QUALIFIED MEDICATION AIDE CERTIFICATION RENEWAL

Your Qualified Medication Aide (QMA) Certification will expire on 03/31/2018

IMPORTANT CHANGES – PLEASE READ CAREFULLY

1. QMA certifications will expire every 2 years and match your CNA expiration date.*
2. The $10.00 QMA renewal fee is NO longer required.
3. The QMA Record of Annual Inservice Training Form does NOT need to be sent to the Indiana State Department of Health (ISDH).
4. All QMA renewals MUST be done online.

*NOTE - The 2018 renewal will be matched to your current CNA expiration date. Example: QMA expires 03/31/2018 and CNA expires 06/15/2018; this first QMA renewal date will be matched with the CNA expiration date of 06/15/2018. On or before 06/15/2018 you will need to renew both your CNA and QMA and the new expiration date will be 06/15/2020.

To Renew Online: The online renewal is available 24 hours a day, 7 days a week.

1. Go to https://mylicense.in.gov.
2. Your login ID is your QMA number.
3. Your Password is the last 4 digits of your Social Security Number.

<table>
<thead>
<tr>
<th>Login ID</th>
<th>Password</th>
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<tbody>
<tr>
<td>QMA00000000</td>
<td>Last 4 Digits Social Security Number</td>
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ADDITIONAL INFORMATION:

- QMA Annual Inservice Training (6 hours) must be completed every year and kept by the QMA.
- The six (6) hours of QMA Inservice must be obtained annually between January and December. (Effective - 2018)
- The ISDH will continue to review of QMA Record of Annual Inservice Training. This will be done two ways: 1) a random selection of QMAs will be notified by the ISDH to submit their inservice form for review and 2) surveyors will review QMAs inservice form during annual or other surveys, as necessary.
- The facility should maintain a copy of QMA Record of Annual Inservice Training as relates to employment.
- If a QMA does not have a CNA, the QMA certification will expire every 2 years. EXAMPLE: Current QMA Expiration Date: 03/31/2018 – New QMA Expiration Date: 03/31/2020.
- QMA Record of Annual Inservice Training: http://www.in.gov/isdh/20507.htm

Questions please contact Nancy Gilbert at 317-233-7445 or email ngilbert@isdh.in.gov.