



### Oregon State Board of Nursing

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# CMA Continuing Education Document

It is the CMA's responsibility to keep records of continuing education.

- If you are unsure whether or not a particular class will be acceptable for continuing education, please refer to the backside of this form.
- The Oregon State Board of Nursing (OSBN) will not retain or return continuing education documentation.
- Please use a separate form for each class. Make several blank copies of this form as needed to cover the requirement for CMA continued education.
- This form is available at [www.oregon.gov/OSBN/pdfs/forms/CMA\\_continuing\\_ed.pdf](http://www.oregon.gov/OSBN/pdfs/forms/CMA_continuing_ed.pdf)

## SECTION ONE – CMA LICENSEE INFORMATION

CMA's Name: \_\_\_\_\_ SSN #: \_\_\_\_\_  
Last First Middle

## SECTION TWO – CLASS INFORMATION (LIST ONLY ONE NON-INJECTABLE MEDICATION CLASS)

Class Title: \_\_\_\_\_

Class Length in Hours: \_\_\_\_\_

Description on Content: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Exact Date of Class: \_\_\_\_\_ Class Location: \_\_\_\_\_

## SECTION THREE – INSTRUCTOR INFORMATION AND SIGNATURE

Print Instructor's Name: \_\_\_\_\_

Instructor's Title: \_\_\_\_\_ Instructor's Phone #: (\_\_\_\_) \_\_\_\_\_

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## SECTION FOUR – CMA SIGNATURE

I verify the information on this form is true and correct. I have attended the entire class described above and verify the accuracy of the class description and length of class. I understand that falsifying information is a violation of Oregon Law and may result in the loss of certification.

CMA's Signature \_\_\_\_\_

Date \_\_\_\_\_

## **CMA CONTINUING EDUCATION**

The continuing education requirement for CMAs may be met by participation in any program in which the content of the program is primarily related to non-injectable medications, where the CMA is an active participant and the instructor is present during the learning experience. The medications taught should be those that the CMA administers as part of his/her duties.

### **ACCEPTABLE**

- Facility based classes dealing with medications used at that facility.
- Medication classes taught by a licensed nurse, pharmacist or representative of a pharmaceutical company.
- Repeating classes offered for medication aide students.
- Video material, when used as part of a presentation by an instructor.
- Infection control classes when the content is medication-related.
- Non-injectable medication-related continuing education in recognized nursing journals.
- Individual tutoring sessions by a nurse or pharmacist.

### **NOT ACCEPTABLE**

- TV programs.
- Reading magazine articles in non-nursing magazines.
- Watching videos, unless part of formal presentation.
- CPR classes.
- Infection control classes when the content is not medication-related.
- Classes dealing with injectable medications or IV medications.
- Job orientation.
- Pain management classes that are not medication-related.

### **DOCUMENTATION**

CMA Continued Education can be submitted using the “CMA Continuing Education Document” form.

### **CMA CONTINUING EDUCATION REQUIREMENT FOR RENEWAL**

How much medication-related continuing education do CMAs need? The number of hours of medication-related continuing education is pro-rated depending on how long you’ve held your CMA certificate.

- If you have held your CMA certificate for two years or longer, you need eight hours of continuing education.
- If you have held your CMA certificate for less than two years, use the table below.

<b>Months CMA Held</b>	<b>Hours of CE Needed</b>
0-3	0
3-6	1
6-9	2
9-12	3
12-15	4
15-18	5
18-21	6
21-24	7
24 +	8