

## 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 North Dakota Health and Human Services (NDHHS).

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

### 2026 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 17 - March 17

\*Clinical: March 18 - April 11

Theory/Lab: April 23 - May 21

\*Clinical: May 22 - June 19

Theory/Lab: August 11 - September 8

\*Clinical: September 9 - October 9

\*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 84-hour course (44 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 NDHHS. An application fee of \$25 is payable at that time (credit card only).

### Program Location

Donna S. Thigpen Health Sciences Building, Room 144  
1133 College Drive, Bismarck, ND

## 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 NDHHS. 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 NDHHS.

Students will be required to adhere to the policies of the clinical facility. These are not BSC requirements, but requirements of the facility. Clinical affiliation policies will be shared with students by the instructor and should be referred to for additional details and exemption allowances. BSC cannot guarantee an exemption request will be granted. Exemption requests must be inquired upon and are subject to review and approval by the 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](http://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 84-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.