



Unlicensed Medication Aide Curriculum Application Process and Form

*All data submitted with the application will become classified as **public** information once the approval is issued. [Sec. 13.04 MN Statutes](#)*

Curriculum Application Instructions

1. Complete and submit the Curriculum Application and Evaluation Form.
2. Submit an electronic copy of the curriculum, including videos, training tools or supplementary materials.
3. If the curriculum is online, provide login credentials (username and password) to allow access for evaluation.
4. Email all materials to the email address below.
5. If additional storage is required, we will send you a Dropbox link to upload your files.
6. For awareness MDH is currently undergoing a rulemaking project to update MN Rules 4658.1360. If you would like future information about this project, please sign up for [Minnesota Department of Health](#) Gov Delivery.



Curriculum Application Form

Applicant Name: _____

Address: _____

Contact Person: _____

Phone: _____

Email: _____

Online curriculum, if applicable:

Login: _____

Password: _____

Policy

An unlicensed medication aide curriculum must contain at least the state statutory and rule minimum curriculum requirements.

Minnesota Statutes 2024, section 144A.61, is amended by adding a subdivision to read:

Subd. 3b.

Commissioner approval of curricula for medication administration.

The commissioner of health must review and approve curricula that meet the requirements in Minnesota Rules, part 4658.1360, subpart 2, item B, to train unlicensed personnel in medication administration. Significant updates or amendments, including but not limited to changes to the standards of practice to the curricula, must be approved by the commissioner.

Sec. 8.

Minnesota Statutes 2024, section 144A.61, is amended by adding a subdivision to read:

Subd. 3c.

Approved curricula.

The commissioner must maintain a current list of acceptable medication administration curricula to be used for medication aide training programs for employees of nursing homes and certified boarding care homes on the department's website that are based on current best practice standards and meet the requirements of Minnesota Rules, part 4658.1360, subpart 2, item B.

[4658.1360 - MN Rules Part](#)

Any substantive changes in the curriculum must be approved by Minnesota Department of Health prior to implementation.

Curriculum Evaluation Form

Requirements

4658.1360 Subp. 2. **Training.** Unlicensed nursing personnel who administer medications in a nursing home must:

B. have completed an unlicensed medication aide standardized medication administration training program for unlicensed personnel in nursing homes which is offered through a Minnesota postsecondary educational institution that includes, at a minimum, instruction on the following:

- (1) the complete procedure of checking the resident's medication record;

Location: _____

- (2) preparation of the medication for administration;

Location: _____

- (3) administration of the medication to the resident;

Location: _____

- (4) assisting residents with self-administration as necessary;

Location: _____

- (5) documentation after administration of the date, time, dosage, and method of administration of all medications, or the reason for not administering the medication as ordered, and the signature of the nurse or authorized person who administered and observed the same;

Location: _____

- (6) the type of information regarding medication administration reportable to a nurse.

Location: _____

Evaluation

UNLICENSED MEDICATION AIDE CURRICULUM APPLICATION PROCESS and FORM

Office Use:

☐ Meets requirements

☐ Parts not acceptable_____

Minnesota Department of Health
Health Regulation Division
St. Paul, MN 55164-0900
651-201-4200
health.fpc-nar@state.mn.us
www.health.state.mn.us/nar

11/2025

To obtain this information in a different format, call: 651-215-8705.