

## Division 62

# Standards for Certification of the Nursing Assistant and Medication Aide

### 851-062-0011

#### **Name, Address and Employer of Record**

- (1) Name of Record:
  - (a) The current legal name of the CNA or CMA must be on file with the Board at all times and shall be considered the name of record.
  - (b) To change the name of record, the CNA or CMA must submit notification of change of name to the Board, accompanied by legal proof of that name change. Such proof must be in the form of official records reflecting the current name of legal record.
  - (c) The name of record must be the same name used for the performance of authorized duties.
- (2) Contact Information of Record:
  - (a) A CNA or CMA must keep current contact information on file with the Board at all times, including mailing address which shall be considered the address of record, primary phone contact number, and e-mail address.
  - (b) A Notice of Proposed Disciplinary Action sent to the CNA or CMA's address of record by certified mail or registered mail, is sufficient notice even if the CNA OR CMA fails to or refuses to respond to the postal service "return receipt" and never receives the Notice. Such mailing permits the Board to proceed with disciplinary action in the absence of a request for a hearing.
- (3) Employer of Record: Any CNA or CMA actively performing CNA or CMA authorized duties must report current employer(s) and employer's mailing address(es) to the Board. All employers, where the CNA or CMA is working within the authorized duties, must be reported. The CNA or CMA must update every change in employer and employer's mailing address to the Board no later than 30 days after the change.

**Statutory/Other Authority:** ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019

### 851-062-0012

#### **CNA Registry**

In accordance with federal regulations, the Board maintains a CNA Registry. The Registry contains:

- (1) Identifying demographic information on each CNA;
- (2) Date of initial and most recent certification;
- (3) Board sanctions against a CNA certificate; and
- (4) Findings of resident abuse, neglect or misappropriation of resident property, made by the Department of Human Services against a CNA.

**Statutory/Other Authority:** ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019

**851-062-0020**

**Oregon CNA Certification**

- (1) An individual must have an active Oregon CNA certification and be listed on the Oregon CNA Registry before performing CNA authorized duties.
- (2) A student nursing assistant in a Board-approved training program may perform nursing assistant duties with appropriate supervision.
- (3) An unlicensed person who is performing tasks that have been delegated by a Registered Nurse according to OAR 851-047-0000 through OAR 851-047-0040 is exempt from the certification requirement.
- (4) Successful completion of a Board-approved nursing assistant training program and competency examination alone does not qualify an individual for Oregon CNA certification. All application requirements must be met before certification is issued.
- (5) An RN, LPN or student nurse must have active CNA certification before being identified as a CNA and performing CNA authorized duties.
- (6) An RN or LPN employed as a CNA must not perform duties outside of the CNA authorized duties while working as a CNA.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.440 & ORS 678.442

**History:**

BN 4-2023, f. 09-22-23; ef. 10-01-23

BN 5-2019, f. 07/03/2019; ef. 08/01/2019

BN 10-2010, f. & cert. ef. 6-25-10

BN 8-2008, f. & cert. ef. 11-26-08

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0050**

**CNA Certification Eligibility**

An applicant for CNA certification must submit a completed application. An initial applicant submitting an application after July 1, 2021, must attest to having at least two hours of cultural competency education in the two years preceding the receipt of a completed application. An individual may qualify for CNA certification in one of the following ways:

- (1) Board-Approved Nursing Assistant Training Program:
  - (a) Complete a Board-approved nursing assistant training program within one year of application. If the training program was completed in another U.S. state or jurisdiction, provide proof of the training. Documents accepted as proof are listed below and should be sent directly to the Board by the issuing institution:
    - (A) Certificate that states the date of completion and number of classroom and clinical hours; or

