

## **Medication Aide – Nursing Home**

### **How to Renew Your Medication Aide Listing for Nursing Homes**

#### **Renewal is the Medication Aide’s Responsibility.**

#### Qualifications for Renewal

- If a Medication Aide does not perform at least 8 hours of qualified work during any 24-consecutive month period, then they must retrain and retest.
- Qualified work must meet all the following criteria:
  1. The work is for pay (monetary compensation).
  2. The duties are those of a medication aide.
  3. The duties are supervised by a registered nurse.
  4. The number of hours worked is at least eight (8) during the medication aide’s 24-consecutive month registry listing period.

#### Required Documentation for Renewal

- Complete the paper or online renewal form. The paper renewal form will not be accepted by DHSR after August 31, 2021.
- Click [here](#) to obtain the Medication Aide – Online Renewal Form (to be completed by the Nurse Aide).
- Click [here](#) to obtain the Medication Aide – Employment Verification Form for Renewal (to be completed by an employer). The Registered Nurse who signs the form may be either the Medication Aide’s direct supervisor or another Registered Nurse who has access to employment records.
- Both the online renewal form and online employment verification form must be completed for a registry listing to be renewed.
- The renewal period on the registry is for 24-consecutive months and is calculated from the last date of qualified work that was reported on the renewal form. Expiration dates are extended to the last day of the month.
- Click [here](#) to review frequently asked questions regarding the online renewal process.