

Medication Aide Checklist

Item or Form	Time Due	Date Complete
Create TULIP Account	Before first class day	
American Data Bank Criminal Background Check and Immunizations	Before first class day	
Form 5000-MA Affidavit of Receiving Important Medication Aide Program Documents	On or before the first day of class	
Form 5523- Medication Aide Experience Documentation Report	Before first class day	
Form 5538-MA Understanding of Required Criminal Background Check	Before first class day	
Form 5534: Medication Aide Program General Statement of Employment	Before first class day	
Proof of employment. Minimum of 90 days in a state approved facility	Before first class day	
State Exam Registration with \$25 Fee through	Before the 30th day of enrollment	
Preceptor Agreement: Only required if student is not currently employed at an approved facility	By Week 5	
Complete FBI-based fingerprinting Cost \$38.25	Before Taking Exam by week 6	
Schedule an Exam Date with HHS	After successful completion of Med Aid Course	