



Certified Medication Technician (CMT) Checklist –
Online - Renewal Application

To assure that an On-line CMT **RENEWAL** application is processed timely the following checklist may assist you:

- ___ 1. Do you have the required data in order to enter the MBON web page at www.mbon.org,
On-Line renewal?
 - CMT applicant-name of renewal applicant as it appears in the Look Up A License, social security number and MT certification number.
 - RN CM-DN approving the renewal – name as it appears on Look Up A Licensee, social security number and RN license number.
- ___ 2. Did you complete all data fields provided by the web page prompts?
- ___ 3. Is the CMT eligible for the CMT 4 Hour required Clinical Update? – (if the CMT certificate has expired please see Initial Application Checklist item 8) ?
- ___ 4. Has the CMT completed the 4 hour required Clinical Update with the RN, CM/DN?
(This is to be completed within 90 days of the expiration of the certificate or within the 30 day grace period). The on-line Clinical Update is to be entered into the system before entering the on-line renewal information.
- ___ 5. Has the RN, CM/DN entered the data regarding the 4 hour clinical update on the Board's on-line web page? – Go to www.mbon.org click on "License Renewal and follow the prompts). Clinical Updates are to be completed within 90 days of the expiration of the certificate or within the 30 day grace period following expiration of the certificate. An applicant who fails to have the 4 hour Clinical Update entered on-line by the RN, CM/DN will be required to complete a 20 Hour CMT Training Program.

- ___ 6. Has the RN, CM/DN printed and retained a copy of the verification of the on-line Clinical update – “Track My Classes”
- ___ 7. Does the on-line printout of ‘Track My Class’ have a check mark next to the **RENEWAL** applicant’s name to show the data was accepted by the Board?
- ___ 8. Does the online printout “Track My Class” have a question mark after the **RENEWAL** applicant’s name? – if so contact the MBON immediately as the data has not been accepted.
- ___ 9. Did you complete all transactions for the CMT renewal?
- Clinical Update entered on-line by RN, CM/DN
 - Renewal fee paid on-line with Credit Card
 - CMT renewal application approved by the RN, CM/DN Common Delays in On-Line Renewal
- ___ 10. Is the RN, CM/DN approving the renewal form and entering the Clinical Update a RN from another state? If so, the RN must either be licensed by the Board in Maryland or if the RN is from another compact state the RN must provide the Board’s Information Technology Department with their full name, full social security number, the name of the compact state, and the nursing license number from the compact state, (see – How to Contact the Board – to share that information).

Common Problems Causing a Delay in Renewing CMT Online

- RN fails to enter the system to approve the CMT application
- CMT fails to pay for the renewal online
- RN fails to approve the CMT application by entering the RN’s data (RN attempted to renew the CMT by entering the system under the CMT’s name not the RN’s name.)

Data The Board Needs from you in order to Investigate a Delay in Issuing an Individual's

Certification

- Social Security or MT certification number
- Current mailing address
- Date of Birth – (used to determine date and year of CMT expiration and renewal)
- Date the Clinical Update training was completed within your agency (This is to occur within 90 days of expiration of the MT certification or within the 30 day grace period).
- Date the RN, CM/DN entered the Clinical Update on the Board's computer.
- Name and license number of the RN who taught the Clinical Update and entered the Clinical Update data into the computer.
- Date the online CMT renewal was attempted.

HOW TO CONTACT THE BOARD

Please use email to contact the Board:

Kia Alexander, AlexanderK@dhhm.state.md.us (410-585-1918)

Jaray Jarvis, Jjarvis@dhhm.state.md.us (410-585-2051)

If further assistance is needed please contact:

Ethel Stanley, Administrator, CNA/CMT Program, estanley@dhhm.state.md.us (410-585-1934)

CNA/CMT Training Program fax number 410-764-8042