Greetings,

Thank you for your interest in the "Medication Administration for Unlicensed Personnel" class offered by Minnesota West Community and Technical College. Attached to this email you will find registration information. Please note that all registrations must include payment. A working student email address is also required upon registration. Registrations will be taken on a first-come-first-serve basis. There is a class maximum of 20 students. Please do not hesitate to contact me with any questions.

For Nursing Home Registrants ONLY:

Below is the nursing home rule. As you can see, the person must have completed a MN approved NA training program. They do not have to be on the Registry to take the class. A person who challenges the nursing assistant exam or transfers in from another state would not be eligible. https://www.revisor.mn.gov/rules/?id=4658.1360

The NA Registry coordinator is the contact for TMA questions, but there is no one who oversees the programs. We have no listing of who provides the training. We do not have funding to approve the TMA curriculum like we do for NA.

Nursing homes do have the option to review a transcript of medication administration classes a nursing student has completed to verify if the class meets the criteria of the nursing home licensure rule above. The licensed nursing program institution (RN or LPN) would be the postsecondary education institution.

All items of the licensure rule must be met. The nursing home would be responsible to place this information in the employee record of the nursing student. The nursing student is functioning under delegation of the registered nurse in the nursing home.

The nursing home licensure rule above for TMA’s state the person must have completed an approved nursing assistant training program AND the postsecondary information. A nursing student that has not taken a nursing assistant training program would not be eligible. The Board of Nursing specified in the beginning the TMA training should be at least 48 hours with a return demonstration of med administration competency. The colleges should give out a certificate of completion. Nursing homes may offer the training—the nurse would be an adjunct instructor of the college and the certificate should be from the college.

The registry occasionally receives requests for replacement TMA certificates. The registry does not have replacement certificates. Persons are told to contact the college and if they do not have a transcript of the class, they must repeat the course.

Office of Higher Learning is responsible for reviewing the curriculum of post-secondary if it is not monitored by another by another entity. Since no one is responsible for the TMA curriculum the Office of Higher Learning will review it. Therefore, any nursing home employee registering for the TMA class MUST provide successful completion of a state approved CNA class college transcript. Registrations submitted without the required information will not be processed.

Office of Higher Learning contact information is:
Minnesota West Community & Technical College
Non Degree Student Data Information – please print

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Sex: Male ☐ Female ☐</th>
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</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>First Name</td>
</tr>
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| Social Security #: ______ - ______ - ______ | Birthdate: Month____ Day____ Year_____ |

Many colleges/universities use social security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your inquiry will still be processed. This data is requested for purposes of administration, program evaluation and consumer data. Your number also may be used to create summary information about MnSCU programs through data matches with other state agencies.

| Maiden/Former Last Name: __________________________________________ |

| Address: __________________________________________________________ |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Street/Box/Rural Route          | City            | County          | State           | Zip             |

| Home Phone Number: (____) _____________ | Cell Phone Number: (____) _____________ |

| Email Address: __________________________________________ |

| Are you Hispanic or Latino (a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture, regardless of race)? ☐ Yes ☐ No |

| Race and ethnic background (select any that apply) |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| ☐ American Indian or Alaska Native – A person having origins in any of the original peoples of North, Central or South America and who maintains tribal affiliation or community attachment |
| ☐ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent |
| ☐ Black or African American – A person having origins in any of the black racial groups of Africa |
| ☐ Native Hawaiian or Other Pacific Islander – A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands |
| ☐ White – A person having origins in any of the original peoples of Europe, the Middle East or North Africa |

| High School Graduated/or Will Graduate From: __________________________ | Year of HS Graduation______ |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|

If you have not graduated, do you have a GED? ☐ Yes ☐ No Date of GED _______________________

| Tuition Status (check one) |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Are you a resident of Minnesota? ☐ Yes ☐ No |

If Yes, how long? Years ________ Months ________

If No, of which state are you a resident? ________________________________________________

All of the information included is true and complete to the best of my knowledge.

| Signed ___________________________________________________________________________ |
|---------------------------------|-----------------|-----------------|-----------------|-----------------|
| Dated ___________________________________________________________________________ |
Minnesota West Community and Technical College Deferred Payment Agreement TMA Course

