

# MEDICATION AIDE

St. Philip's College  
Academy of Health Career Training at  
Workforce Development and Continuing Education  
[www.alamo.edu/spc/admin/ce](http://www.alamo.edu/spc/admin/ce)



## Would you like a career in the health care field? You can become a Medication Aide in about 5 months!

The Medication Administration Program is a 150-hour course that prepares students to take the State of Texas examination to become certified as a Medication Aide by the Texas Department of Aging & Disability Services. Instructions and preparations on the administration of medications, as well as the responsibilities associated with this function, are the focus of the course.

### PROGRAM REQUIREMENTS

- You must be free of previous felony convictions.
  - You must be able to speak, read, write, and understand English.
  - You must be free of communicable diseases and in suitable physical/emotional health to safely administer medications.
  - You must be at least 18 years of age.
  - You must have a high school diploma or GED.
  - You must be employed as a Certified Nurse Aide in a licensed long-term care facility on the first official start date of the training program.
- OR**
- You must be employed as a non-licensed direct care staff person in a licensed personal care home, state school, ICF-MR, or correctional facility. On the first official start date of the training program, the student must have been employed in this capacity for at least 90 days.

#### For additional information please contact

Pam Rendon - (210) 486-2287  
Regina M. Graves - (210) 486-2786  
Aurora M. Medina - (210) 486-2835  
Or visit us online at  
[www.alamo.edu/spc/admin/ce](http://www.alamo.edu/spc/admin/ce)

#### APPLICATIONS AVAILABLE

online or at St. Philip's College  
Continuing Education Building  
1801 Martin Luther King Drive  
San Antonio, TX 78203



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COLLEGES

ST. PHILIP'S COLLEGE

## **APPLICATION PROCEDURE AND SELF-CHECKLIST**

**1.) Determine Eligibility** The Texas Department of Aging and Disability Services requires that all Medication Aide trainees meet the following criteria prior to admission into the training program.

1. Are you at least 18 years of age?  Yes  No
2. Can you speak, read, write, and understand English?  Yes  No
3. Are you free of previous felony convictions?  Yes  No
4. Are you free of communicable diseases, and suitable physical/emotional health to safely administer medications?  Yes  No
5. Do you have a high school diploma or GED?  Yes  No
6. On the first day of class, will you be a CNA in a licensed long-term care facility?  Yes  No (if no, answer question 7)
7. On the first day of class, will you have been employed as a non-licensed direct care staff person in a licensed personal care home, ICF-MR, state school, or correctional facility for at least 90 days?  Yes  No

If you answered 'yes' to questions 1-5, and 'yes' to either question 6 or 7, then you qualify for admission to the Medication Aide Program, and can proceed to the following steps.

**2.) Apply to the Program** Applicants who submit a complete application packet will be considered for acceptance into the Medication Aide Program. The 4 items below must be included in your packet for it to be considered complete and eligible for review.

1. **Application for Admission**
2. **Immunizations** - Submit proof, via signed letter from your DON, Administrator, or HR Rep that you are in compliance with your employer's immunization requirements. We do not to see the actual immunization record.
3. **Background Check** - Submit a letter from the DON, Administrator, or HR Rep at your facility stating that they have conducted a criminal background check on you, and that you passed. We do not need to see the actual background report.
4. **Proof of Date of Birth** - Submit a copy of your Driver's License, Birth Certificate, or other proof of date of birth.

**3.) Acceptance or Denial** Applicants who submit a complete application packet by the stated application deadline, and meet the above listed requirements, will be accepted into the program. If your packet is not complete by the deadline, you will not be accepted into the program; however, you may be eligible to keep your application packet active for the next cohort; any expired immunizations and/or background check will have to be resubmitted for review.

**4.) Attend Student Orientation** If accepted, you will be mailed a formal acceptance letter from the College, and information regarding the mandatory student orientation will be provided in that letter. **Orientation is mandatory.** You must bring the following items with you to student orientation:

- Original or official certified copy of high school diploma or GED, which will be notarized for submission to the State. If you obtained your high school diploma or GED in a foreign country, you must have your transcripts translated by a translation service, and submit a notarized and translated equivalency form at orientation.
- At orientation, you will also be given an additional document required by the State, which must be completed, notarized for submission to the state.

**5.) Register and Pay for the Class** All students **must register and pay for the class at least 5 days prior** to the first day of class. Your seat in any class will not be reserved until full payment has been received.

**Once you have completed your application packet, return it by the required deadline by fax, mail, or in person to:**

**St. Philip's College  
Continuing Education Department  
Academy of Health Career Training  
1801 Martin Luther King Dr  
San Antonio, TX 78203  
Fax: (210) 486-2816**

**About Financial Aid:** Financial aid is available for students who qualify. In order to receive funds, you must first apply for federal financial aid at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). If your application is approved, you will then be required to apply for TPEG-CE funds. TPEG-CE covers 100% for classes under \$499, and 50% for classes over \$500. The application process for financial aid can take anywhere from 2 weeks to 3 months, so apply early. Eligibility is determined by the St. Philip's College Financial Aid Office, and questions regarding funds and/or eligibility should be directed to their office at (210) 486-2600.



Review this form carefully and complete it in its entirety. Please type or print clearly.

Student Information

Name (Last, First, Middle)
List Any Former Names
Social Security Number
Street Address
City/State/Zip/County
Phone Number
Alternate Phone Number
Course and Section Number
Email
Employer
Position Held
Course Location: St. Philip's College
Primary Language
CTTC (New Braunfels)
Date of Birth

Additional Requirements

The Texas Department of Aging and Disability Services mandates the Medication Aide student requirements. St. Philip's College Department of Continuing Education strictly adheres to these policies. Please initial the items below indicating you acknowledge and meet the State requirements as listed.

I am free of communicable diseases, and in suitable physical/emotional health to safely administer medication.
I am at least 18 years of age.
I have a high school diploma or GED.
I am able to read, write, speak, and understand English.
I am free of previous felony convictions.
I am not listed on the Nurse Aide Registry in a revoked status.
I am employed as a Certified Nurse Aide in a licensed long-term care facility. I will be employed at this facility on the first day of class.
OR
I am employed as a non-licensed direct care staff person in a licensed personal care home, state school, ICF-MR, or correctional facility. On the first day of class, I will have been employed in this capacity for at least 90 days.

In addition to the preceding requirements, certain items must accompany this application. Complete applications will be given first consideration and submission of an incomplete application will result in a delay in processing.

The following items are required:

- Proof of being in compliance with employer's immunization and background requirements.
Copy of Birth Certificate, Driver's License or other proof showing applicant is at least 18 years of age.
Certified copy or original high school diploma or GED (to be submitted at orientation). If high school diploma or GED is from a foreign country, student must provide English translated equivalency form in order to be considered for the program.

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for denial of admission to the Medication Aide Program. I understand that the faculty and staff of the Academy of Health Career Training will read the information contained in this application.

Applicant Signature
Date

Continuing Education Office Use Only
Reviewed By
Date Received
Date Reviewed
Accepted
Denied
Date Student Notified of Status
Letter
Phone
Email