

# Medication Administration 2022 Student Courses Deadline, Trainer Attestation Date, and Primary Contact/Agency Admin Reports Now Available

## ODP Announcement 25-022

### AUDIENCE:

Medication Administration Trainers, Primary Contacts, and Agency Admins

### PURPOSE:

To remind Trainers that the deadline to complete the 2022 student courses is February 28, 2025.  
To remind Trainers to fill in the feedback date for the student course Trainer attestation.  
To inform Primary Contacts and Agency Admins that course completion and team reports are now available.

### DISCUSSION:

Please be reminded that the deadline to complete the 2022 Student Independent and Group courses is February 28<sup>th</sup>, 2025, referenced in [ODP Announcement 25-010](#). All student classes must be held in the 2024 Student Independent and Group courses after this date.

Also, please be reminded that the “Trainer Attestation of Qualification” and the “Complete to access Acknowledgement of Qualification” activities serve as the ‘online’ signatures, replacing the physical signatures. **The Trainer Attestation date is required for the User Report to be considered complete, and staff may not administer medication until that step is done.** The date the Trainer Attestation was completed will be printed on student Acknowledgements of Qualification issued after January 2, 2025. For the Trainer Attestation date to show on the User Report, the Trainer must enter in the date in the feedback field.

## Instructions for how to mark the new Trainer Attestation manual grade.

1. Click on the “Trainer Attestation of Qualification” activity under the Acknowledgement of Qualification section in the online student course.

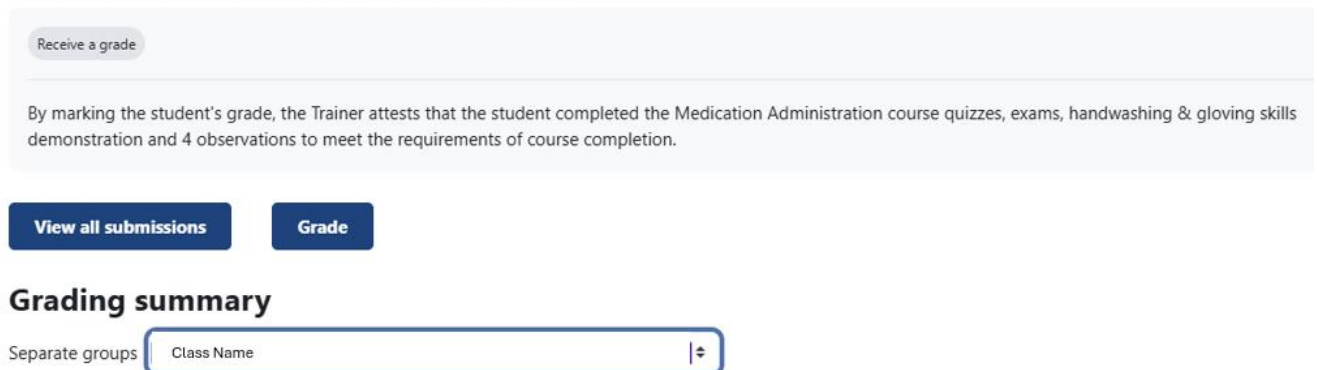


The screenshot shows a course navigation menu on the left and the main content area on the right. The menu includes sections for 'Observation Checks' (1-4) and 'Acknowledgement of Qualification' (Trainer Attestation of Qualification). The main content area is titled 'Acknowledgement of Qualification' and contains three items:

- Trainer Attestation of Qualification**: Completion status. Description: "By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion." Status: "Not available unless: You achieve higher than a certain score in **Course total ...**"
- Complete to access Acknowledgement of Qualification**: Completion status. Status: "Not available unless: The activity **Observation Check 1** is marked complete ..."
- Acknowledgement of Qualification**: Completion status. Status: "Not available unless: You achieve higher than a certain score in **Handwashing/Gloving Total Grade ...**"

