

## **Medication Aide – Nursing Home**

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

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

#### Renewal Qualifications

If a Medication Aide does not perform at least eight (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:

- The work is for pay (monetary compensation).
- The duties are those of a medication aide.
- The duties are supervised by a Registered Nurse.
- The number of hours worked is at least eight (8) during the Medication Aide’s 24-consecutive month registry listing period.

#### Paper Renewal Form

The paper renewal form will no longer be accepted by DHSR after August 31, 2021.

#### Online Renewal Forms

Click [here](#) to obtain the Medication Aide – Renewal Form (to be completed by the Medication Aide).

Click [here](#) to obtain the Medication Aide – Employment Verification Form (to be completed by an employer). The Registered Nurse who signs and submits the form to DHSR may be either the Medication Aide’s direct supervisor or another Registered Nurse who has access to employment records.

The Renewal Form and the Employment Verification Form must be completed for a registry listing to be renewed.

DHSR will hold online renewal forms for 7 calendar days for processing. If you do not respond to our questions within 7 calendars days, then you will be required to resubmit both online renewal forms.

Do not use Internet Explorer as your web browser when completing the online renewal forms.

Click [here](#) to review frequently asked questions regarding the online renewal process.

### Expiration Date

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 Employment Verification Form. Expiration dates are extended to the last day of the month.