

## Medication Aide Training Program Initial Approval Process

Virginia Law and Board of Nursing regulations require approval and oversight of medication aide training programs leading to medication aide registration within Virginia. An application packet to establish a medication aide training program is available on the Board of Nursing's website to assist with compiling the required information and documents.

A program provider wishing to establish a medication aide training program must submit to the Board the completed application, required documents and \$500.00 nonrefundable fee at least 90 days in advance of the expected offering of the program. Acceptable fees include payment by check or money order made payable to *Treasurer of Virginia*. An application will not be reviewed or considered until payment is submitted. All documents are to be submitted by mail.

Once the application packet and required fee have been received, the program provider will receive written notification of receipt of the application packet. The program provider will be notified in writing of the results of the application review with the opportunity to submit additional information to verify regulatory compliance. Initial approval may be granted when all documentation of the program's compliance with regulations has been submitted and deemed satisfactory by the Board.

If regulatory compliance cannot be verified, initial approval will be denied. If approval is denied, the program provider may request, within 30 days of the mailing of the decision, an informal conference committee convened in accordance with § 2.2-4019 of the Code of Virginia.

Once the program is granted initial approval, the board-approved curriculum and performance record will be provided and the program provider is authorized to offer the medication aide training program.

Refer to *Regulations Governing the Registration of Medication Aides*, 18VAC90-60-40, for additional information on establishing and maintaining a medication aide training program.