of 80 hours of instruction**, divided into 45 hours of classroom, 11 hours of skills lab instruction, and 24 hours of supervised instruction in a clinical setting.
- **Classes are offered on alternating day, evening, and weekend schedules year-round. Didactic classes range in length between 2 or 6 weeks. This does not include the 24 hours of supervised clinical instruction that is arranged after successfully completion of the classroom portion. The 24 hours of 1:1 supervised clinical instruction is arranged after successfully completion of the classroom portion and scheduling may take place as long as two months after completion of the didactic (classroom) portion.**
  - ✓ **Day Classes** allow students to complete the program quicker. (2 weeks classroom)
  - ✓ **Evening Classes** give students more time to read and absorb the required chapters, review, and prepare for exams. (6 weeks)
  - ✓ **Weekend Classes** are designed for students who have commitments during weekdays and evenings that preclude them taking other schedules. (6 weeks)
- **Students have the option of attending the didactic lecture/planned lessons portion of the program either in a residential classroom setting or a hybrid virtual class setting.**
- **In-person skills labs of up to 10 students per instructor are held on campus** and provide hands-on practical experience to allow students to develop their skills. No option for virtual attendance for labs.
- **Supervised one-on-one clinical practicums** at a healthcare facility give students practical work experience and the opportunity to put what they have learned into action by working directly with patients.

### Eligibility Criteria

- **Students must be at least 18 years of age.**
- **Students must be able to read, write and communicate in English at the sixth-grade level or above.**
- **Students must complete a state and national criminal background check.**
- **Students must certify they are free from contagious disease, physically and mentally fit, and be able to successfully participate in skills labs and clinicals.**
- **MA students must be listed on the OSBN registry as a CNA in good standing prior to attending class. NO EXCEPTIONS.** *Students transferring from another state must wait until they are listed on the OSBN website as a CNA in good standing in Oregon to enroll in the MA program.*
- **MA students must have graduated from an approved basic nurse aide education program at least six (6) months prior to enrollment in the Medication Aide training program.**
- **OSBN regulations require MA students provide documentation of at least six months (6) months full time experience, or the equivalent in part time experience, as a Nursing Assistant since graduation from a basic nursing assistant training program (832+ paid supervised hours).**
- **A letter from current or former employers confirming they have the required minimum paid hours working as a nursing assistant under the supervision of a licensed nurse is a condition of enrollment.**

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*Dedicated to the next generation of Caregivers*

Revised 12-17-2025

### Registration Steps

#### REGISTRATION IS CLOSED AT 3PM LOCAL TIME THE BUSINESS DAY PRIOR TO THE FIRST DAY OF CLASS

*Due to the popularity of the class, openings in the class fill quickly.*

- PRIOR TO ENROLLMENT**, students must acknowledge they have received, reviewed, understand, and agree to:
  - The policies and requirements covered in the **Caregiver Training Institute Course Catalog**; and
  - **The Criminal history requirements and policies found in the Oregon Administrative Record (OAR)** 851-001-0115 Criminal Background Checks (OSBN requirement for criminal background checks); and 407-007-0000 (Department of Human Services criminal background checks)
- Submit completed, signed, and dated CTI Program Registration Packet including the *Enrollment Agreement***
- Submit required eligibility documentation including letter(s) of hours and a copy of a current government issued, signature-bearing, color PHOTO ID with legal name and birth date for identity verification.**
- When registering for a class students must **SELECT A CLASS SCHEDULE** and make a **MINIMUM \$1400 TUITION DOWN PAYMENT** on their program tuition to **RESERVE THEIR SEAT** in an upcoming class. Before a payment reserving a student's seat in class will be accepted, a student must have submitted their completed registration packet and any required pre-registration eligibility prerequisites.
  - **A \$150 NON-REFUNDABLE enrollment processing fee** is Included as part of the tuition payment.
  - **Students must pay their \$3,000 PROGRAM TUITION in full prior to the first day of class**, unless they have made at least the minimum tuition down payment and set up a **TUITION PAYMENT PLAN** with the business office. (*Sponsored and partially sponsored students are not eligible for a payment plan.*)
  - **Tuition final payments must be received no later than the business day prior to the final exam or the student will not be eligible to take their final exam.** *Student programs will be placed on hold until they have made their final tuition payment.*

#### **A Well-Groomed Professional Appearance is required throughout the MA Program**

- *Hair is to be pulled back and confined.*
  - *Beards neatly trimmed.*
- *Tattoos must be business appropriate.*
  - *Minimal jewelry.*
- *False fingernails and chipped nail polish are not allowed.*
  - *No fragrances.*

#### **Required Items for the First Day of Class**

- ✓ **Course Pack including CTI student name badge, Program textbook, Program Workbook and current Drug book (provided as part of tuition).**
- ✓ **Watch with a second hand (not digital).**
- ✓ **Note-taking Supplies:** paper, post-it flags, notebook/3-ring binder, highlighters, black pens, pencils.
- ✓ **Dress Code:** Neat, clean, clothing that fits well (*not tight or revealing*); is in good repair (*not frayed, ripped, torn*) is to be worn during class sessions. Shorts, skirts above the knee, or sagging garments are not allowed.
- ✓ **Masks:** The use of face masks is optional, but students are welcome to wear PPE if they prefer when attending class or while they are on campus. *Masks must be worn when required by the CDC, OHA, or other State of Oregon government regulatory bodies.*

#### **Required Items for Labs & Clinical**

- ✓ **Dress Code: Name Tag, Scrubs Uniform:** (*any color, pattern-2 sets recommended*) **watch with second hand or other device for use with pulse rate assessment.**
- ✓ **Shoes:** (*athletic shoes, fully enclosed non-skid soled work shoes*).
- ✓ **Note-taking Supplies.**

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### **Required Clinical Documentation Deadline**

All clinical eligibility documentation must be completed, submitted, and confirmed by the school **BY THE DAY PRIOR TO THE SCHEDULED FINAL EXAM, OR STUDENTS WILL NOT BE ALLOWED TO TAKE THEIR FINAL EXAM** and will be **MOVED TO A WAIT LIST** to take their final exam and go into the clinical setting.

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- Substance Abuse Screening:** Drug screenings must be completed and results received by CTI.
- Negative TB Screening:** Submit documentation of a current negative TB test ( QuantiFERON Gold blood test, T-SPOT blood test, TB Skin Test (PPD), or current Chest X-ray for TB). Current means test was completed in the last 365 days.
- AHA BLS CPR Card:** Submit a current AHA BLS CPR card to the business office, or **sign up for CPR class at the school - \$80.00. CPR classes scheduled through the school must be completed prior to the scheduled final exam, and e-card documentation must be submitted to the school business office prior to the beginning of the student's clinical rotation.**
- COVID-19 Vaccine:** Caregiver Training Institute's healthcare facility training partners require MA students to either submit documentation confirming that they have been fully vaccinated or submit a COVID-19 vaccination exemption form. Students who receive exemptions may be required to follow additional safety measures in clinical rotations. CTI COVID-19 vaccination exemption forms are available at the school's business office.
- OHA Immunization Documentation is NOT REQUIRED:** CTI has obtained exemptions from OHA regulations from it's clinical training partners for the following immunization documentation: Hep B (Hepatitis B), MMR (measles, mumps & rubella), Tdap (tetanus, diphtheria & pertussis) and Varicella (chicken pox).
- Influenza (Flu):** Students **may be required** to obtain and provide documentation of current Influenza immunization when the injection is available during the flu season. Clinical facilities will notify the school of timeframe requirements.