

Non-Credit Career Pathway Course

CERTIFIED MEDICATION ASSISTANT II



What is a Certified Medication Assistant II?

A Certified Medication Assistant II (CMA II) is able to deliver routine, regularly scheduled medication for individuals or groups of individuals with stable conditions which are administered on a routine basis and do not require determination of need, drug calculation, or dosage conversion.

A CMA II can be employed in a setting where the licensed nurse is either scheduled regularly or not regularly including Skilled Nursing Facilities, Assisted Living Facilities and Basic Care Facilities.

Students must hold a North Dakota CNA license prior to registering and must be in good standing with ND Health and Human Services (ND HHS).

Upon completion of this course, the student will be able to administer:

- Oral, sublingual, and buccal medications
- Ear medications
- Eye medications
- Nasal medications
- Rectal medications and enemas
- Vaginal medications
- Skin ointments, topical medications, including patches and transdermal medications
- Metered hand-held inhalants and
- Unit dose nebulizers

2025 Class Dates

Theory/Lab meets on each Tuesday and Thursday from 9:00 AM to 3:30 PM with a half hour lunch break.

Theory/Lab: February 18 - March 13

*Clinical: March 14 - April 12

Theory/Lab: May 6 - June 3 (*no class May 20*)

*Clinical: June 4 - July 2

Theory/Lab: October 14 - November 6

*Clinical: November 7 - December 6

*Students may not enter clinical without adequate completion of all documentation and coursework as determined by the instructor. The instructor and program manager will work in conjunction with the student to determine the clinical schedule.

Course Cost

At this time, this course is offered as a non-credit college class. Students do not need to apply to become a BSC student. The course cost is \$849 and includes the cost of the book. Registration is due one week before the first day of class.

Working as a CMA II may be your first step in exploring the healthcare field. According to Job Service of North Dakota, the average annual salary in 2023 for a CMA II was \$40,320.

Student Requirements

Essential physical requirements for the CMA II course are:

- mandatory attendance
- the ability to lift a minimum of 50 pounds
- an eight hour clinical practice session with minimal rest periods
- a 32-hour clinical facility rotation

If the student has a temporary/permanent condition limiting their ability to perform the essential physical requirements, please contact the program manager.

Class attendance is an essential part of the educational process of this training and is mandatory. Students may be dropped if attendance requirements are not met.

Course Commitment

The Certified Medication Assistant II course is an 80-hour course (40 hours of theory, eight hours lab, 32 hours of clinical). Attendance is mandatory.

Students missing more than four hours of class time will be dropped out of the class regardless of the reason.

Once all coursework has been completed successfully, students will be eligible to apply for their CMA II license through the ND HHS. An application fee of \$25 is payable at that time (credit card only).

Program Location

BSC Technical Center

1200 College Drive, Room 246, Bismarck, ND 58506

Veterans Preference



Because this program receives funding from the U.S. Department of Labor, veterans and eligible spouses receive priority of service over non-covered persons. (20 CFR 1010).

Refund Policy

Students must contact the BSC Continuing Education and TrainND SW office at least three business days prior to the first day of class for a refund. A \$50 processing fee will be deducted from the amount refunded. If a student cancels within three business days of the first day of class or after the class has started, the entire registration fee will be forfeited. Students can call (701) 224-5600 for more information.

Class Testing

Individuals participating in the CMA II course are required to take, and pass, chapter exams after each subject is covered. Students will have two opportunities to pass each section before remediation is required, per the ND HHS. A passing score of 85% is required on all quizzes and the final exam.

CMA II License Exam

Students will be able to take the CMA II state exam after completing the coursework. The cost of the exam is included in the class tuition. Students will have two attempts to pass the written exam. The exam score must be an 85% or higher to pass.

