



Medication Administration Training Requirements Reminder and October-December Train-the-Trainer Face-to-Face Schedule **ODP Announcement 25-089**

AUDIENCE:

Medication Administration Trainers, Agency Administrators, and Primary Contacts

PURPOSE:

- To share a reminder on Medication Administration Training Requirements
- To announce the Face-to-Face training schedule for October through December 2025.

DISCUSSION:

This is a reminder that the Department required that staff who took the Modified Course in lieu of the Standard Course complete the Standard Course no later than June 20, 2023. If it has been a year or longer since the staff person completed the Annual Practicum requirements to be allowed to administer medications, the staff person must successfully complete the entire Medication Administration Training Course, handwashing, and gloving demonstration, and four medication administration observations to be qualified to administer medications.

Please review [ODPANN 20-114 for clarification regarding Medication Administration Course Requirements as a Result of the COVID-19 Pandemic.](#)

For further clarification in regards to Medication Administration Training Requirements, please review the [Medication Administration Training Requirements by Service](#) document as a part of [ODPANN 20-014](#).

Face-to-Face Schedule October through December 2025

Classes for New Trainers and Recertifying Trainers will be held separately.

New Trainer classes are for first-time trainers designated as New Trainer and start at 8:30 AM.

Recertifying Trainer Classes are available in the morning and in the afternoon according to the schedule below. Morning classes are designated as AM Recertification classes and will start at 8:30 AM. Afternoon classes are designated as PM Recertification classes and will start at 1:00 PM.

You may register for one of these sessions after completing the course materials in the Train-the-Trainer course on medadmin.myodp.org.

October 2025		
Wednesday	10/1/2025	AM Recertification
Monday	10/6/2025	PM Recertification
Tuesday	10/7/2025	New Trainer Certification
Monday	10/13/2025	New Trainer Certification
Wednesday	10/15/2025	New Trainer Certification
Monday	10/20/2025	AM Recertification
Tuesday	10/21/2025	New Trainer Certification
Wednesday	10/22/2025	PM Recertification
Wednesday	10/29/2025	New Trainer Certification
November 2025		
Monday	11/3/2025	New Trainer Certification

Wednesday	11/5/2025	New Trainer Certification
Monday	11/10/2025	AM Recertification
Wednesday	11/12/2025	New Trainer Certification
Monday	11/17/2025	PM Recertification
Tuesday	11/18/2025	AM Recertification
Wednesday	11/19/2025	New Trainer Certification
Monday	11/24/2025	PM Recertification
Tuesday	11/25/2025	New Trainer Certification
December 2025		
Monday	12/1/2025	New Trainer Certification
Tuesday	12/2/2025	AM Recertification
Wednesday	12/3/2025	New Trainer Certification

Monday	12/8/2025	PM Recertification
Tuesday	12/9/2025	New Trainer Certification
Wednesday	12/10/2025	AM Recertification
Monday	12/15/2025	PM Recertification
Tuesday	12/16/2025	New Trainer Certification
Wednesday	12/17/2025	AM Recertification
Monday	12/22/2025	New Trainer Certification

Virtual Office Hours (VOH) will be available for Trainers, Primary Contacts, and/or Agency Administrators, once a month. If interested in joining, please click on the Registration link available on your Med Admin Trainer Dashboard.

Upcoming sessions will take place on the following dates October 23, November 20, and December 18.

CONTACT:

If you have any questions regarding this announcement, please submit a ticket through www.mahelpdesk.com.