- (B) Verification from the training organization or state regulatory agency on official letterhead that states date of completion and number of classroom and clinical hours; and
  - (b) Pass the Board-approved competency examination within one year of application. There is no limit on the number of times an individual can take the exam within the one-year period.
- (2) Military Corpsman or Medic Training and Experience:
  - (a) Submit with application:
    - (A) A Joint Services transcript that documents training as an aeronautical medic, combat medic 68W, or medical training as a naval corpsman; and
    - (B) A DD214 that documents service in the U.S. Air Force, Army, Coast Guard, Marines, or Navy within two years of application.
  - (b) Pass the Board-approved competency examination within one year of application. There is no limit on the number of times an individual can take the exam within the one year period.
- (3) RN or LPN Licensure:
  - (a) Hold an active, unencumbered RN or LPN license. An individual with an encumbered license will be considered on a case by case basis.
  - (b) If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.
- (4) Student Nurse:
  - (a) Provide proof of current enrollment in an approved U.S. nursing education program. Documents accepted as proof of enrollment are listed below and should be sent directly to the Board by the issuing institution:
    - (A) An official transcript; or
    - (B) Documentation of program enrollment from the director or dean on official school letterhead; and
  - (b) Completion of coursework that has been determined by the Board to be equivalent to the Board-approved nursing assistant training program curriculum; and
  - (c) Pass the Board-approved competency examination within one year of application. There is no limit on the number of times an individual can take the exam within the one year period.
- (5) Nursing Assistant from Another U.S. State or Jurisdiction Applying by Endorsement:
  - (a) Completion of a nursing assistant training program that meets OBRA standards. Documents accepted as proof are listed below and should be sent directly to the Board by the issuing institution:
    - (A) Certificate that states date of completion and number of classroom and clinical hours; or
    - (B) Verification from training organization or state regulatory agency on official letterhead that states date of completion and number of classroom and clinical hours;
  - (b) Worked at least 400 hours in the last two years in another U.S. state or jurisdiction with active CNA certification, in a paid position doing CNA authorized duties with supervision by an RN or LPN or monitoring by an RN. If it has been less than two years from completion of training program, this requirement is waived.
  - (c) If the Board is unable to verify current CNA certification from a primary source database, the nursing assistant will arrange for primary source verification of active CNA certification from the U.S. state or jurisdiction in which certification is held to be sent directly to the Board.
  - (d) An individual who cannot satisfy these requirements may:
    - (A) Complete a Board-approved nursing assistant training program; and

- (B) Pass the Board-approved competency examination within one year of application. There is no limit on the number of times an individual can take the exam within the one year period.

**Statutory/Other Authority:** ORS 678.440, ORS 678.442 & ORS 676.850

**Statutes/Other Implemented:** ORS 678.442 & ORS 676.850

**History:**

BN 5-2021, amend filed 06/21/2021, effective 07/01/2021

BN 5-2019, amend filed 07/03/2019, effective 08/01/2019

BN 6-2014, f. 12-2-14, cert. ef. 1-1-15

BN 3-2014, f. 6-25-14, cert. ef. 8-1-14

BN 14-2013, f. 12-4-13, cert. ef. 1-1-14 BN

10-2010, f. & cert. ef. 6-25-10

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0054**

**Temporary Certification as a CNA for Spouses and Domestic Partners of Active Duty Armed Forces of the United States Stationed in Oregon**

- (1) A temporary certification to practice as a Certified Nursing Assistant (CNA) shall be issued to the spouse of active duty armed forces personnel when the following requirements are met:
  - (a) A completed application and payment of fee is received by the Board; and
  - (b) Submission of copy of the military orders assigning the active duty member to an assignment in Oregon; and
  - (c) The spouse holds a current certification as a CNA in another state; and
  - (d) The certificate is unencumbered and verified as active and current through processes defined by the Board.
- (2) The temporary certificate shall expire on the following date, whichever occurs first:
  - (a) Oregon is no longer the duty station of the active armed forces member; or
  - (b) The certificate in the state used to obtain a temporary certificate expires; or
  - (c) Two years after the issuance of the temporary certificate; or
  - (d) When no longer a spouse or domestic partner of an active duty armed forces member.
- (3) This temporary certificate is not renewable. If the dates in section two of this rule are exceeded and the spouse continues to practice in Oregon, the spouse must apply for an active Oregon certificate. This certificate must be obtained using the processes and fees established for permanent certification. Continuing to work in Oregon when the temporary certificate has expired will be considered practicing without a valid certificate and is subject to Board action.

**Statutory/Other Authority:** ORS 678.150, ORS 678.390 & ORS 678.440

**Statutes/Other Implemented:** ORS 678.150, ORS 678.390 & ORS 678.440

**History:**

BN 17-2019, adopt filed 11/23/2019, effective 01/01/2020

**851-062-0055**

**Competency Examination**

- (1) Exam Accommodations: A qualified applicant must be able to perform duties safely, without risk to the health and safety of others or themselves.
  - (a) An applicant with a disability who requests accommodation at the exam site must:
    - (A) Submit a fully completed accommodation request form provided by the Board; and

