



Medication Administration Pre-Requisites

Required Documentation:

- 1) **Submit a certified copy of High School diploma/transcript or GED diploma/transcript to conted@tvcc.edu.**

- 2) **Applicant Employment:** Applicants must be employed as a certified nurse aides listed on the Texas Nurse Aide Registry in active status and currently employed in a facility licensed under Texas Health and Safety Code Chapter 242 on class start date or be employed on class start date as non-licensed direct care staff in a assisted living facility licensed under Chapter 247, state supported living center, or an ICF-IDD facility AND have 90 days previous employment in the year preceding class start date. This employment must have been completed, within the 12-month period preceding the first official class date. (Home health are not licensed facilities under the medication aide regulations) An applicant employed as a certified nurse aide is exempt from the 90-day requirement.

- 3) **Fingerprint-based criminal history-** Beginning August 1, 2021, all applicants for a Medication Aide examination will be required to submit fingerprints and have their criminal history approved by the Texas Health and Human Services Commission (HHSC) before being allowed to take the examination. The criminal history check will be FBI-based and include nationwide criminal history information. An applicant for an examination is responsible for paying the cost of the fingerprint-based criminal history check. To request a criminal history evaluation letter, contact HHSC: medication_aide_program@hhs.texas.gov. You may also call 512-438-2025. HHSC staff will review the person's criminal history and provide a criminal history evaluation letter regarding the person's eligibility to become a medication aide.
 - i. Go to the following website Texas Health and Human Services (<https://www.hhs.texas.gov/>).
 - ii. In the search box; type Medication Aide Program; click search
 - iii. Click Medication Aide Program Forms (You will need to submit 2 forms)
 1. FORM 1: Request for Criminal History Evaluation Letter Form Medication Aide Permit (this form will be submitted to the State of Texas)
 - a. Once you have submitted this form you will receive an email from [LTCR Criminal Background Checks@hhs.texas.gov](mailto:LTCR_Criminal_Background_Checks@hhs.texas.gov) giving you a verification code and instructions on what to do next.
 - b. Once you have received your background check you will need to submit your eligibility letter to conted@tvcc.edu.
 2. FORM 2: Understanding of Required Criminal Background Check (This form will be submitted to conted@tvcc.edu)

- 4) **Immunizations:** If immunizations have been administered, provide the most current immunization records available. If you are unable to provide record of administered

immunizations, a *TITER (blood test)* is required to prove presence of antibodies in your system. If antibodies are not found, immunizations are required to be administered.

Email immunization records to conted@tvcc.edu.

- a. Tetanus/Diphtheria (in the last 10 years)
- b. MMR (Measles, Mumps, & Rubella) – 2 doses
- c. Varicella (Chickenpox shot)– 2 doses
- d. Hepatitis B – All students must receive a complete series of hepatitis B vaccines or show serologic confirmation of immunity to hepatitis B virus prior to the start of direct patient care. The series must be three doses of Engerix-B or Recombivax-HB or two doses of Heplisav-B.
- e. Meningitis - All new TVCC students who are under 22 must have proof of meningitis vaccine on file at TVCC before being able to register. *Immunization records must be less than five years old.*
- f. Flu Shot – All students must have the current flu shot by October 15 of each year or prior to the start of clinical, unless the clinical facility requires it earlier. Influenza is also needed for any spring clinical rotations until March 31.

If you are not in possession of your immunization records, contact the last known location of your records. Ex: high school, college, doctor's office, parent, or guardian etc.

Once required pre-requisite documentation has been received and cleared, potential student will complete the following: [TVCC ACE Registration Form](#) with the desired class information.

Tuition and required pre-requisite documentation are due at the time of registration.

To Review the current ***Adult and Continuing Education Handbook***, [click here](#).

To Review the current ***TVCC Health Occupational Handbook***, [click here](#).