



# Medication Administration Training

## How to Become a Certified MAT Trainer

### Q: Who can become a MAT trainer?

A: According to the Code of Virginia, trainer applicants must have a current, valid **Virginia** 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 site. Additionally, applicants must have documented evidence of experience in teaching adult learners, knowledge of the child care population and/or experience in working with adults employed in the child care environment.

### Q: What do MAT trainers do?

A: Becoming a MAT trainer requires a commitment of time, money and effort. After successfully completing the MAT Training of Trainers (TOT) course, they must:

- Facilitate classes as well as test knowledge and competency of child care provider participants
- Keep compliance with all MAT Program guidelines and changes
- Assemble a training kit, which can cost between \$400–\$600
- Advertise class schedules
- Provide customer service to child care providers and programs
- Scout and possibly pay for appropriate training sites
- Arrange for appropriate A/V equipment
- Electronically enter data within 10 days after each class
- Mail, email or fax corresponding paperwork to the MAT Program office
- Renew MAT trainer certification every 3 years

### Q: Who must take the MAT training?

A: According to the Code of Virginia, child care providers who work in licensed and regulated day programs must successfully complete the appropriate Board of Nursing approved MAT course. For complete information about the courses available in the MAT curriculum and what they cover, visit the MAT Program website at [medhomeplus.org/MAT](http://medhomeplus.org/MAT) and review the MAT Curriculum Summary.

### Q: How do I become a MAT trainer?

A: Go to the MAT Program website at [medhomeplus.org/MAT](http://medhomeplus.org/MAT) and click on the "Become a MAT Trainer" link. Complete the MAT Trainer application and sign it, attach a current resume or curriculum vitae, and three **signed** letters of reference. Submit your application package to Medical Home Plus (MHP) by mail at **8719 Forest Hill Ave, Bon Air, VA 23235**; by email at [info@medhomeplus.org](mailto:info@medhomeplus.org); or by fax at **(804) 330-5032**. If your application is approved, you must attend and successfully complete a two-day MAT TOT class sponsored by MHP.

### Q: How much does the MAT TOT cost?

A: Upon application approval and acceptance into the class, MHP will send an invoice for a non-refundable payment of **\$300.00**. This price covers the class and all training materials, but not travel expenses. Find more information about the MAT Program at [medhomeplus.org/MAT](http://medhomeplus.org/MAT).