- (B) Arrange for primary source documentation to be sent directly to the Board by the diagnosing provider or learning specialist that includes:
  - (i) Specific type of disability and confirmation of diagnosis; and
  - (ii) Type of diagnostic study or analysis used; and
  - (iii) Accommodation needed for testing related to the disability; and
  - (iv) Provider's original signature, official title and contact information.
- (b) An applicant who has been ill or has a temporary restriction of activity must arrange for the healthcare provider to send the Board a medical release for full return to normal activity before taking the manual skills portion of the exam.
- (2) Exam Controls:
  - (a) Reference materials, including dictionaries, may not be used during testing.
  - (b) Language translation aids must not be used for exam purposes. This includes translators, documentation or electronic devices that translate one language to another.
  - (c) If a candidate decides not to complete the examination after receiving the knowledge test booklet or the skill test instructions, the attempt will be scored as a failure.
- (3) Examination results will be mailed or emailed to the applicant at the applicant's address of record and will not be released by telephone.
- (4) Failure to take the examination or to reschedule the examination in advance will result in re-examination fees unless the absence has been excused by the testing service.

**Statutory/Other Authority:** ORS 678.440, & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, amend filed 07/03/2019, effective 08/01/2019 BN

10-2010, f. & cert. ef. 6-25-10

BN 6-2005, f. & cert. ef. 6-30-05

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

**851-062-0061**

**CNA Limited Certificate for Governor Declared Emergency**

- (1) During an emergency declared by the Governor pursuant to ORS 401.165 and subject to terms and conditions that the Board may impose, the Board may issue a limited certificate to a nursing assistant authorized in another state or U.S. jurisdiction when the following requirements are met:
  - (a) A completed application (application fee waived) is received by the Board; and
  - (b) Using instructions provided by the Board, the applicant must arrange for primary source verification of the active unencumbered nursing assistant certification in another state or jurisdiction.
- (2) The limited certification shall expire on the following date, whichever occurs first:
  - (a) The Oregon Governor-Declared Emergency declaration expires; or
  - (b) The certification in the state or jurisdiction used to obtain the limited certification expires; or
  - (c) Two years after the issuance of the limited certification.
- (3) Non-Renewable Limited Certification: A limited certification is not renewable and expires based on whichever occurs first in OAR 851-062-0061(2). The individual must apply for permanent Oregon certification by endorsement in order to continue performing nursing assistant duties in Oregon. Continuing to work in Oregon after the limited certification has expired is considered practicing without a valid certification and is subject to Board action.
- (4) Reactivation of Limited Certification: A previously issued expired limited certification may be reactivated if the following are true:
  - (a) A new state of emergency has been declared by the Governor; and
  - (b) The individual has not been issued permanent Oregon CNA certification by endorsement;

- and
- (c) Holds active unencumbered nursing assistant certification in another state or U.S. jurisdiction.
- (d) A qualified applicant must:
  - (A) Submit a completed reactivation application (application fee waived) to the Board; and
  - (B) Using instructions provided by the Board, the applicant must arrange for primary source verification of the active unencumbered nursing assistant certification in another state or jurisdiction.

**Statutory/Other Authority:** ORS 401.165

**Statutes/Other Implemented:**

**History:**

BN 4-2024; adopt filed 6/20/2024; permanent effective 07/01/2024

BN 8-2023; adopt filed 11/22/2023; temporary effective 01/01/2024 – 06/28/2024

### **851-062-0070**

#### **Renewal of CNA Certification**

- (1) Renewal applications will not be processed until all fees have been submitted. The official time of application is per Board records. There is no grace period for certification renewal. The certificate holder must submit a completed application in accordance with the timeline described in ORS 678.101.
  - (a) The certification shall automatically expire if the CNA fails to renew by the expiration date.
  - (b) A CNA may not work as a CNA with an expired certification.
  - (c) Failure to receive the renewal reminder shall not relieve the CNA of the responsibility of renewing the certificate by the expiration date.
  - (d) A CNA may renew certification up to 30 days post expiration date by paying a late fee. After 30 days the certificate holder must comply with the rules described in OAR 851-062-0071.
- (2) Renewal Requirements:
  - (a) Submit a completed application before the expiration date of CNA certification.
  - (b) A renewal applicant submitting an application after July 1, 2021, must attest to having at least two hours of cultural competency education in the two years preceding the receipt of a completed application.
  - (c) Paid Employment: Worked at least 400 hours in a paid position within the last two years with active CNA certification. A CNA who has been certified for less than two years or has successfully passed the Board-approved competency examination within the last two years is exempt from the 400 hour paid employment requirement. Hours worked as a CMA within the last two years may be used as part or all of the required 400 hours of paid employment.
  - (d) Student Nurse: A nursing student may renew without documentation of paid employment by providing proof of current enrollment in an approved U.S. nursing education program. Documents accepted as proof are listed below and should be sent directly to the Board by the issuing institution:
    - (A) An official transcript; or
    - (B) Verification of enrollment from the director or dean on official school letterhead.
  - (e) RN or LPN Licensure: A currently licensed RN or LPN may use their RN or LPN practice hours within the last two years as part or all of the required 400 hours of paid employment. If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.
- (3) The CNA has the burden of proof that activities meet the employment requirement.

