



## Montana Board of Nursing

PO Box 200513

301 S Park, 4<sup>th</sup> Floor

Helena, MT 59620-0513

Phone: (406) 444-5711

Email: [unitb@mt.gov](mailto:unitb@mt.gov) Website: [www.nurse.mt.gov](http://www.nurse.mt.gov)

## Licensing Requirements and Application Checklist Medication Aide I

### License Requirements for Medication Aide I

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

1. At least 18 years of age – [ARM [24.159.901](#)(3)(a)]
2. High School Diploma – [ARM [24.159.901](#)(3)(b)]
3. Pass board approved MED AIDE 1 Training – [ARM [24.159.910](#)]
4. Successfully passed MED AIDE 1 Exam within 12 months of training
  - Limited to taking the test without passing, 3 times. Must complete training again in order to take the test a 4<sup>th</sup> time -- [ARM [24.159.910](#)]
5. Submit fingerprints for the purpose of a fingerprint and background check – [MCA [37-8-434](#)]

### Checklist of Required Documents to Submit for Application for Medication Aide I

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 passage of Med Aide I training
- Med Aide I examination (within 12 months of training)
- Official license verification from states and jurisdictions in which the applicant holds or has ever held a professional license of any type.
- If you answered yes to discipline questions, include a detailed explanation on the event(s) and documentation from the source (licensing board, federal agencies/programs, or civil/criminal court proceedings such as initiating/charging documents, final disposition/judgement documents, etc.).
- Fingerprint Background Check
- Non-Criminal Notice of Applicants Rights form

### Application Fee(s) for Medication Aide I

The following fee(s) must be submitted with your application. Online applicants can pay using a credit card or e-check. If you submit a paper application you must submit a check. Do not mail cash.

- \$25 application fee

You can apply for a license online at <https://ebiz.mt.gov/POL/> or download a paper application from the website. Online application is recommended.



**Please 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.**