Student Name______________________________ Tech ID #______________________

Course Location____________________________ Course Date______________


Facilities are able to Library books as needed for reuse. If the student does not purchase the book through Minnesota West it is their responsibility to have a copy of the book by the first day of class. Having access to the book is MANDATORY. Please choose the appropriate cost below:

<table>
<thead>
<tr>
<th>Tuition Due without book charge $584.64</th>
<th>Tuition Due with book charge $689.64</th>
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</thead>
<tbody>
<tr>
<td>Total due $___________________________</td>
<td>Total Due $__________________________</td>
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</tbody>
</table>

Contact person___________________________________________________________

Business_______________________________________________________________

Address________________________________ City_________________ State_____

Business Telephone number______________________________________________

Email Address__________________________________________________________

X______________________________________________________________

Signature of Facility Representative Agreeing to Pay

=================================================================================================

Terms of Agreement:

1. I understand that I am responsible for all tuition, fees, books, supplies, parking and test out fees incurred while in attendance at Minnesota West Community and Technical College.

2. I understand and have received a copy of the refund policy.

3. I agree to contact Minnesota West Community and Technical College to make arrangements for payment if the payment due date cannot be met.

4. I understand that if I have a delinquent tuition, fee, book, supply or parking account, no further enrollment at Minnesota West Community and Technical College will be permitted.

5. I understand that all uncollected charges will be turned over to a collection agency.

6. I understand that I am fully responsible for any reasonable attorney’s fees and other costs of collection as a result of my default.

7. I understand that this is a legal binding contract

I have read and agree to the terms specified

Signed__________________________________________________ Date______________
Betsy Talbot, Manager  
Institutional Licensing and Registration, Minnesota Office of Higher Education  
1450 Energy Park Drive, Suite 350  
Saint Paul, MN 55108 651-259-3965 Betsy.Talbot@state.mn.us  
Delegation questions are referred to the Board of Nursing.

I sincerely thank you for your time.
How to Request an Unofficial Transcript from Minnesota West

1. Go to: https://www.mnwest.edu/registration/transcript-request

An unofficial transcript is a record of your Minnesota West enrollment, grades, credits earned, and your grade point average. You will need a copy for degree planning purposes. It is always a good idea to retain a copy for your personal files. A copy of your unofficial transcript is available from your e-Services student account.

If you attended any of our five campuses prior to 1990, please contact that campus for a copy of your unofficial transcript.

2. E-Services account link: https://www.mnwest.edu/registration/student-account
Click on "Login to my e-Services Student Account."

3. You will then be advanced to the screen below.

https://www.mnwest.edu/registration/student-account/howdoi-login
Registration Information

- e-Services Student Account
- How Do I: Login
- How Do I: Register
- How Do I: View Grades
- How Do I: Class Schedule
- How Do I: Add Classes
- How Do I: Drop
- How Do I: Pay
- How Do I: View Charges
- How Do I: Financial Aid
- How Do I: Password
- How Do I: Address
- How Do I: Transcript
- How Do I: Index
- How Do I: Change Password
- How Do I: Setup Direct Deposit
- How Do I: Set Myself as a Visit
- How Do I: Search for a Course Study Plan
- How Do I: Activate
- How Do I: StarID

Transcript Request

Registration Staff

Veteran Services

Registration & Records

How Do I...?

Instructions to: Login

Go to: Your e-Services Student Account

You will need your StarID and password.

If you created your own username and password when you filled out the online application to the college, that combination of username and password can be used. However, we prefer that you use your student StarID and password. You will have fewer issues and you will need to use your StarID and password for student email and ODL Brightspace.

1. Enter your StarID and Password.
2. If you've not yet activated your StarID, go to activate your StarID for help or to StarID for help with your password.
3. After logging in, you will see that the Dashboard is your student account homepage. Be sure to review any Action items that you have listed.
4. Use left menu selections to navigate your Student e-Services account.
5. Choose "Home" in the left menu and locate the "Help Videos" section at the right of the screen.
6. Logout when finished.

Follow the steps listed on the screen.

If you still have questions or need further assistance please contact:
Mary Enestvedt at:
Email: mary.enestvedt@mnwest.edu
Phone: 320-564-5010

Thank you