Medication Aide Course (Hybrid)

Minnesota State provides the required training to work as a Medication Aide in a skilled nursing facility. Students will develop an understanding of drug administration with this comprehensive training program. Available in two formats, classroom and hybrid, the Minnesota State curriculum offers consistency and customized training options to meet any needs.

A wide variety of exercises and activities let students apply their knowledge to healthcare settings. The class includes a new textbook specifically designed for the medication aide. The training and supplemental resources will also prepare participants for a final written and skills exams by building knowledge and developing skills competency. If necessary, one retest of the written ($60 retesting fee) and one retest of the skills competency exam ($60 retesting fee) are allowed. This course requires a minimum of forty-eight hours of instruction.

REQUIREMENTS

It is recommended that a person works as a certified nursing assistant for six months before taking this course and be at least 18 years of age. Minnesota law governs the qualifications required to work as a medication aide in a licensed nursing home.

To work as a Medication Aide in a skilled nursing facility, students must have completed a nursing assistant training program approved by the Minnesota Department of Health before enrollment in a trained medication aide program. These employees are not required to take the nursing assistant exam, nor to have ever been on the nursing assistant registry.

A person who challenges the Minnesota nursing assistant exam or transfers in from another state, for example, would not be eligible. It is the responsibility of the facility to document completion of an approved nursing assistant training program.

If you have questions regarding eligibility, please visit the Office of Revisor of Statues website at revisor.mn.gov/rules/4658.1360.

Students should bring their laptop or tablet to orientation to activate their online accounts. Laptops available for rent from ATCC's Student Help Desk for $25 per week.

TRAINING DETAILS

April 24 - May 15, 2025
Hybrid course (see attached calendar)

LOCATION

This is a hybrid class. It contains both online and in-person skills sessions. Class begins **April 24, 2025** with an **in-person orientation session** from **5:00 to 9:00 pm at ATCC - Room 210**.
You must attend all in-person training sessions at ATCC to complete this course.

INSTRUCTORS

Cinnamon Lancaster & Holly Wambeke

FEE: $775

Includes skills kit, handouts, and TMA textbook

Required for online coursework: Access to a desktop computer, laptop, or tablet for online coursework. Chromebooks are not compatible with the online training platform.

REGISTER TODAY!

alextech.edu/customizedtraining

Click "Browse Current Courses"

ALEXANDRIA
Technical & Community
COLLEGE
A member of Minnesota State

2025
CALENDAR YEAR

APRIL
CALENDAR MONTH

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Medication Aide Calendar

**In Person - you must attend all in person training held at ATCC to complete this course

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 Orientation ATCC 5-9 pm (in-person) 210/208	25 Chapter 1, 2, 3	26 Chapter 4 & 5
27 Chapter 6 & 7	28 Quizzes 1-7 complete	29 Chapter 8 & 9	30 Chapter 10 & 11	01 Hands-on Skills ATCC 5-9 pm (in-person) 210/208	02 Chapter 12 & 13	03
04	05	06	07	08	09	10

2025
CALENDAR YEAR

MAY
CALENDAR MONTH

ALEXANDRIA Technical & Community **COLLEGE**

Medication Aide Calendar

**In Person - you must attend all in person training held at ATCC to complete this course

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27 Chapter 6 & 7	28 Quizzes 1-7 complete	29 Chapter 8 & 9	30 Chapter 10 & 11	01 Hands-on Skills ATCC 5-9 pm (in-person) 210/208	02 Chapter 12 & 13	03
04	05 Quizzes 8-13 Complete	06 Chapter 14 & 15	07 Chapter 16 & 17	08 Hands-on Skills ATCC 5-9 pm (in-person) 210/208/204/117	09	10
11	12 Quizzes 14-17 Complete	13 Chapter 18 & 19	14 FINAL Written 210/208 Skills Rm 204/117 5-9 pm (in-person) Quizzes 18-19 Complete	15 FINAL Skills Exam ATCC 5-9 pm (in-person) 204/117	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
01	02	03	04	05	06	07

<u>Medication Aide College Credit and Registration Proxy Authorization Form</u>

Customized Training Center

1601 Jefferson Street, Alexandria, MN 56308

Phone: 320-762-4510 ● Fax: 320-762-4633 ●

www.alextech.edu/CustomizedTraining

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<u>Course Description:</u> This course emphasizes the role of the medication aide as a valuable member of any health-care team. This course focuses on legal mandates for medications and proper administration in various routes utilizing the "rights" and three safety checks of medication administration. This course introduces basic terminology related to medication administration and drug reference. The course will focus on medication actions, safe dosage ranges, adverse reactions, and impact on body systems. Students will apply classroom learning in the laboratory setting promoting safe medication administration. It is recommended that a person works as a certified nursing assistant for six months before taking this course and be at least 18 years of age. To work as a Medication Aide in a skilled nursing facility, students must have completed a nursing assistant training program approved by the Minnesota Department of Health before enrollment in a trained medication aide program.