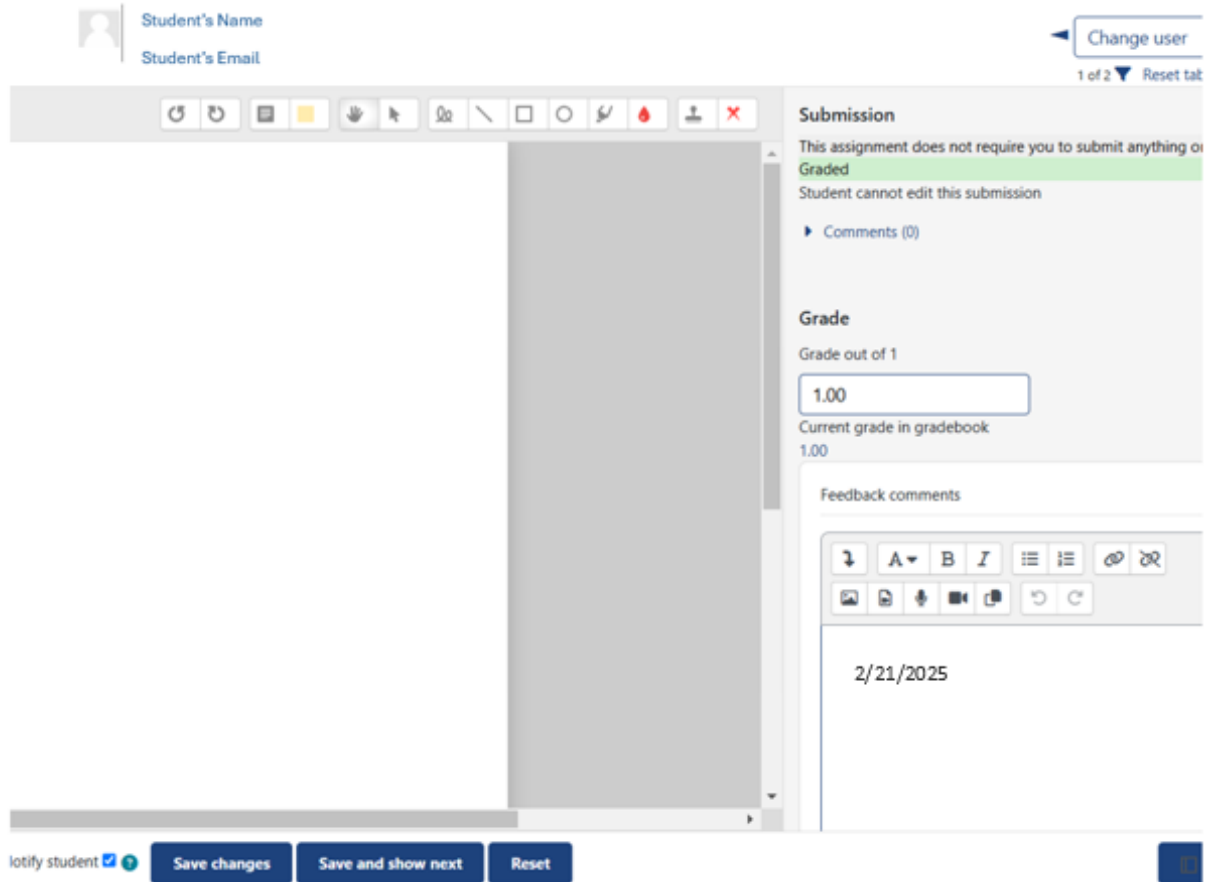
2. Select the Group (Class) you are grading for and click on the Grade button.

## Trainer Attestation of Qualification



The screenshot shows the 'Trainer Attestation of Qualification' grading interface. At the top, there is a 'Receive a grade' button. Below it, a text box states: "By marking the student's grade, the Trainer attests that the student completed the Medication Administration course quizzes, exams, handwashing & gloving skills demonstration and 4 observations to meet the requirements of course completion." Below the text box are two buttons: 'View all submissions' and 'Grade'. Underneath is a 'Grading summary' section with a 'Separate groups' checkbox and a dropdown menu labeled 'Class Name' with a search icon.

3. Enter a 1 in the Grade field to attest that the student completed all course requirements, **enter in the date in the Feedback comments**, and then click on save changes.



The screenshot shows a user interface for managing student submissions. At the top left, there are fields for 'Student's Name' and 'Student's Email'. A 'Change user' button is located at the top right. Below these is a toolbar with various icons. The main area is a large empty box for the submission. On the right side, there is a 'Submission' section with a message: 'This assignment does not require you to submit anything or Graded'. Below this is a 'Grade' section with a 'Grade out of 1' label, a text input field containing '1.00', and a 'Current grade in gradebook' section showing '1.00'. At the bottom of the right side is a 'Feedback comments' section with a rich text editor toolbar and a text input field containing '2/21/2025'. At the bottom of the interface, there are three buttons: 'Save changes', 'Save and show next', and 'Reset'.

Please see the [Proof of Qualification Guide](#) for guidance on providing proof of qualification for Medication Administrators, Certified Trainers, and Practicum Observers.

### **Primary Contact and Agency Admin Reports**

Course Completion and My Team reports are now available to Primary Contacts and/or Agency Admins. When logged in as a Primary Contact or Agency Admin, you may click the Reports tab to view a list of available reports. The three reports available are:

AA – Course Completion: This report is available for Agency Admins to view progress of agency staff.

PC – Course Completion: This report is available for Primary Contacts to view progress of agency staff.







My Team – Displays all the members of your organization that have a Medication Administration account.

[Dashboard](#) [My courses](#) **Reports** [Record of Learning](#) [About Meds Admin](#) [Resources](#) [Certified Trainers](#) [Help](#)

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## **Pennsylvania’s Medication Administration Training Program**

### **Reports**

-  AA - Course Completion
-  My Team
-  PC - Course Completion
-  Record of Learning (Certifications)
-  Record of Learning (Courses)
-  Record of Learning (Programs)

For questions, you may contact the Helpdesk at [www.mahelpdesk.com](http://www.mahelpdesk.com).