

MAT Independent Study (MAT IS) Course

Taking the MAT course just got more convenient!

If you work in a child day program and don't have enough time to take the MAT course, **and** you have internet access and an e-mail address, then the **MAT Independent Study (IS)** course is for you!

The MAT Independent Study course, developed based on the original MAT course, is comprised of two parts. The first part is a self-paced, on-line review of the MAT course content using MAT course handouts, video segments and independent exercises. The second part consists of hands-on practice time and testing with an *approved* MAT Trainer.

Part 1: Content

This part of the MAT Independent Study course consists of eight modules, ranging from medication effects to safe medication administration, which are available as an online course through the *new* **MAT Online Learning Center** (mat-elearning.medhomeplus.org). This online course is called MAT Independent Study Part 1.

Once you have registered for this online course and have received your username and password, you can log in to the Online Learning Center and access this course at any time during the day or night. Inside the course are instructions on several ways to obtain the printed materials ("handouts") that you will need as you progress through this online course. You will work on this online course on your own, at your own pace. While there is no time limit for completing Part 1, you must complete Part 1 before proceeding to Part 2.

When you have successfully completed all the modules in Part 1, you will be able to print a MAT IS Part 1 Course Completion Certificate, which documents that you have completed Part 1. **You must bring this course completion certificate with you to the Part 2 class in order to be admitted to the class.** ***NOTE: You are NOT authorized to administer medication to the children in your care until you have successfully completed the MAT IS Part 2 class.***

Part 2: Practice and Testing

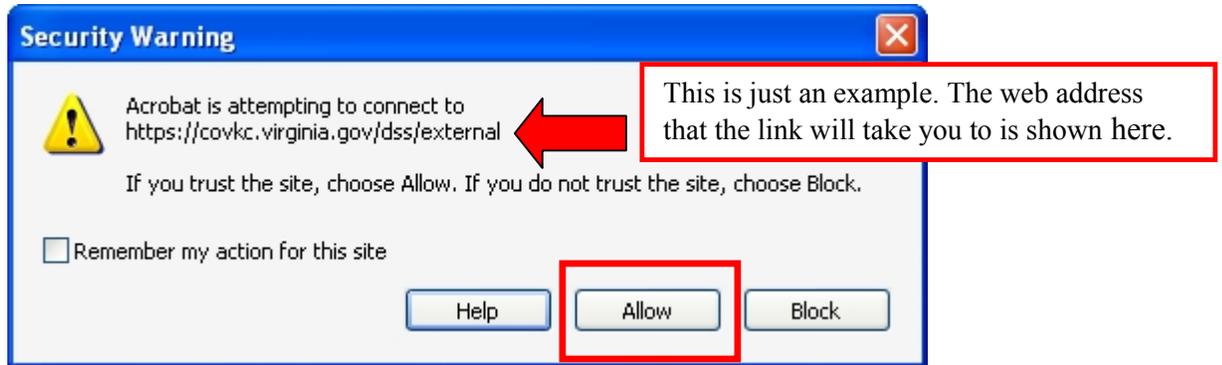
This part of the MAT Independent Study course is held in a classroom setting and **must** be completed with an *approved* MAT Trainer. During the MAT IS Part 2 class, you will review and practice the skills learned in Part 1, take a written test and perform three skills competencies with an *approved* MAT Trainer. To earn the MAT Certification and become approved to give medication to children in child day programs, you must successfully complete both written and skills testing.

You must register for the MAT IS Part 2 class with an *approved* MAT Trainer. Instructions on how to do this are provided below.

NOTE: You **MUST** provide proof of identity (photo ID), documentation of current first aid and CPR certifications, AND your MAT IS Part 1 Course Completion Certificate when you arrive for completion of Part 2, or prior to the MAT IS Part 2 class if so directed by your MAT Trainer.

If you are interested in becoming a MAT certified provider through the MAT Independent Study course, follow these steps to get started (*NOTE: This is a new registration process, implemented in April, 2011*):

1. **First, a note about security warnings:** When you click on a link that is inside a PDF document such as this instruction sheet, depending on what software you have on your computer, you **may** see a Security Warning that looks like the one below. Do not be alarmed if you see a warning like the example below. This warning is just there to make sure that you want to go to the site that the link will take you to. Click the button in the warning box that says **"Allow"**, and you will be taken to the linked webpage.



2. **Register for the MAT IS Part 1 online course**

- a. Click on this link to go to the registration form: [MAT IS Part 1 Registration Form](http://mat-elearning.medhomeplus.org/mod/questionnaire/view.php?id=307). In case you have printed out this instruction sheet, here is the actual web address for this link: <http://mat-elearning.medhomeplus.org/mod/questionnaire/view.php?id=307>
- b. You may need to hold down the "Control" or "Ctrl" key while clicking the link, depending on what software you have on your computer.
- c. When you click the MAT IS Part 1 Registration Form link, you should see a new window open with the MAT IS Part 1 Registration Form in it (*see below*). Follow the directions on the form to fill it in.