COURSE NUMBER	TIMELINE	TIME	LOCATION
NSGA9500 **(3 credits)** **20255 #599**	**April 24 - May 15, 2025**	**Hybrid Format** Orientation, 12 hours of skills, and final exams in-person at ATCC. Approximately 40 hours online training (self-paced)	**Alexandria College** 1601 Jefferson Street Alexandria, MN 56308 **Online Platform CECT D2L** https://cect.learn.minnstate.edu

COLLEGE CREDIT DISCLOSURE

By signing this form, you agree to complete the course according to the timeline listed above. You will also be registered for a credit-based course and earn three (3) college credits with successful completion of the course. Those not completing the training within the timeline will receive a "no-credit" grade unless prior arrangements are made with the program coordinator.

By requesting credit for this training, the course will be on your permanent academic record with ATCC. In the event you take further college courses at another institution, they may require you to submit an official transcript from ATCC. If you need to request a transcript, use www.getmytranscript.com.

If you are enrolled in six (6) or more credits, your enrollment will automatically be reported to your loan servicer (if applicable) in the semester that your registration appears. This could cause your loans to go into automatic in-school deferment. If you would like to continue to make payments on your loans, please contact your loan servicer for instructions on how to do this. You can access your loan information electronically at www.nslds.ed.gov using your FSA ID and password.

By signing, I am requesting to enroll in three (3) college credits in Spring Semester 2025. I understand the academic and financial aid implications of enrolling in college credits at Alexandria Technical and Community College.

PROXY REGISTRATION AUTHORIZATION

Alexandria Technical & Community College will enroll you in this course on your behalf.

I understand:

♦ **Email is the official means of communication at ATCC and it is my responsibility to check email on a regular basis.**

♦ **Alexandria Technical & Community College will withdraw me from the course once identified as not continuing.**

♦ **I agree to allow Alexandria Technical & Community College to register me ONLY for the course listed above.**

Print Name Legibly_____

Signature_____ **Date**_____

Medication Aide Training Registration Form

Session Date: _____

FIRST (LEGAL NAME)

MIDDLE

LAST NAME

Home Address _____

Daytime Phone _____

City _____   State _____   Zip Code _____

Email Address: _____

We are collecting your email address for communication, class confirmation notices, and marketing purposes. Email addresses are not distributed.

Birth Date

_____ / _____ / _____

I successfully completed a Minnesota-approved Nursing Assistant course at:

_____

Providing this information assists us in maintaining accurate records. Data will remain confidential. Do not email SSN information.

Payment $_____   *Make checks payable to ATCC or Alexandria Technical & Community College*

☐ **Cash**   ☐ **Check Number**: _____

☐ **VISA**   ☐ **MasterCard**   ☐ **Discover**

Card No: _____

Expiration Date: _____ / _____

Name on Card: _____

PLEASE do not email credit card information.
Call 320-762-4510 or 888-234-1313 to make payment arrangements.

☐ **Billing Information** *(Prior approval required)*

Contact Name: _____
Organization: _____
Billing Address: _____
City State Zip : _____
Phone #: _____
Email: _____

Policy

Alexandria Technical & Community College is committed to a policy of equal opportunity and nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, or gender expression. In addition, discrimination in employment based on membership or activity in a local commission as defined in the Minnesota Human Rights Act, Minn. Stat. 363.01, subd. 23 is prohibited.

Email Addresses – Providing your email address will allow CTC staff to communicate with you via email. If appropriate, your email address may also be placed on a targeted email marketing list to profile upcoming classes, trainings, events, etc. offered by the Customized Training Department at Alexandria Technical & Community College. Email addresses are not distributed.

Cancellations – Class cancellations must be done three full business days before the class start date. No refunds for cancellations of less than three full business days.

Missed Classes – Refunds will not be issued for any missed class, full class fees are due.

Late Arrivals – ATCC reserves the right to reschedule anyone arriving late. In most cases, 100% attendance is required to successfully complete training sessions.

No Shows – A no call, no show is an absence from the class without notifying the Customized Training Center. Refunds will not be issued for anyone registered for a class and does not show or attend.

Accommodations and Dietary Restrictions - Please submit requests prior to class to the Customized Training Center via email at atcc-customized@alextech.edu or call 320-762-4510 or toll free 888-234-1313.

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