

**New Jersey Department of Health  
Assisted Living Program  
P. O. Box 367  
Trenton, NJ 08625-0367  
Telephone: 609-633-8990 Fax: 609-943-3013**

**APPLICATION FOR APPROVAL OF A CERTIFIED MEDICATION AIDE TRAINING AND  
COMPETENCY EVALUATION PROGRAM (MATCEP) IN ASSISTED LIVING RESIDENCES/ASSISTED  
LIVING PROGRAMS/COMPREHENSIVE PERSONAL CARE HOMES/DEMENTIA CARE HOMES**

**INSTRUCTIONS:** Please PRINT legibly. Submit this form with the Addendum form (NA-11) and Agenda at least three (3) weeks prior to requested start date. Please submit completed forms to [DOH-CMA@doh.nj.gov](mailto:DOH-CMA@doh.nj.gov)

**NOTE:** The Clinical Med Pass Site **MUST** be licensed by the N. J. Department of Health.

School Name and Address		Contact Person Name					
		Telephone Number		Fax Number			
		Email Address					
Note: Schools that charge fees to four (4) or more students must have approval from the State Departments of Education and Labor prior to this application or they will be denied.							
Classroom Site Name and Address		Facility Name and Address (Clinical Site)					
						<input type="checkbox"/> Same as above.	
Class Start Date	Class End Date	Clinical Med Pass Dates			Number of Students		
Name of Instructor	Year of Last Train-the-Trainer Workshop	Check Type of Instructor				NJ License Number	Expiration Date
		Classroom	Clinical	RN	RPh		
Name (Print) of Facility Administrator/Director (Clinical Site)					Telephone Number		
Signature of Facility Administrator/Director			Date		Email		

FOR STATE USE ONLY				
School Code	Facility Code	Date processed	Application Fee Number	Expiration Date
This application has been reviewed and approved by the Assisted Living Program. Any changes to this application form and/or this schedule MUST be submitted to the Assisted Living Program with a request for approval of the changes. You <b>MAY NOT</b> implement any changes without the approval of the Assisted Living Program.				
Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Signature of Representative for the Assisted Living Program		Date