Home: MAT Independent Study (IS) Part 1 Partici...

MAT Online Learning Center

Virginia Department of Social Services- Medication Administration Training (MAT) Program

Home > Questionnaires > MAT Independent Study (IS) Part 1 Participant Registration

MAT Independent Study (IS) Part 1 Online Course Participant Registration Form

To register for the MAT Independent Study (IS) Part 1 online course, you must complete the form below. After answering all the questions, click the "Submit Questionnaire" button at the bottom of the screen. If you have submitted your registration successfully, you will see a "thank you for registering" message. After you see the "thank you for registering" message, we will send you your username and password as soon as possible!

IMPORTANT! The MAT Independent Study course is a two-part course. It is YOUR responsibility to register for Part 2 (the classroom portion) of this course! Registering for the Part 1 online course DOES NOT register you for Part 2!

If you indicate in the form below that you have taken a MAT class before or that you wish to take the class from a specific MAT Trainer (perhaps the child day program you work for works with a specific MAT Trainer, for instance), we will let that trainer know that you have registered for Part 1 and encourage him or her to get in touch with you to schedule you for Part 2. However, it is YOUR responsibility to register for Part 2.

For a listing of MAT Trainers in your area and information on how to contact them to register for the MAT Independent Study Part 2 class, go to the **Find a MAT Trainer Near You** webpage at <http://www.medhomeplus.org/MAT/index.php/findMATTrainer>.

If you have any questions about this form, the MAT Independent Study course, or the MAT program, please email us at MAT@medhomeplus.org and we will reply as quickly as we can.

*1 What is your first name?

*2 What is your last name?

- Then click the "Submit Questionnaire" button at the bottom of the form to submit your registration

The image shows a registration questionnaire form with the following questions and input fields:

- *5** What is your phone number, including area code? We need this information to contact you in case we are unable to reach you by email. (Text input field)
- 6** Do you need to complete your MAT training before a certain date? If so, please enter that date here: (Text input field)
- *7** Have you taken the MAT or MAT IS course before? If you have, we will notify your previous trainer that you are registering to take it again. (Radio buttons for Yes and No)
- 8** Is there a certain MAT Trainer that you would like to take Part 2 of the MAT IS course from? If so, we will notify that trainer that you have registered for Part 1. (Text input field)
- *9** Please select the county or city where you would like to take the MAT IS Part 2 class from the menu below. (Dropdown menu with "Choose..." selected)
- 10** If the Child Day Program you work for has given you a Program Enrollment Code, please enter it here: (Text input field)

At the bottom of the form, there is a button labeled "Submit questionnaire" which is circled in red.

- You should see a "Thank you for registering" message. After you see this message, your registration information will come right to us and we will email you your username, password, and login instructions as quickly as possible

d. If you have difficulties registering, or if you don't receive your username and password within 2 business days, please email us at MAT@medhomeplus.org and we will reply as quickly as possible.

- 3. Log In:** As soon as you receive your MAT IS Part 1 username and password by email, please follow the directions in the email to log in. If you have any problems logging in, please email us at MAT@medhomeplus.org and we will help you.
- 4. Print the MAT IS Handouts:** You will need a set of MAT IS Handouts for reference as you complete the online course. The front page of the **MAT Online Learning Center** provides complete information on the three ways you can get a set of MAT IS Handouts. To find this information, go to the MAT Online Learning Center at mat-elearning.medhomeplus.org
- 5. Take the MAT IS Part 1 Online course:** When you have your set of MAT IS Handouts, go to the Introduction Module in the MAT IS Part 1 online course, read the information and click the blue Introduction Module link to get started! This module includes complete instructions on how the course works.

MAT IS Course Questions and Feedback

1 Introduction Module

This section provides an overview of the MAT course and who is required to take the training. **You must complete this module in order to take Modules 1 through 8 and pass this online course.**

Click the **Introduction Module** link below to begin!

Introduction Module

2 Module 1: Medication Overview

This module provides an overview of medication usage. Topics include desired and undesired effects of medication, the seven different routes of medication administration covered in the MAT course and categories of medication such as prescription, over-the-counter, generic and brand name medication.

At the end of this module, you will be able to:

- identify reasons why children are given medication
- identify differences between mild side effects, adverse effects and allergic reactions; and how to respond to each effect
- list the seven (7) medication routes covered in the MAT course

- 6. Print your MAT IS Part 1 Completion Certificate:** When you have successfully completed the MAT IS Part 1 online course, print out your MAT IS Part 1 Completion Certificate. Remember to bring it to the MAT IS Part 2 class so that you will be admitted!
- 7. Don't forget to register for Part 2** (the classroom portion) of the MAT IS course with the MAT Trainer of your choice! To find an approved MAT Trainer near you, go to the [MAT Find A Trainer Near You webpage](#). In case you have printed out this instruction sheet, the web address for this webpage is: <http://www.medhomeplus.org/MAT/index.php/findMATTrainer>.