**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](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

5. Follow steps as instructed by the website.
6. 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.

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

8. Email bramnarine@thearcofpgc.org once you complete the application so that The Arc can make the payment to complete your renewal process.

9. 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 in renewed and to notify your supervisor AND your Delegating Nurse if your certification is not renewed of expires. Staff that do not notify their Delegating Nurse or Supervisor if this occurs are subject to disciplinary action. ***