Avera Med Aide On-Line Training Solutions©
Facility Student Checklist

The Facility Student is responsible to:

- ☐ Submit a copy of High School Diploma or equivalent to their RN instructor/facility representative.
- ☐ Obtain online course log-in from RN instructor/facility representative. Access to www.averaeducation.org is granted for 90 days.
- ☐ Read all textbook chapters as this is a required component of course. Facility provides the required textbook.
- ☐ Complete online activities and text reading as outlined on syllabus for Unit 1. Record quiz scores and dates on the Training Documentation Form.
- ☐ Schedule the Unit 1 proctored computer exam with your facility proctor, once Unit 1 activities are complete or nearly complete.
  - If student does not pass Unit 1 exam by achieving at least 85% after two attempts, student must restart the course and facility submits new course fee.
- ☐ Complete online activities and text reading as outlined on syllabus for Unit 2. Record quiz scores and dates on the Training Documentation Form.
- ☐ Schedule the Unit 2 proctored computer exam with your facility proctor, once Unit 2 activities are complete or nearly complete.
  - If student does not pass Unit 2 exam by achieving at least 85% after two attempts, student must restart the course and facility submits new course fee.
- ☐ Complete the online lab & quiz. Have printed copy of Frank Ford MAR available. Once complete or nearly complete, schedule the in-person 3-hour skills lab/1 to 1 skills evaluation with your facility RN instructor.
- ☐ Sign and submit completed Training Documentation Form to your RN instructor/facility representative. Facility will also keep a copy of completed and signed skills 1:1 UMA Skills Performance Evaluation Checklist (clinical skills checklist) and RN Attestation Form.
  - After successful completion of the full 20-hour approved Med Aide Training Program, facility will issue student a 20-hour training program completion certificate.
  - Facility will provide additional information on submitting online UMA initial registration application to the SD Board of Nursing (BON). In the online application, student will indicate name of approved state computer exam proctor.
  - Allow up to 5-7 business days for the SD BON to process application for the State UMA exam. It may take longer if inaccurate or incomplete information is provided, or requirements are not met. Once the UMA application is processed, the proctor will receive an email from the Board of Nursing with test access information.
  - After receiving the on-line access information, the proctor may administer the exam to the student according to the proctor agreement guidelines.
- ☐ Take and submit the state UMA exam, the UMA applicant will receive immediate notification of pass or fail. After successfully passing, the applicant will be listed on the UMA registry. (An applicant who fails may retake the exam one time.)
  - If applicant fails state exam, submit the online UMA Re-Take Exam Application. If applicant fails a second time, the 20-hour course must be repeated.
  - Registry status can be verified at the BON's Registration Verification website. Cards can be printed from this site. UMA registration is valid for 2 years after issue.
- ☐ Consult facility with any questions at any time.