



Medication Administration (MedAdmin) Training Program – Agency/Entity/Role Designation/Verification Form Update

ODP Announcement 25-092

AUDIENCE:

Medication Administration Agency Administrators

PURPOSE:

To announce that an updated Agency/Entity/Role Designation/Verification Form is now available.

DISCUSSION:

An updated Agency/Entity/Role Designation/Verification Form is now available. Agency Administrators use this form to add/remove primary contact(s), update any changes to the agency/entity name, address, and contact information, and to add/remove trainers. Agency Administrators and Primary Contacts of the verified agency must have an account in the Medication Administration Training Program (medadmin.myodp.org).

Once the form is completed and signed by the Agency Admin, submit the form through the Help Desk Portal (www.mahelpdesk.com). As a reminder, the form is also required to be uploaded into the MedAdmin system before a trainer candidate may begin the Train-the-Trainer (TtT) course ([ODP Announcement 25-057](#)).

The Help Desk will review the completed form and begin the process of verifying the Provider Setting's license with the State. Please note, for a Provider Setting to participate in the Medication Administration Training Program, they must have a license

ATTACHMENT

- *Agency Entity_Role Designation Verification Form_2025-1006.pdf*