- (4) The Board may validate employment hours through a random audit process.
- (5) A nursing assistant who cannot meet all the employment requirements for renewal may apply for reactivation of certification.

**Statutory/Other Authority:** ORS 678.440, ORS 678.442 & ORS 676.850

**Statutes/Other Implemented:** ORS 678.442 & ORS 676.850

**History:**

BN 4-2022, amend filed 02/18/2022, effective 03/01/2022

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BN 10-2010, f. & cert. ef. 6-25-10

BN 4-2004, f. & cert. ef. 2-20-04

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0071**

**Reactivation of CNA Certification**

- (1) To reactivate certification that is expired by more than 30 days but less than two years, an applicant must submit a completed application and qualify for CNA reactivation in one of the following ways:
  - (a) Paid employment: Worked at least 400 hours in the last two years in any U.S. state or jurisdiction with active CNA certification, in a paid position doing CNA authorized duties with supervision of an RN or LPN or monitoring by an RN. Hours worked as a CMA within the last two years may be used as part or all of the required 400 hours of paid employment. If it has been less than two years from completion of training program, this requirement is waived.
  - (b) Exam: Pass the Board-approved competency examination within one year of application. There is no limit on the number of times an individual can take the exam within the one year period.
  - (c) Student Nurse: A nursing student may reactivate without documentation of paid employment by providing proof of current enrollment in an approved U.S. nursing education program. Documents accepted as proof of enrollment are listed below and should be sent directly to the Board by the issuing institution:
    - (A) An official transcript; or
    - (B) Documentation of program enrollment from the director or dean on official school letterhead.
  - (d) Active RN or LPN: A currently licensed RN or LPN may use their RN or LPN practice hours within the last two years as part or all of the required 400 hours of paid employment. If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.
- (2) To reactivate certification that is expired by more than two years, an applicant must submit a completed application and qualify for CNA reactivation in one of the following ways:
  - (a) Paid Employment: Worked at least 400 hours in the last two years in another U.S. state or jurisdiction with active CNA certification. If it has been less than two years from completion of training program, this requirement is waived. If the Board is unable to verify current CNA certification from a primary source database, the nursing assistant will arrange for primary source verification of active CNA certification from the U.S. state or jurisdiction in which certification is held to be sent directly to the Board.
  - (b) Student Nurse: A nursing student may reactivate without documentation of paid employment by providing proof of current enrollment in an approved U.S. nursing

education program. Documents accepted as proof are listed below and should be sent directly to the Board by the issuing institution:

- (A) An official transcript; or
- (B) Verification of enrollment from the director or dean on official school letterhead.
- (c) Active RN or LPN: A currently licensed RN or LPN may use their RN or LPN practice hours within the last two years as part or all of the required 400 hours of paid employment. If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.
- (3) An applicant for reactivation submitting an application after July 1, 2021, must attest to having at least two hours of cultural competency education in the two years preceding the receipt of a completed application.
- (4) The CNA has the burden of proof that activities meet the employment requirement.
- (5) The Board may validate employment hours through a random audit process.
- (6) A nursing assistant who cannot meet requirements for reactivation may become certified by re-entry.

**Statutory/Other Authority:** ORS 678.440, ORS 678.442 & ORS 676.850

**Statutes/Other Implemented:** ORS 678.442 & ORS 676.850

**History:**

BN 5-2021, amend filed 06/21/2021, effective 07/01/2021

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**851-062-0072**

**CNA Re-entry**

An individual whose CNA certification is expired and the individual cannot meet all the requirements for reactivation is required to submit a completed application and if submitting an application after July 1, 2021, attest to having at least two hours of cultural competency education in the two years preceding the receipt of a completed application. The applicant must qualify for re-entry by:

- (1) Completing a Board-approved nursing assistant training program within one year of application; and
  - (2) Passing the Board-approved competency examination within one year of application.
- There is no limit on the number of times an individual can take the exam within the one year period.

