

Montana Board of Nursing

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**Licensing Requirements and Application Checklist
Medication Aide II**

License Requirements for Medication Aide II

Below are the minimum requirements you must meet in order to be licensed in the state of Montana.

1. Application submitted at <https://ebiz.mt.gov/pol/> for a Medication Aide II license
2. Hold a current valid Certified Nursing Assistant (CNA) license from the Montana Department of Health and Human Services – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
3. Have a high school diploma or equivalent – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
4. Have been employed as a CNA in a long-term care facility for a minimum of 1,000 hours – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
5. Hold a current valid cardiopulmonary resuscitation (CPR) certificate – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
6. Pass the board-approved Medication Aide II training program – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
7. Successfully pass the Medication Aide examination at 80 percent proficiency – [37-8-423](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-423), MCA
8. Submission of fingerprints to the Montana Department of Justice for the purpose of a fingerprint-based background check – [37-8-434](https://legis.mt.gov/bills/previous_sessions/2013/bills/2013-0100/37-8-434), MCA

Checklist of Required Documents to Submit for Application for Medication Aide II

The following documents and additional forms are required in addition to the basic application. Some documents may be submitted directly by the applicant as part of the application. Others, such as transcripts, may need to be sent to the board directly from the source.

- Proof of current valid CNA license
- Proof of current valid CPR certificate
- Proof of 1,000 hours of employment as a CNA in a long-term care facility
- Proof of completion of Med Aide II training (completion certificate to be sent directly from program to board at email address above)
- Proof of passage of Med Aide II examination (within 12 months of training) with Headmaster – <https://hdmaster.com/>
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type
- Fingerprint-Based Background Check Report from Montana Department of Justice
- Non-Criminal Notice of Applicants Rights form (this is automatically completed when you submit your application online)

Application Fee(s) for Medication Aide II

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check.

- \$25 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/>.

You must include a valid e-mail address with your application. E-mail is the department's primary form of communication.

If you have any questions about the application process or the licensing requirements please contact the Department of Labor and Industry Professional Licensing Bureau using the contact information at the top of this checklist.