Confirming Competency
Missouri Coalition of Children’s Agencies
Medication Certification System - Streamlined Guide Series 4 – July 13, 2019

In this guide, we will cover the most important part of our system – how to confirm students have met all course requirements and demonstrated competency.

Before we begin, you must:

- Know the website (URL) of your organization. (look this up on p. 3-4 of this guide)
- Have a nurse-instructor account. (Obtain one by filling out this form)
- Be logged in to your site. (You may need to use the Forgot Password feature of the site if you’re having trouble logging in.)
- Have created a class
- Have created accounts for any students
- Have enrolled your students into your class
- Ensured that:
  - Initial or expired students have completed the full course, passed the online exam and demonstrated competencies
  - Renewal students have completed the shorter renewal course and demonstrated competencies

Go to the Admin Panel of the site.

Go to the Manage Courses area, and choose the Live Classes menu option.
Once you’ve found the class you want, expand the class record by clicking the **plus sign** to the left of the listing.
Figure 1: An expanded class record. In this example, we're going to need to use the scroll bars or resize our browser window (Ctrl+/Ctrl0/Ctrl-) to see all of the class record.

Find the **Class Roster** link toward the bottom-left of the class record and click it.
In the Competency Completed column, there is a checkbox for each student. Check this checkbox for the students you wish to certify. Then click the Save Changes button. Please note that by doing this you are officially certifying the student for 14 months, starting the day you click this button.
Confirming a student was certified

You can confirm that a student was certified via the following steps.

Go to the Reports area, and choose the Certifications menu option.

You should see a list of students and their expiration dates and status. Note for long-time users: the Expiration date is really the expiration date here – MCCA no longer uses a grace period.
You can sort the table by expiration date by clicking the word Expiration in the top row. Just as with the course listing, clicking will toggle the way the list is sorted (from Oldest to Newest and Newest to Oldest and vice-versa).

You can also search for students by typing a name in the Search box above and on the right side of the table. Press Enter to submit the search. Partial names should work.

After you find the desired student record, expand it by clicking the plus button to the record’s left.
Recently certified students will show an expiration date that is 14 months after the Class Roster in question was saved with the appropriate box checked. If you don't immediately see this date, expand the student's record.