**Statutory/Other Authority:** ORS 678.440, ORS 678.442 & ORS 676.850

**Statutes/Other Implemented:** ORS 678.442 & ORS 676.850

**History:**

BN 5-2021, amend filed 06/21/2021, effective 07/01/2021

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019

**851-062-0075**

**CNA Reinstatement**

An applicant for CNA reinstatement must submit a fully completed application and if submitting an application after July 1, 2021, attest to having at least two hours of cultural competency education in the two years preceding the receipt of the application.

- (1) An applicant for reinstatement of a CNA certification must:
    - (a) Meet all terms and conditions of reinstatement imposed by the Board; and
    - (b) Complete a Board-approved nursing assistant training program; and
    - (c) Pass the competency exam within one year of date of training program completion.
- There is no limit on the number of times an individual can take the exam within the one

year period.

- (2) Reinstatement is required for certification that was voluntarily surrendered by the CNA or revoked by the Board.

**Statutory/Other Authority:** ORS 678.150, ORS 678.442 & ORS

676.850 **Statutes/Other Implemented:** ORS 678.442 & ORS

676.850 **History:**

BN 5-2021, amend filed 06/21/2021, effective 07/01/2021

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#### **851-062-0080**

##### **Oregon CMA Certification**

A CMA must have a current Oregon CMA certificate and be listed on the Oregon CNA Registry prior to performing medication aide duties.

**Statutory/Other Authority:** ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, amend filed 07/03/2019, effective 08/01/2019

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BN 6-1999, f. & cert. ef. 7-8-99

#### **851-062-0090**

##### **CMA Certification Eligibility**

An applicant for CMA certification must submit a completed application. An individual may qualify for CMA certification in one of the following ways:

- (1) Board-Approved Medication Aide Training Program:
  - (a) Hold a current unencumbered Oregon CNA certification. An applicant with an encumbered CNA certification will be considered on a case by case basis; and
  - (b) Complete a Board-approved medication aide training program; and
  - (c) Pass the Board-approved medication aide examination within one year of the date of completion of the medication aide training program.
- (2) Student Nurse:
  - (a) Obtain CNA certification according to these rules; and
  - (b) Provide proof of current enrollment and successful completion of one year of a two- year nursing education program, or two years of a four-year nursing education program. Documents accepted as proof of enrollment and coursework completion are listed below and should be sent directly to the Board by the issuing institution:
    - (A) An official transcript; or
    - (B) Documentation of program enrollment from the director or dean on official school letterhead; and
  - (c) Pass the Board-approved medication aide examination within one year of application.
- (3) Graduate of a Medication Aide Training Program in Another State:
  - (a) Obtain Oregon CNA certification; and
  - (b) Submit evidence of successful completion of a medication aide training program equal in content to the Board-approved medication aide curriculum; and
  - (c) Document at least 832 hours of paid employment performing CNA authorized duties since completion of nursing assistant training and within the last two years preceding

- application; and
- (d) Pass the Board-approved medication aide examination within one year of application.
- (4) Military Corpsman or Medic Training and Experience:
  - (a) Obtain Oregon CNA certification according to these rules; and
  - (b) Submit a Joint Services transcript with evidence of training that is equal in content to the Board-approved medication aide curriculum; and
  - (c) Verify at least 832 hours of paid employment performing CNA authorized duties in the two years prior to application; and
  - (d) Pass the Board-approved medication aide examination within one year of application.
- (5) RN or LPN Licensure:
  - (a) Obtain Oregon CNA certification; and
  - (b) If licensed in another U.S. state or jurisdiction, arrange for primary source verification of unencumbered RN or LPN license to be sent directly to the Board by the regulating agency.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

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BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0100**

**CMA Examination**

- (1) The medication aide examination shall be administered and evaluated only by the Board or by a Board-approved entity.
- (2) Examination sites and dates shall be determined by the Board or a Board-approved entity.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

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BN 10-2010, f. & cert. ef. 6-25-10

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0110**

**Renewal of CMA Certification**

Renewal of the CMA certificate is concurrent with the renewal of CNA as described in these rules.

