

Applicant Name:

Intake Date:

Certified Medication Technician (CMT) Admissions Process

To be considered for the CMT Program, you must be at least 18 years old, be currently employed as a Certified Nurse’s Assistant with at least six months verifiable experience, and have a high school diploma or high school equivalency (HiSET/GED).

Steps	What To Do
<p>Application</p> <p><input type="checkbox"/></p>	<p>Obtain CMT application packet</p> <p>Room 160B CTE Building Jefferson College 1000 Viking Drive, Hillsboro, MO</p> <p>Or call: (636) 481-3143</p>
<p>MO Jobs Center</p> <p><input type="checkbox"/></p>	<p>Meet with a representative at your local Missouri Job Center to register to take Work Keys Assessment and discuss funding options.</p> <p>Work Keys takes about 3 ½ hours and covers the areas below:</p> <p>Applied math Score required: 3 Graphic literacy Score required: 3 Workplace documents Score required: 4</p> <p>Work Keys is FREE. A practice test is available online, once you have registered.</p> <p>Locations: Find your local Job Center at: https://jobs.mo.gov/career-centers</p> <p>Or visit</p> <p>Arnold Job Center 1-800-292-1314; 3675 West Outer Road, Suite 101, Arnold, MO.</p>
<p>Completed Application & Application Fee</p> <p><input type="checkbox"/></p>	<p align="center">AT LEAST 10 BUSINESS DAYS BEFORE CLASSES START:</p> <p>Turn in completed and SIGNED application, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> All forms in application packet <input type="checkbox"/> Work Keys scores <input type="checkbox"/> Copy of driver’s license <input type="checkbox"/> Copy of Social Security card <input type="checkbox"/> Third-party pay letter, if applicable <input type="checkbox"/> Copy of high school diploma/HiSET or official high school transcript <input type="checkbox"/> Letter of recommendation from current DON or agency administrator <input type="checkbox"/> Application fee (\$99). Application fee can be paid in form of VISA/Mastercard/ Discover card, credit or debit card, cashier’s check, or cash. Personal checks are not accepted. Payment plans are not available. <input type="checkbox"/> Make appointment with Cynthia Critchfield, Workforce and Employment Specialist, (636) 481-3143, or ccritchf@jeffco.edu to go over your completed application.

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Family Care Safety Registry <input type="checkbox"/>	If you are not currently registered for the Family Care Safety Registry, you can sign up on-line at: https://health.mo.gov/safety/fcsr/ . The cost is approximately \$15.25.
Alcohol/drug screening <input type="checkbox"/>	Complete alcohol and drug screen at Risse Counseling. Contact Cynthia Critchfield for dates and times. Map included in application packet. Results will be sent to our office. Location: Risse Counseling 101 East Main Street, Festus, MO 63028.
Tuition <input type="checkbox"/>	Tuition = \$870 due no later than the day before classes begin. Tuition can be paid in form of VISA/Mastercard/Discover, credit or debit card cashier's check, or cash. Personal checks are not accepted. Payment plans are not available. If third party is paying for tuition, a letter must be submitted with application. Sample copy of letter is in the application packet.
Required supplies <input type="checkbox"/>	<input type="checkbox"/> 3" – 3 ring binder for CMT Training Manual <input type="checkbox"/> Watch with a second hand for checking vitals <input type="checkbox"/> 100 4" x 6" index cards

This course is approximately 8 weeks long and is rigorous. 100% attendance is required to successfully complete the program. Please plan accordingly. Students needing a clinical make-up will be charged \$30/hour for the clinical instructor's time.

An optional one-week Insulin administration class is available for \$125.

For office use only	
Date submitted: _____	Reviewed by: _____
FCSR: _____	CNA Registry: _____
Drug Screen: _____	Advantage: _____
Background Check: _____	BLS: _____