



Certified Medication Technician (CMT) Checklist –  
**Paper - Renewal Application**

To assure that Paper **RENEWAL** CMT applications are processed timely the following may assist you in performing a final check of the Renewal CMT applications prior to sending the paper applications to the Board. (Please see the **Checklist for On Line Renewal** if renewing on line).

- \_\_\_ 1. Does the applicant have a paper renewal form? A renewal application is automatically sent 60-90 days prior to the expiration of the certificate. The renewal application is to be completed within 90 days of the expiration of the certificate or within the 30 day grace period. A request for a renewal application can best be made by email – see How to Contact the Board on p. 2.
- \_\_\_ 2. Are all data fields in the application complete and correct ? – (See renewal application instructions that accompany the renewal form- be sure the address is correct or you have changed the address on the renewal form if you have moved).
- \_\_\_ 3. Has the CMT practiced as a CMT for 100 hours in the two (2) years immediately preceding the expiration date of the current CMT certificate.
- \_\_\_ 4. Has the CMT **RENEWAL** application been signed by the supervising RN?
- \_\_\_ 5. Has the CMT **RENEWAL** application been signed by the CMT?
- \_\_\_ 6. Has the facility check or money order (payable to the MBON and signed by the applicant) been attached to the **RENEWAL** application? Remember if a personal check has been sent, the application will be returned. The facility check may be for one specific individual or multiple individuals. If the facility check is to pay for multiple individuals there must be a transmittal documenting the name of each individual covered by the facility check. There must be a separate check for renewal and a separate check for initial applications.
- \_\_\_ 7. Is the CMT eligible for the CMT 4 Hour required Clinical Update? – (Please note the Clinical Update must be submitted on-line before submitting an on-line renewal)- if the CMT certificate has

expired, the CMT applicant must repeat the 20 hour training program in order to renew. The applicant needs to complete a CMT paper **RENEWAL** form with his/her CMT certification number. This renewal application must be accompanied with a separate class list indicating the applicant is renewing the expired CMT certification by completing the 20 hour CMT training program again. The class list is marked "Repeat." The class list should only contain the renewal applicant's name, social security number, and date of birth. This class list should not contain applicants who are candidates for initial certification. Applicants may not have access to other social security numbers and date of birth. The instructor is responsible for sending the class list – it can not be accepted from the applicant.

- \_\_\_ 8. Has the CMT completed the 4 hour required Clinical Update with the RN, CM/DN? (This is to be completed within 90 days of the expiration of the certificate or within the 30 day grace period).
- \_\_\_ 9. Has the RN, CM/DN entered the data regarding the 4 hour clinical update on the Board's online web page? – (www.mbon.org click on "Online License Renewal" – follow the prompts). Clinical Updates are to be completed within 90 days of the expiration of the certificate or within the 30 day grace period following expiration of the certificate. An applicant who fails to have the 4 hour Clinical Update entered on line by the RN, CM/DN will be required to complete a 20 Hour CMT Training Program.
- \_\_\_ 10. Has the RN, CM/DN printed and retained a copy of the verification of the online Clinical update – "Track My Class"?
- \_\_\_ 11. Does the online printout of 'track my class' have a check mark next to the **RENEWAL** applicant's name to show the data was accepted by the Board?
- \_\_\_ 12. Does the online printout "track my class" have a question mark after the **RENEWAL** applicant's name? – if so contact the MBON immediately as the data has not been accepted.
- \_\_\_ 13. Is the RN, CM/DN approving the renewal form a RN from another state? If so, the RN must either be licensed by the Board as a RN in Maryland or if the RN is from another compact state the RN must provide the Board's Information Technology Department with their full name, full social security number, the name of the compact state, and the nursing license number from the compact state, (see – How to Contact the Board – to

share that information).

\*\*\* The **RENEWAL** application will be returned to applicant if the **RENEWAL** requirements are not met.

### **Data The Board Needs from you in order to Investigate a Delay in Issuing an Individual's**

#### **Certification**

- Social Security or MT certification number
- Current mailing address
- Date of Birth – (used to determine data and year of CMT expiration and renewal)
- Date the Clinical Update training was completed within your agency (This is to occur within 90 days of expiration of the MT certification or within the 30 day grace period).
- Date the RN, CM/DN entered the Clinical Update on the Board's computer.
- Name and license number of the RN who taught the Clinical Update and entered the Clinical Update data into the computer.

### **HOW TO CONTACT THE BOARD**

Please use email to contact the Board:

Kia Alexander, AlexanderK@dhhmh.state.md.us (410-585-1918)

Jaray Jarvis, Jjarvis@dhhmh.state.md.us (410-585-2051)

If further assistance is needed please contact:

Ethel Stanley, Administrator, CNA/CMT Program, estanley@dhhmh.state.md.us (410-585-1934)

CNA/CMT Training Program fax number (410-764-8042)