Aides Training Programs Newsletter 2024-01
Jan. 11, 2024

Aides Training Programs Update:

- **Updated QMA Curriculum**
- **Updated QMA-Insulin Administration Education Module**
- **Train the Trainer Courses**
- **Master Schedule Reminder**
- **New Platform for CNA/QMA Certification Renewals**
- **Ivy Tech CNA/QMA Testing Online Application Update**

Updated QMA Curriculum

IDOH is pleased to release the updated and revised QMA Basic Curriculum. This has been a long process with a comprehensive review of the old curriculum, several revisions, and reviews by long-term care provider associations, training programs, and clinical review by the IDOH Chief Medical Officer and Long-term Care Medical Director. The curriculum follows a similar format and content as the previous curriculum, but outdated lessons, procedures and medications have been removed and replaced with updated information.

The curriculum is being released now, but it is not mandatory that it is used for training until May 2024. The intent is to give training programs time to review the curriculum and make any needed changes to their program and materials. All QMA Training Programs must use the IDOH QMA Curriculum. An updated QMA competency evaluation will be implemented in June 2024 with Ivy Tech Community College Testing Services.

The student and instructor QMA curriculum manuals may be accessed at the following links for a limited time. Then, approved instructors and program directors may email IDOHLtctrainingprograms@health.in.gov for an electronic copy of the revised QMA curriculum manuals. Any new training instructors and program directors will receive the curriculum during their train-the-trainer class.

[QMA Student Curriculum](#)
[QMA Instructor Curriculum](#)

Updated QMA-Insulin Administration Education Module

IDOH has updated the QMA-Insulin Administration Education Module to include the pictures and illustrations that were previously missing as well as a few other updates.

The revised student and instructor QMA-Insulin Education Modules may be accessed [here](#) and should be used with any future QMA-Insulin training classes.

[QMA - Insulin Administration Education Module - Student](#)
[QMA - Insulin Administration Education Module - Instructor](#)

Train the Trainer Courses

IDOH approves three entities to provide the CNA/QMA Train the Trainer course:

- [IU - School of Nursing Indianapolis](#)
- Healthcare Education Consultants, Janet Terrill, RN and Nancy Adams, RN
  Website: https://hecindiana.com/train-the-trainer
- Ivy Tech Community College [Train the Trainer](#)
  Email: cna_qma_training@ivytech.edu

Individuals who have completed the course through any other entity will <u>not</u> be approved by IDOH as program directors or delegated instructors for a training program.

The following Train the Trainer classes are scheduled for 2024:

Jan. 24: ITCC
Feb. 8: IU
March 14: ITCC
April 18: IU
May 15: ITCC
June 20: HEC
July 24: ITCC
August: IU, date to TBD
Sept. 26: HEC
October: IU, date TBD
Nov. 13: ITCC
Dec. 12: HEC

Master Schedule Reminder

All CNA and QMA training programs are reminded to submit a Master Schedule to IDOH before the start of every NAT, QMAT, and Insulin Administration Training class being conducted at your training program. Also, please, be sure to keep your training program information (instructors, contact information, etc.) up to date with IDOH.

Submit completed [Master Schedule](#) forms and all program information updates (via the [Application for Approval to Operate a Nurse Aide or Qualified Medication Aide Training Program](#)) to IDOHLtctrainingprograms@health.in.gov.

New Platform for CNA/QMA Certification Renewals

New for January 2024, Nurse Aide Certificate Holders and/or Registrants (CNA, QMA, QMA-I, HHA) will utilize the new MyLicense One platform to renew, update contact information, and to submit any additional documentation to update their certificate. In this new platform, QMAs will be required to upload documentation of the required six hours of annual inservice training in order to renew their QMA certification.

To access this new platform, individuals will login or register for an Access Indiana account at mylicense.in.gov/eGov/ML1PLA.html. The new platform will require individuals to link their certificates and/or registrations by using their Certification/Registration Number and their Registration Code which will be provided on their renewal notices. The renewal process through the new platform will include a survey from the Bowen Center on supplemental workforce data.

Ivy Tech CNA/QMA Testing Online Application Update

From Ivy Tech Community College Testing Services:
The online application for CNA/QMA/Insulin has fully launched. Here are the things everyone needs to know:

General Questions

Q: What is the online application?
A: Replaces the current paper-based application for all test types associated with:
- CNA (105 hour, Out of State, etc.)
- QMA (100 hour, Student Nurse, etc.)
- Insulin

    Replaces current physical payment methods (money orders, checks, etc.) with online credit card payment.

Two submission methods:
- Individual: candidate initiates application process (preferred method)
- Bulk: program director initiates application process

Q: Where can I find the online application?
A: https://link.ivytech.edu/IN_cna_qma_application

Q: When can we start using the online application?
A: The online application is now live. As of Jan. 1, only online applications will be accepted. Paper applications that are postmarked after Dec. 31, 2023 will be returned.

Q: Will I need to upload any supporting documentation along with the application?
A: Depending on the application type, yes. For example, if you are completing an Out of State CNA application, you will be prompted to upload files specific to that application type. For more on the documentation required for each application type, visit:

       CNA application types
       QMA application types

Q: What are the methods of payment for online applications?
A: Credit card (Visa, Mastercard, Discover)

Q: Where can I go for additional information or support?

A: Send an email to cna_qma_testing@ivytech.edu

Candidate Specific Questions

Q: Where can I find training related to the online application?
A: Training modules for candidates can be found here:

[Module 06](#) - Individual Application: Account Management and Login

[Module 07](#) - Individual Application: Submitting an Application

Program Director and/or Clinical Supervisor Specific Questions

Q: I'm a program director or clinical supervisor. What do I need to do in order to get started with the online application?
A: First step is to fill out the Account Request Form->
https://forms.office.com/r/cLfnpk5a0t

Please complete the form at the link above. When entering your program and/or facility information, please be sure to enter it in this format:

- Facility/Program Name-IDOH facility#;
- Example: If your training program is named ABC Training Program and your number is 010111, you would enter: ABC Training Program-010111

Q: Where can I find training related to the online application?
A: Training modules for Program Directors and/or Clinical Supervisors can be found here:

[Module 01](#) - Program Director/Clinical Supervisor Account Signup (Audience: Program Directors and Clinical Supervisors)

[Module 02](#) - Bulk Applications: Submitting Applications (Audience: Program Directors and Clinical Supervisors)

[Module 03](#) - Bulk Applications: Creating Applicant Account (Audience: Program Directors)

[Module 04](#) - Clinical Supervisor Verification Signature (Audience: Clinical Supervisors)

- Bulk Applications: Applicant Verification of Application (Audience: Program Directors)

Q: Does each individual program director or clinical supervisor need to create an account or are there program-wide accounts?
A: Each IDOH-approved program director as well as each IDOH-approved clinical supervisor needs to create an individual account. This is necessary for signature validation of incoming applications. Each program director and/or clinical supervisor must create an account with an individual email address.

Q: I'm a clinical supervisor. What candidates should I be seeing on my dashboard?
A: All candidates who are affiliated with your clinical site will be visible to all Clinical Supervisors at those sites. Clinical supervisors should only be validating candidates for whom they supervised.

This list of updates will be maintained as additional enhancements are rolled out, you can find the list at: https://docs.google.com/document/d/1CHhIlB5z9Ar8g_36WM8WaxXJyu-DYyjsGjAk8Bo86co/edit?usp=sharing

Direct link to online application:
https://link.ivytech.edu/IN_cna_qma_application