Registration Requirements

Students who do not provide these items at registration will be required to do so the first day of class. If the following items are not received by the deadline, the student will not be able to attend class and may incur a fee to be transferred to the next available class:

- Printed proof of a negative TB test within the last 12 months.
- COVID-19 vaccination status must be disclosed due to federal reporting requirements of clinical facilities. Vaccination is optional, however, it MAY be required based on clinical facility placement. If required:
 - Proof of an approved one-dose or two-dose COVID-19 vaccination that includes a record of vaccine, the date of vaccine administration, lot number, and location of where the vaccine was administered.
- Proof of the seasonal flu vaccination (classes beginning in September through March).
- A North Dakota CNA license in good standing with the ND HHS.

Students will be required to adhere to the policies of the clinical facility regarding the COVID-19 vaccination. This is not a BSC requirement, but a requirement of the clinical facility. Exemption requests must be inquired upon and are subject to review and approval by the clinical facility.

TB testing, seasonal flu and COVID-19 vaccinations are provided by Bismarck-Burleigh Public Health or the UND Center for Family Medicine.

How to Register:



In Person

National Energy Center of Excellence
1200 Schafer Street, 1st Floor, Room 107, Bismarck
Phone: (701) 224-5600 or (877) 846-9387



Online

bismarckstate.edu/CMAII
(ACH and credit card payments only - Discover, Visa, MasterCard and American Express)



Mail (check payments only)

BSC Continuing Education and TrainND SW
PO Box 5587, Bismarck, ND 58506-5587

Career Pathway Options for Patient Care

- Begin at BSC with our **Certified Nursing Assistant (CNA)** course. With our CNA course, students gain the knowledge and technical skills needed to secure a job as a certified nursing assistant (CNA) in a skilled nursing facility, acute care or home health care. The 76-hour program includes classroom instruction, supervised practical training and clinical practice, and can be taken for college credit or as non-credit training. At the conclusion of the coursework, students are eligible to sit for the North Dakota state licensing exam.
- **Certified Medication Assistant (CMA II)** is the next step in this pathway. CMA II's are able to assist in the administration of regularly scheduled medications for stable patients. This is an 80-hour course composed of theory, lab, and clinical practice. Individuals that complete this course can work under the supervision of an RN or LPN at long term care and other facilities.
- The **Certified Medical Assistant** program enhances patient care even more. A Certified Medical Assistant may perform the intervention of administering medications to the client in an ambulatory health care setting. The licensed nurse must be available to monitor the client's progress and effectiveness of the prescribed medication regimen. The National Healthcare Career Association estimates that job openings for medical assistants are increasing by 9-15% each year.



2025 Class Dates

Theory/lab meets on Tuesdays and Thursdays from 9:00 AM to 3:30 PM. Registration closes one week before the first day of class.

Theory/Lab: Feb. 18 - Mar. 13

Theory/Lab: Oct. 14 - Nov. 6

Clinical: Mar. 14 - Apr. 12

Clinical: Nov. 7 - Dec. 6

Theory/Lab: May 6 - June 3

Clinical: June 4 - July 2

REGISTRATION All fields are required unless otherwise indicated; please fill out this registration form completely.

Date of Registration _____ Class Start Date _____

First Name _____ Middle _____ Last Name _____

Address _____ City, State, Zip _____

Daytime Phone _____ Work Phone _____ Cell Phone _____

Would you like to receive class notifications via text message to the cell phone number provided above? Yes No

E-Mail Address _____ Date of Birth _____
Your confirmation and other correspondence will be sent to this address.

