



Montana Board of Nursing

PO Box 200513

301 S Park, 4th Floor

Helena, MT 59620-0513

Phone: (406) 444-5711

Email: unitb@mt.gov Website: www.nurse.mt.gov

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. Hold a current valid Certified Nursing Assistant (CNA) license from the Department of Health and Human Services – [ARM [24.159.901](#)]
2. Have a high school diploma or equivalent – [MCA [37-8-423](#), ARM [24.159.901](#)]
3. Have been employed as a CNA in a long-term care facility for a minimum of 4,000 hours – [ARM [24.159.911](#)]
4. Hold a current valid cardiopulmonary resuscitation (CPR) certificate – [ARM [24.159.901](#)]
5. Pass the board-approved Medication Aide II training program – [MCA [37-8-423](#), ARM [24.159.901](#)]
6. Successfully pass the Medication Aide examination at 80 percent proficiency – [MCA [37-8-423](#), [24.159.911](#)]
7. 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 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 4000 hours of employment as a CNA in a long-term care facility
- Proof of completion of Med Aide II training
- Proof of passage of Med Aide II 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

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

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 unencumbered certification or license in another state
- Proof of completion of Med Aide II training or provide a website link to your state's Med Aide II training requirements
- Proof of passage of Med Aide II examination
- 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 II

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.