- (1) Submit a fully completed application established by the Board before the expiration date of CMA certification; and
- (2) Complete at least eight hours of continuing education related to curriculum from the Board-approved medication aide training program in the two years before date of CMA expiration.
  - (a) Acceptable methods of meeting the medication aide continuing education requirement:
    - (A) Facility-based classes dealing with the medications used at that facility;
    - (B) Medication classes taught by an RN or LPN, pharmacist or representative of a pharmaceutical company;
    - (C) Repeating classes offered for medication aide students;
    - (D) Video material when used as part of a presentation by an instructor;
    - (E) Infection control classes when the content is medication related;

- (F) Non-injectable medication-related continuing education in recognized nursing journals;
- (G) Individual tutoring sessions by an RN, LPN or pharmacist; or
- (H) Interactive on-line education by an RN, LPN or pharmacist.
- (b) Activities that are not acceptable to meet the continuing education requirement:
  - (A) TV programs;
  - (B) Reading articles in non-nursing magazines;
  - (C) CPR classes;
  - (D) Classes dealing with injectable medications or IV medications; or
  - (E) Job orientation.
- (c) For a CMA who has been certified less than two years, the continuing education requirement will be prorated.
- (3) Student Nurse: A nursing student may renew without documentation of paid employment by providing proof of current enrollment in an approved U.S. nursing education program. A CMA who is enrolled in a basic nursing education program has satisfied the requirements for medication-related continuing education. Documents accepted as proof of enrollment are listed below and should be sent directly to the Board by the issuing institution:
  - (a) An official transcript; or
  - (b) Verification of enrollment from the director or dean on official school letterhead.
- (4) Paid Employment: Worked at least 400 hours in the last two years with active CMA certification, in a paid position doing CMA authorized duties with supervision by an RN or LPN or monitoring by an RN. A CMA who has been certified for less than two years or has successfully passed the Board-approved competency examination within the last two years is exempt from the 400 hour paid employment requirement.
- (5) Active RN or LPN: A currently licensed RN or LPN may use their RN or LPN practice hours within the last two years as part or all of the required 400 hours of paid employment. If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.
- (6) A CMA who cannot meet all the requirements for renewal may apply for reactivation.
- (7) The Board may validate employment hours and continuing education through a random audit process.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, amend filed 07/03/2019, effective 08/01/2019

BN 1-2012, f. 2-24-12, cert. ef. 4-1-12

BN 10-2010, f. & cert. ef. 6-25-10

BN 2-2004, f. 1-29-04, cert. ef. 2-12-04

BN 6-1999, f. & cert. ef. 7-8-99

**851-062-0114**

**Reactivation of CMA Certification**

To reactivate certification, within two years after the certificate expiration date, submit a fully completed application established by the Board.

- (1) Participation in Continuing Education: Applicants must confirm participation in at least eight hours of medication-related continuing education, meeting the requirements of OAR 851-062-0110(2), within the two years immediately prior to expiration of certification.
- (2) Paid Employment: Document at least 400 hours of paid employment as a CMA within the CMA authorized duties, under supervision an RN or LPN or monitoring by an RN, in the two years immediately preceding the receipt of the application.
- (3) RN or LPN licensure: A currently licensed RN or LPN may use their RN or LPN practice hours

within the last two years as part or all of the required 400 hours of paid employment. If licensed in another U.S. state or jurisdiction, arrange for primary source verification of active unencumbered RN or LPN license to be sent directly to the Board.

- (4) The Board may validate employment hours and continuing education through a random audit process.
- (5) An individual who does not meet the requirements above must take a Board-approved CMA training program and pass the competency exam within one year of the date of program completion. There is no limit on the number of times an individual can take the exam within the one year period.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019

#### **851-062-0115**

##### **CMA Re-entry**

An individual whose CMA has been expired for more than two years is required to submit a fully completed application as established by the Board. To qualify for re-entry, an individual must:

- (1) Obtain a current CNA ; and
- (2) Complete a Board-approved medication aide training program; and
- (3) Pass the Board-approved competency examination within one year of the date of training program completion. There is no limit on the number of times an individual can take the exam within the one year period.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019

#### **851-062-0116**

##### **CMA Reinstatement**

An applicant for CMA reinstatement must submit a fully completed application established by the Board.

- (1) An applicant for reinstatement of a CMA certification must:
  - (a) Meet all the terms and conditions of reinstatement imposed by the Board; and
  - (b) Take a Board-approved medication aide training program; and
  - (c) Pass the competency exam within one year of the date of training program completion. There is no limit on the number of times an individual can take the exam within the one year period.
- (2) Reinstatement is required for certification that was voluntarily surrendered by the CMA or revoked by the Board.

**Statutory/Other Authority:** ORS 678.440 & ORS 678.442

**Statutes/Other Implemented:** ORS 678.442

**History:**

BN 5-2019, adopt filed 07/03/2019, effective 08/01/2019