



pennsylvania
DEPARTMENT OF PUBLIC WELFARE

Medication Administration Program

Getting it right!

Your Path to Training Registration and MORE



Maintaining your Trainer Certificate

1. Keep track of your certificate – make sure you can access your certificate even if you go to another employer.
 - a. All medication administration certificates may be transferred from one eligible licensed site to another and from one provider to another.
2. Teach in eligible provider settings
 - a. Medication administration trainers with a current certification may teach the course in multiple, eligible provider settings.
 - b. Trainers may take their certification with them when they change employers
 - c. Certifications will remain valid as long as a trainer
 - i. Meets recertification requirements in the timeframe indicated on the certificate
 - ii. Continues to work in an eligible provider setting



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Additional Rules to Follow:

1. If you go to a new employer– provide your new employer with a copy of your current certificate.
2. Trainers who also administer medication
 - a. Provide documentation of a current medication administration certification (In addition to the trainer certification) which documents your most recent Annual Practicum.
3. If you are asked to train unlicensed staff at a facility other than where you are employed.
 - a. Trainers may train and monitor students at eligible providers other than their employer, provided there is a contract for their services between the requesting provider and the trainer's employer. This contract must be established between the trainer's primary employer and the requesting provider.



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3. If you are asked to train unlicensed staff at a facility other than where you are employed (continued)
 - b. Trainers may not train out side of their provider without such an agreement
 - c. Trainers must be employed by an eligible provider in order to train the course
 - d. Trainers contracted with an outside , eligible provider are responsible not only for the initial training, but also for the on-going monitoring of the medication administrators at that provider.
 - e. The other agency must be licensed or enrolled by the Department.
 - f. The trainer cannot be an independent contractor.

The above requirements are presented during the course, and attendees are notified that failure to adhere to them could result in suspension or termination of the attendee's certification.