Section 6 - Certification Renewals

- ✓ CEs can be added any time
- ✓ Skills can be added at 180 days
- ✓ Renewal menu can add CEs and Skills – but creates a pending application that must be finished

Renewal Topics

1. Find the Person
2. Choose the “Desired Action”
3. Add CEs or
4. Add Skills or
5. Start the Renewal application
6. Attest and Finalize Status
7. Individual gets an e-mail; RN can View Print the Certificate

Topics 1 & 2 Find the Person and Choose the Desired action

Finding the Person

- Always starts with a search and a click on their SS#

Last 4 SSN	Last Name	First Name	Middle Name	Home Address	County	Date Of Birth	CAT 1	CAT 2	CAT 3	APP ID
6616	Bear	Keri		1 cool place home town OH 43081	FRANKLIN	3/8/1973	DDPersonnel - 08/13/2014	DDPersonnel - 08/26/2014	NONE	

Open the “Desired Action Menu” for the Certification you want to act on

Current Certification Information

Certification History

Role	Category	Level	Status	Start Date	End Date	
DDPersonnel	Cat - I	3	Certified	8/26/2012	8/26/2013	Desired Action

From Desired Action Menu decide what you want to do

Select Desired Action Below

Initial Certification or Registration
Choose this if current certification status above is denied or expired.
(To inquire about Revocation,Suspention,Voluntary Withdrawal,Revocation contcat DODD n

Add-On
Choose this to add additional certifications, registrations or categories of training to an exi

Renewal
Choose this to renew current certification.

Update Profile
Choose this to Add new employer,Name change,Change/Add supervisor,New work location.

Add/Update/View Notations
Choose this to add,update or view notations for certified person.

Update Personal Contact Information
Choose this to update personnal contact information for certified person.

Add CEUs
Choose this to add CEUs for certified person.

Add Skills
Choose this to add skills for certified DD Personnal.

Your options

- ✓ Just add CEs that can be applied to a renewal later
- ✓ Just add Skills that can be applied to a renewal later
- ✓ Process an entire Renewal

- Adding CEs or Skills that are not part of the renewal process just lets you fill in those pages separately from the process of starting the Renewal

CAUTION!!!
IF YOU CHOOSE "RENEWAL" THAT will START an "Application" for Renewal
That will remain a PENDING APPLICATION UNTIL IT IS COMPLETELY PROCESSED OR VOIDED

- Doing a Renewal Application will allow you to view, edit and add CEs and Skills then complete the renewal process

NO OTHER Desired Actions are Available as long as there is an unfinished "pending" application

<u>If you are not going to completely process</u> a <u>renewal</u> application <u>Choose the SINGULAR "Desired Action"</u> you want to take

- ✓ Enter CEs

OR

- ✓ Add Skills

Topic 3 – Add CEs

Adding CEs is the same set of steps whether it is done as a singular action or part of a Renewal Application

Fill in the Training Information and Save the CE with the Add button

Training And CEU's

CEU Page FOR RENEWAL APPLICATIONS ONLY

Update for Cat - I - DD Personnel Category - I

Date	CEU's	RN Name	Instructor Name	Title
08/01/2013	2	chapman, piper	Smart Fellow	Group Home Supervisor

Course Description

Content that enhances knowlege for medication administration or managing health related conditions to minimize need for medication - NOT INFECTION CONTROL, CPR or 1st Aid!

Cancel | Add CEU

CEs can be added as one or many events until they total the required number of CE hours

Topic 6 – Add Skills

Each skill that is validated should be noted with the date and person who validated that skill

Enter the Information and save the skill

- Skills can be added as verified by different people on different dates

Skill Verification (DD Personnel Only)
Initial & Renewal Application

Date	Name of person Verifying Skills	Title	Certification Category
07/09/2013	Smart Nurse	Agency RN	Cat - I

Skills Verified	Skill Check list
Emergency Situations	☑ EpiPen ☑ Diastat ☐ Glucagon

Cancel | Add Skill

Date	Title	Person Verifying Skill	Category	Skill Verified	Skill CheckList	
07/03/2013	Group Home Manager	Smart Fella	Cat - I	General Medication Administration, Regardless of Route	None	Remove
07/03/2013	Group Home Manager	Smart Fella	Cat - I	Oral Medications	None	Remove