Social Security Number _____ CNA License Number _____

This program receives funding from the U.S. Department of Labor allowing Veterans and eligible spouses to receive priority of service over a non-covered person. (20 CFR 1010) If claiming Veteran's Preference, you must provide a DD 214, Military ID Card, VA documents, or official college documentation that demonstrated eligibility using one of the aforementioned documents to verify eligibility. Are you claiming Veteran's Preference? Yes No

Please check one: *All checks should be made payable to Bismarck State College.*

Enclosed is the full tuition of \$849

I am a sponsored student. Enclosed is the Third Party Authorization Letter as well as the name and address of the sponsoring business/agency. Sponsoring Business/Agency: _____

Health Requirements and General Acknowledgement:

I have read and understand the essential physical requirements of the course: ability to lift a minimum of 50 pounds, lab, and clinical practice, including an eight hour clinical practice session with minimal rest periods. I acknowledge I have a valid ND Certified Nursing Assistant (CNA) license, and I am in good standing as a CNA with the ND Department of Health and Human Services. I understand this is an 80-hour course and attendance is mandatory. If I miss more than four hours for any reason, I understand that I will be dropped from the course. I understand I am required to have my Tuberculosis (TB) skin test completed within the last 12 months. Further, I acknowledge that I will be required to adhere to policies of the clinical facility in regard to vaccination against COVID-19. I also understand I need to receive the seasonal flu vaccination for classes beginning during the months of September through March. I agree to provide printed documentation of my TB result, provide my COVID-19 vaccination status, and seasonal flu vaccination proof upon registration or no later than the first day of class. I understand that if I have not met these requirements in a timely manner I will not be allowed to attend or complete the class. I acknowledge that I may need to transfer to a different month and that I will be required to pay a transfer fee. If I must cancel my registration, I understand that I must notify BSC Continuing Education and TrainND SW at least three business days prior to the start of class in order to receive a refund of the tuition and that a \$50 processing fee will be deducted from the amount refunded.

COVID-19 Disclosure: I have been vaccinated for COVID-19; I can provide documentation.

I have not been vaccinated for COVID-19.

_____ My initials indicate that I have read and understand the Health Requirements and General Acknowledgement and that the vaccination disclosure is true. Further, I understand I may not enter clinical without adequate completion of all documentation of coursework as determined by the instructor.

STUDENT EXPECTATIONS:

Because quality and commitment is of utmost importance, the instructor has the authority to dismiss a student who does not meet the expected standards of the class for a number of reasons, including, but not limited to: lack of responsibility, safety, respect for instructors and others students, or any other negative issue related to the student completing the program. In any of the above cases, the instructor or BSC Continuing Education and TrainND SW will notify the student's employer and/or program sponsor of the first offense. Continued offenses or behavior could result in unsuccessful completion of the program. Additional student expectations are outlined below:

- Students must attend in clean and neat attire.
- Students must be prepared and have proper clothing.
- Students must respect other students and instructors.
- Students must operate the equipment in a safe and responsible manner.
- No discrimination of any kind will be tolerated.
- No use of cell phone during classroom lab or clinical instruction. Limit use to breaks or emergency-related situations only.

_____ My initials indicate that I understand this requirement.

Signing below verifies that all information provided to BSC Continuing Education and TrainND SW is true and accurate and verifies that you are physically able to fulfill the student requirements of the course or that any temporary or permanent condition limiting your ability to fulfill the student requirements will be addressed with the program manager and further, that you understand attendance is an essential part of the educational process of this training and that it is mandatory. Any student who fails to attend by the first day of class will be withdrawn from the class. Any student who misses more than four hours of class time will be dropped from the class. No more than a total of four hours of missed class time, regardless of the reason, can be missed.

Student's Name (please print) _____

Student's Signature _____ Date _____

Parent or Guardian Printed Name (if you are under 18) _____

Parent or Guardian Signature _____ Date _____

Please return this completed form to BSC Continuing Education & TrainND SW either:

- In-Person: BSC National Energy Center of Excellence Building, 1200 Schafer Street, 1st Floor, Room 107
- By Email: <https://sendfiles.ndus.edu/filedrop/BSC-ContinuingEducation>

OFFICE USE ONLY

Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
Action_____	Date_____	Pymt Method_____	Pymt Amount_____	Remaining Bal_____	Tran ID_____
3rd Party Company_____	Invoice #_____	Date_____	Invoice Amount_____		
Pymt Method_____	Date_____	Pymt Amount_____	SF Receipt #_____		