

Template for Expired CMT's (CMT's that are listed as non-renewed on the MBON)

Please note that your CMT certification is expired on the MBON. In order to be able to administer medications with The Arc you must be active on the MBON. If you are currently passing medication with agency you must stop immediately and contact your Delegating Nurse as well as your direct supervisor and inform them of your CMT status. In order to recertify CMT, you will need to repeat the 20 hour class. Before you can register you will need to go to the MBON in Baltimore (application can't be received via mail-no exceptions) and get an expired renewal application. Location of the MBON is listed below.

Once you have the application, please contact the training department and the 20 hour MTTP class will be opened and you will be emailed once it's available for you to register. The recertification application will be turned into the instructor once you complete the 20 our medication class.

***\*\*\*\*\*It is important to note that the CMT Recertification is a very Long process that can take 6-8 weeks to go through. Until you post to the MBON website you will not be able to pass medications.***

During those six weeks while you are waiting to post to the MBON as active, it will be your responsibility to monitor their website. Once you post as active you will be required to forward this information to [bramnarine@thearcofpgc.org](mailto:bramnarine@thearcofpgc.org) and print a copy for your supervisor.

You are required to contact [bramnarine@thearcofpgc.org](mailto:bramnarine@thearcofpgc.org) after 8 weeks if you do not post to the MBON website as recertified. **If this is not completed you could be subject to immediate termination or disciplinary action.**

If you have any questions, please let me know.

Thank You,

MBON Website: <http://lookup.mbon.org/verification/Search.aspx>

Location:

Maryland Board of Nursing

Reisterstown Road Plaza

Address: 6564 Reisterstown Rd, Baltimore, MD 21215

Phone:(410) 585-1900

Hours: M-F • 8AM-5PM

[CMT@mdbon.org](mailto:CMT@mdbon.org)