



## Medication Administration Training (MAT) Program Becoming a MAT Trainer

### Who can become a MAT Trainer?

The Code of Virginia specifies that a MAT Trainer Applicant must hold a current and valid Virginia professional license as an RN, LPN, physician assistant, nurse practitioner, medical or osteopathic doctor, or pharmacist, with a clean history on the Virginia Department of Health Professions License Lookup website. Additionally, applicants must have experience teaching adult learners, knowledge of the childcare population, and/or experience working with adults employed by child day programs.

### What do MAT Trainers do?

**Becoming a MAT Trainer requires time and effort and is a financial commitment. MAT Trainers must:**

- Present the approved MAT Curriculum exactly as it is written, without additions or omissions
- Stay current with and adhere to curriculum revisions and revised materials
- Comply with all standards, guidelines, policies and procedures set forth by the MAT Program
- Facilitate MAT Program classes, test participants' knowledge and assess participants' competency in skills demonstration
- Maintain a training kit and distribute all necessary handouts and related materials to training participants
- Advertise trainings and handle own scheduling
- Respond to requests from childcare providers and programs in a timely, professional manner
- Maintain appropriate communication with the MAT Program Office
- Submit training data, by data entry on website, within 2 days for each training facilitated
- Locate training sites and arrange for appropriate room set up and equipment
- Meet specific requirements in order to renew MAT Trainer Certification every 3 years

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### Who takes this training?

This MAT Program trains and certifies Virginia child day program providers and private school employees to safely give medications to children in their care. This MAT Program does not certify providers who care for adults. Please visit the MAT Program website at [mat.medhomeplus.org](http://mat.medhomeplus.org) for more information.

### How do I become a MAT Trainer?

You must first submit a signed application, three signed letters of reference (professional), and a current resume to the MAT Program Office at Medical Home Plus (MHP). Please submit your application and supporting documents by email to [matsupport@medhomeplus.org](mailto:matsupport@medhomeplus.org) or by fax to **804-330-5032**. We will contact you after reviewing your application to let you know if you have been approved. If your application is approved, you must attend and successfully complete and pass a two-day MAT Training of Trainers (TOT) Course.

### How much does it cost to attend the MAT TOT Course?

Upon application approval and confirmation of a reserved spot in an upcoming MAT TOT Course, the MAT Program Office will send the approved applicant an electronic, non-refundable invoice for **\$400.00**. This invoice must be paid within 48 hours, or the spot will be offered to the next approved applicant on the wait list. This cost covers the weekend training and all materials needed, but does not cover travel, lodging, or meal expenses. Additionally, new MAT Trainers must assemble a training kit at their own expense.



The MAT TOT Course is offered 2-3 times per year (varying months) based on applicant-volume. For additional questions, to inquire about upcoming MAT TOT dates, or to submit a MAT Trainer Application, please email [matsupport@medhomeplus.org](mailto:matsupport@medhomeplus.org)