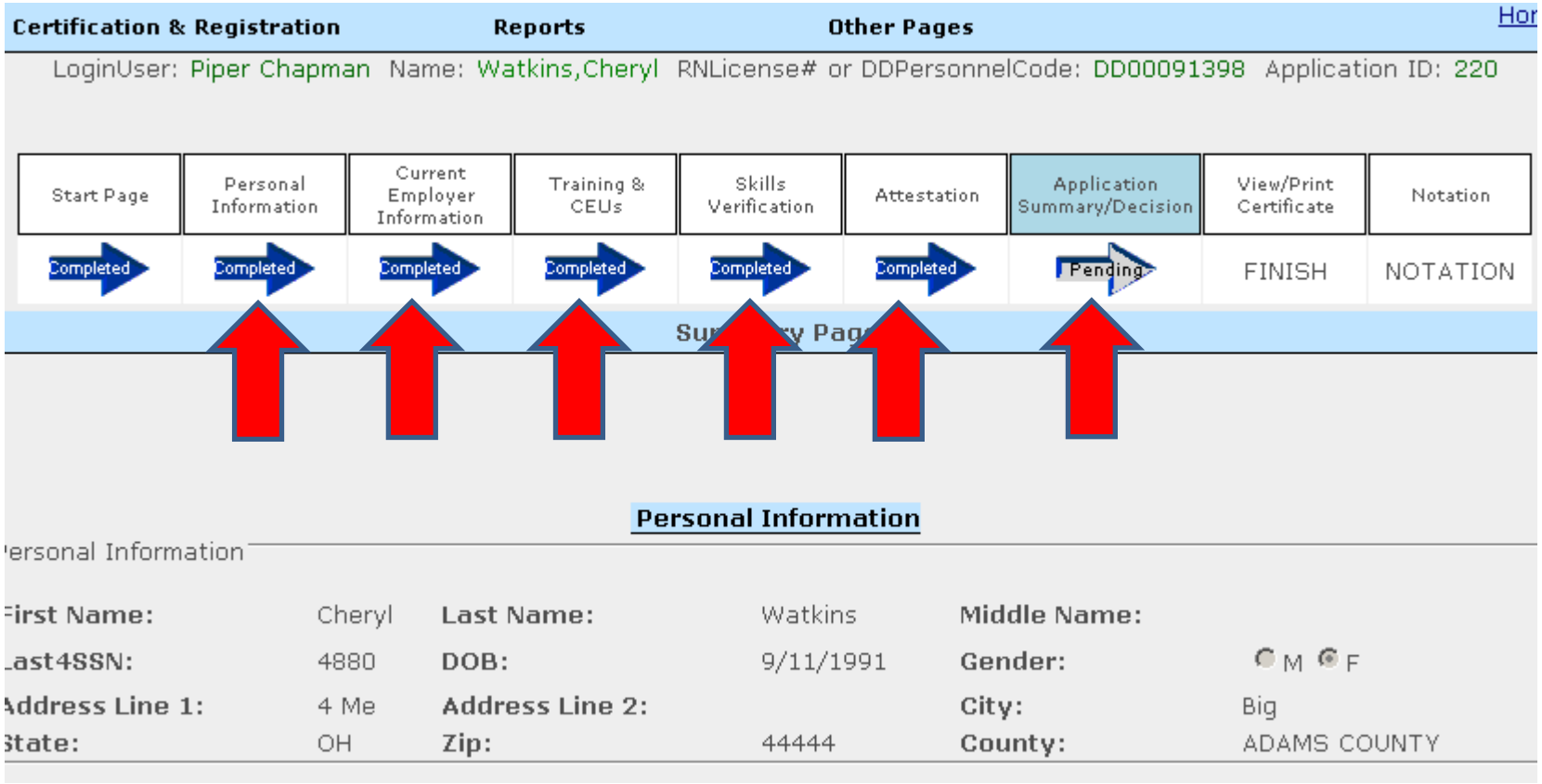
Choose Add Skill to save

Topic 7 – The Renewal Application

When you choose “Renewal” as the “Desired Action” – you will be guided through each page until the “Application” is complete – with each page’s arrow validating that page has been completed

