

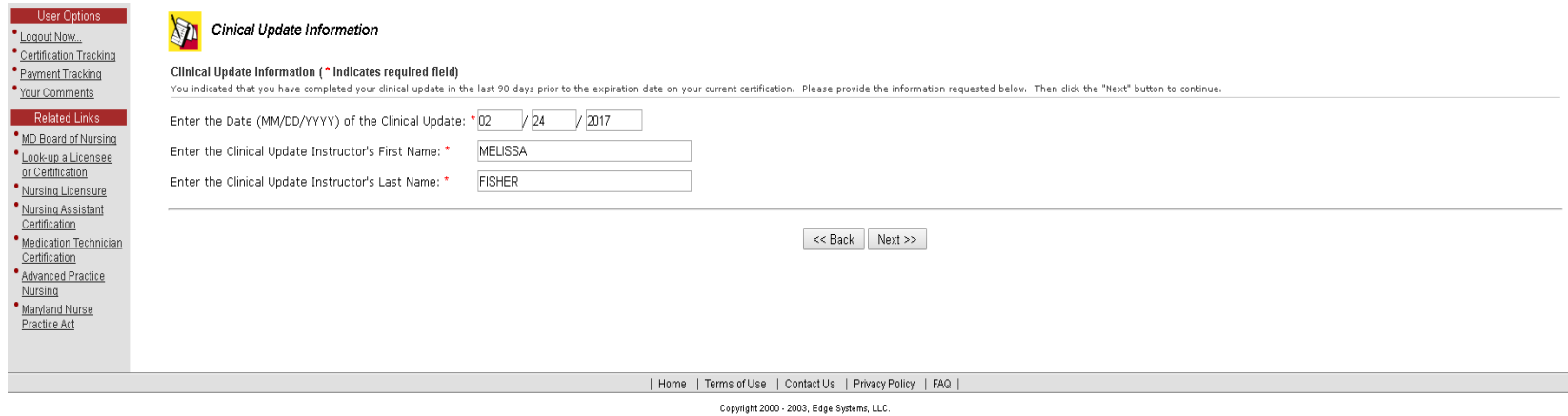
Instructions for CMT Renewals

1. After you have completed and passed the CMT update class, **within 48 hours**, you will be required to visit the following link to complete your renewal application <https://license.mdbon.org/CMT/Home.asp>
2. Once you complete the application you will be required to email bramnarine@thearcofpgc.org that you have completed your application so that the agency can pay for your renewal.
3. Your certification **WILL NOT BE UPDATED OR COMPLETED** unless this process is done. All staff that do not follow these instructions will be subject to disciplinary action and may be held responsible if their certification is not renewed (this could include staff being placed on administrative leave or being held monetarily responsible for the costs of having to complete the 20 MTTP which will be required if certification is NOT renewed.
4. Follow link as listed above

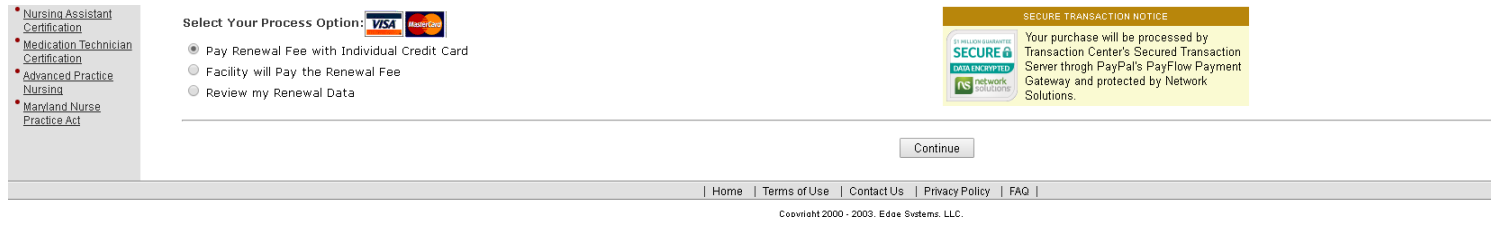
The screenshot displays the Maryland Board of Nursing's website for the Medication Technician Certification Online Renewal and Approval System. The page title is "The Maryland Medication Technician Certification Online Renewal and Approval System". The main content area includes a "Certified Medication Technicians (CMT) Online renewal process includes:" section with a bulleted list of requirements: successful completion of the online renewal application, completion of a clinical update no more than 90 days prior to the current certificate's expiration, entry of clinical update information by the delegating RN, credit card payment, and approval by the supervising RN. There are also "Note to Certified Medication Technician (CMT) Renewal Applicants" and "Note to the Authorized Delegating Registered Nurse (RN)" sections. A "Proceed" button is visible at the bottom of the main content area. On the right side, a red box titled "READ THIS BEFORE CONTINUE" lists conditions under which users cannot renew online, such as being convicted of a felony or not completing 100 hours of practice. A footer note states the website is tested with Internet Explorer version 10 and above, or Firefox version 38 and above. The footer also contains links for Home, Terms of Use, Contact Us, Privacy Policy, and FAQ.

5. Follow steps as instructed by the website.

- Make sure when entering Clinical Training Date you enter the exact date you completed your training with the nurse. Incorrect dates will cause delays and problems that could lead to your application not being renewed.



- Upon reaching the payment screen you will select “Facility will Pay the Renewal Fee”. Continuing completing the application as directed.



- Email bramnarine@thearcofpgc.org once you complete the application so that The Arc can make the payment to complete your renewal process.
 - If you have any questions regarding the update of your application you can email MBON @ CMT@mdbon.org
- ***It will be your responsibility to monitor and make sure that your application is renewed and to notify your supervisor AND your Delegating Nurse if your certification is not renewed or expires. Staff that do not notify their Delegating Nurse or Supervisor if this occurs are subject to disciplinary action. *****