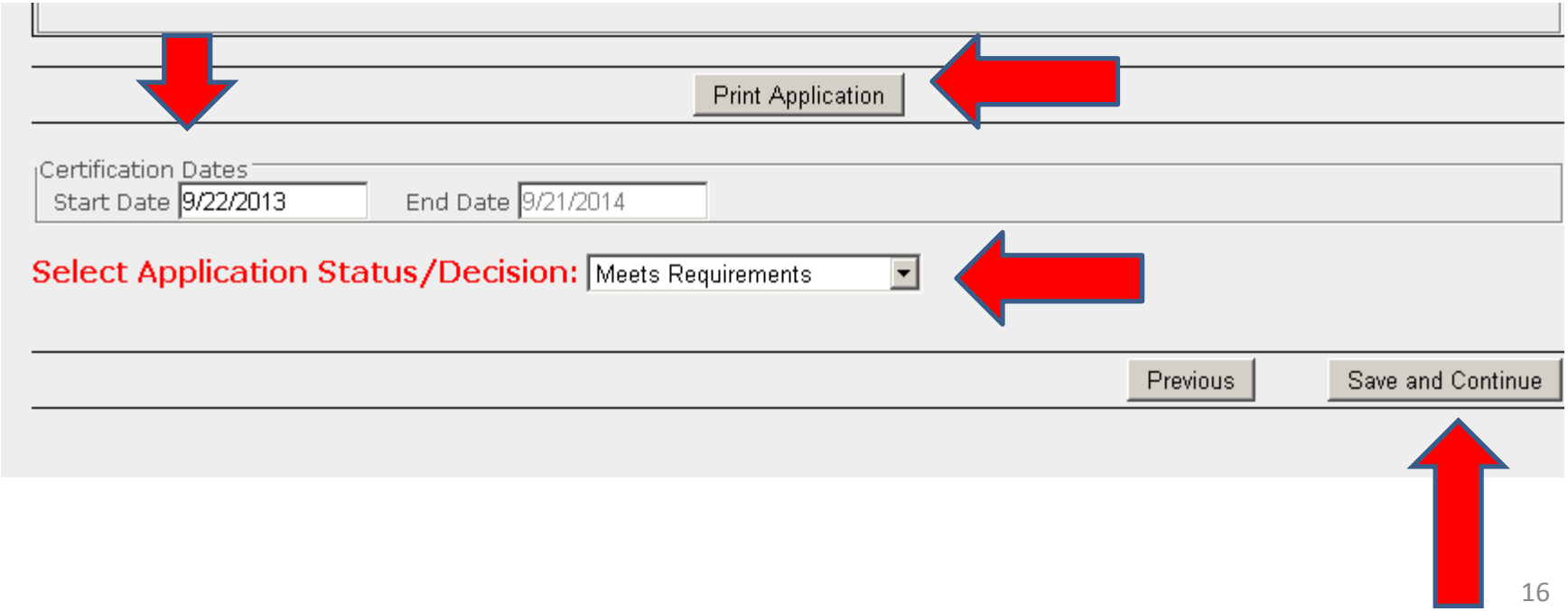
Check the Summary Details CAREFULLY

- **Use the arrows to return to and edit any page**

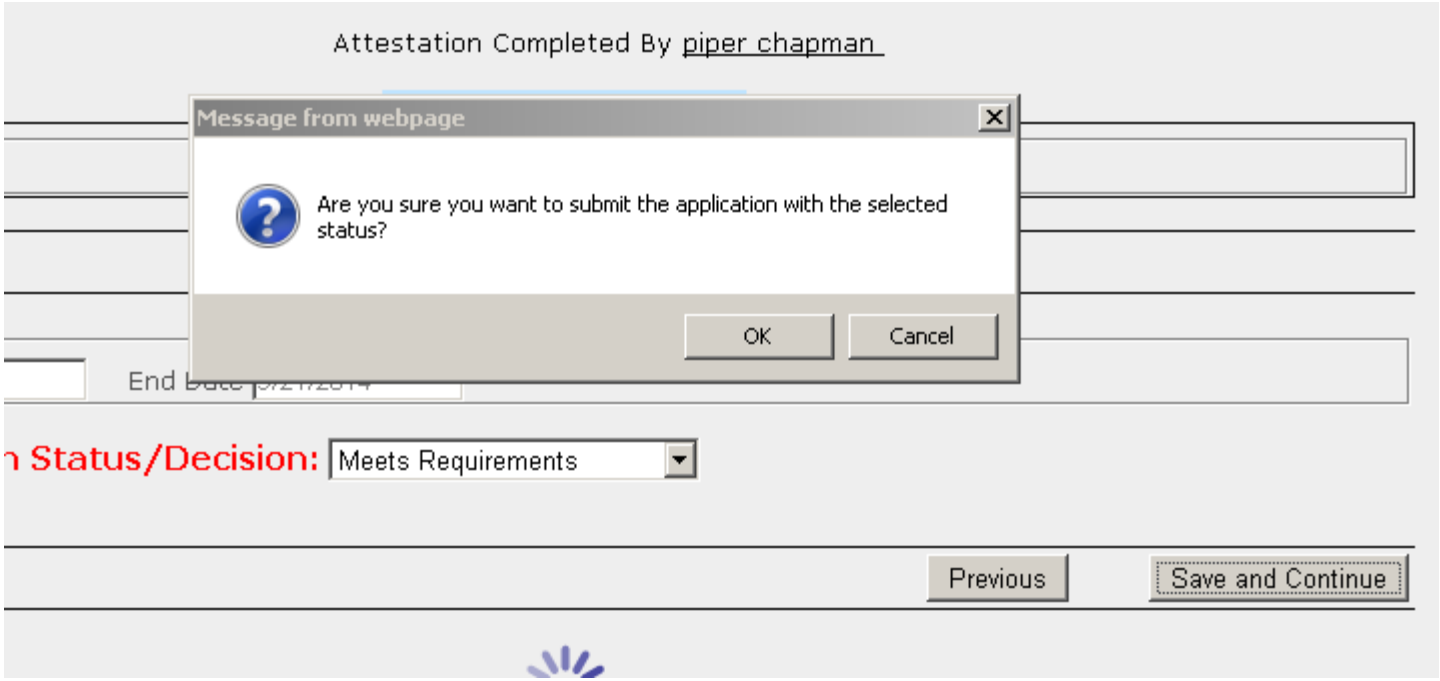


Finalize the Application

- ✓ Print the application summary (optional)
- ✓ Adjust Start Date (optional)
- ✓ Choose Status
- ✓ Save and Continue



The RN Trainer has one last chance to review and assure correct information



Once the Application has been finalized the Summary and Certificate are saved as virtual "paper" documents that cannot be changed – these records will be able to be viewed and printed historically and currently

Certification & Registration | MAIS Administration | Reports | Other Pages | Home

LoginUser: Janet Winterstein Name: Watkins,Cheryl RNLicense# or DDPersonnelCode: DD00091398 Application ID: 220

Start Page	Personal Information	Current Employer Information	Training & CEUs	Skills Verification	Attestation	Application Summary/Decision	View/Print Certificate	Notation
Completed	Completed	Completed	Completed	Completed	Completed	Completed	FINISH	NOTATION

View/Print Certificate

	FileName	Requirement
View	220_Renewal_09-05-2013.pdf	Certificate

The DD Personnel receives their certificate via e-mail

To: Winterstein, Janet
Cc:
Subject: Status of your application

Message | 220_Renewal_09-05-2013.pdf (37 KB)

Congratulations!

Your information has been successfully entered into the DODD Medication Administration Information System (MAIS).

If you earned a certification it is attached to this e-mail.

Please Note:

All DD Personnel Certifications expire 1 year from the date of certification. DD Personnel and employers should always confirm current DODD certification is active any time the Personnel is assigned to admini
medications. Public access to certification dates and status is available at any time on the DODD Home Page.

Renewal Applications MUST be completed in MAIS within 90 days after the Certifications Expiration Date (**requirements met within 60 days after expiration**)

- Take a short quiz on Renewal Process
- View Notations Process & quiz
- Complete and Submit Security Form