



Medication Administration Training (MAT) Independent Study (IS) Course

Taking the Medication Administration Training (MAT) course just got more convenient!

If you don't have enough time to get away from your program to take the MAT course, **and** you have internet access and an e-mail address, then the **MAT Independent Study (IS)** course is for you!

The MAT Independent Study course, developed based on the original MAT course, is comprised of two parts. The first part is a self-paced, on-line review of the MAT course content using MAT course handouts, video segments and independent exercises. The second part consists of hands-on practice time and testing with an *approved* MAT Trainer.

Part One: Content

This part of the MAT Independent Study course consists of eight modules, ranging from medication effects to safe medication administration. Instructions to copy or purchase the material for the MAT Independent Study are described on page four. You can access and use these materials at any time during the day or night. You will study the MAT materials on your own, at your own pace. While there is no time limit for completing Part One, you must complete Part One before proceeding to Part Two.

After completing Part One, you are ready to complete Part Two of the MAT Independent Study.

Part Two: Practice and Testing

This part of the MAT Independent Study course **must** be completed with an *approved* MAT Trainer. After you have studied and reviewed all of the MAT course content in Part One, you will review and practice the skills learned in Part One, take a written test and perform three skills competencies with an *approved* MAT Trainer. To earn the MAT Certification and become approved to give medication to children in child day programs, you must successfully complete both written and skills testing. To find an *approved* MAT Trainer go to

https://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi

NOTE: You **MUST** provide proof of identity (photo ID) and documentation of current first aid and CPR certifications when you arrive for completion of Part Two.

When you take the time to become approved to give medication, be proud and tell parents you have gone above and beyond the minimum requirements to provide the best care for their children today and in the future.

Are you ready to get started on the MAT Independent Study course?



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Getting Started

1. You **MUST** have an email address in order to participate in the MAT Independent Study course! **Multiple people cannot share one email address in the Knowledge Center.** Each participant must have his or her own email address.
2. **READ all of these directions before starting the registration process.**
3. To participate in the MAT Independent Study course, you must first register at the Virginia Department of Social Services **Knowledge Center** as a **“Non State Employee User”**:

Knowledge Center: Directions for Registration

1. On the internet go to the following address <https://covkc.virginia.gov/dss/external>
2. Click on the [Register](#) link. (See example)

Knowledge Centre - Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://covkc.virginia.gov/kc/login.asp?kc_ident=kc0001&strUrl=https://covkc.virginia.gov/tss/external/Default.asp Go

Virginia Department of Social Services - External

Register Login Tour

Welcome to the Department of Social Services Knowledge Center!

STOP ... Read this First!

If you are a first-time user, you can view [detailed instructions](#) for registering in the Knowledge Center. Otherwise, please login to the system by entering your unique Login ID and Password in the fields provided below.

If you have ever used the old Pathlore/SSTAR system from VISSTA... and this is your first logon to the Knowledge Center...you are probably already registered in this system.

To get your old userid and / or password please click on the appropriate link – “Forgot Userid” or “Forgot Password” found below under the submit button.

If you have any questions associated with your logon or registration, please e-mail the [DSS Support Center](#) or call (800) 223-8846 for assistance.

If this is your first visit, please select the [Register](#) option from the navigation menu. Registration is free of charge. You can also take a [Tour](#) to learn more about the site.

Social Services
Non-State Staff

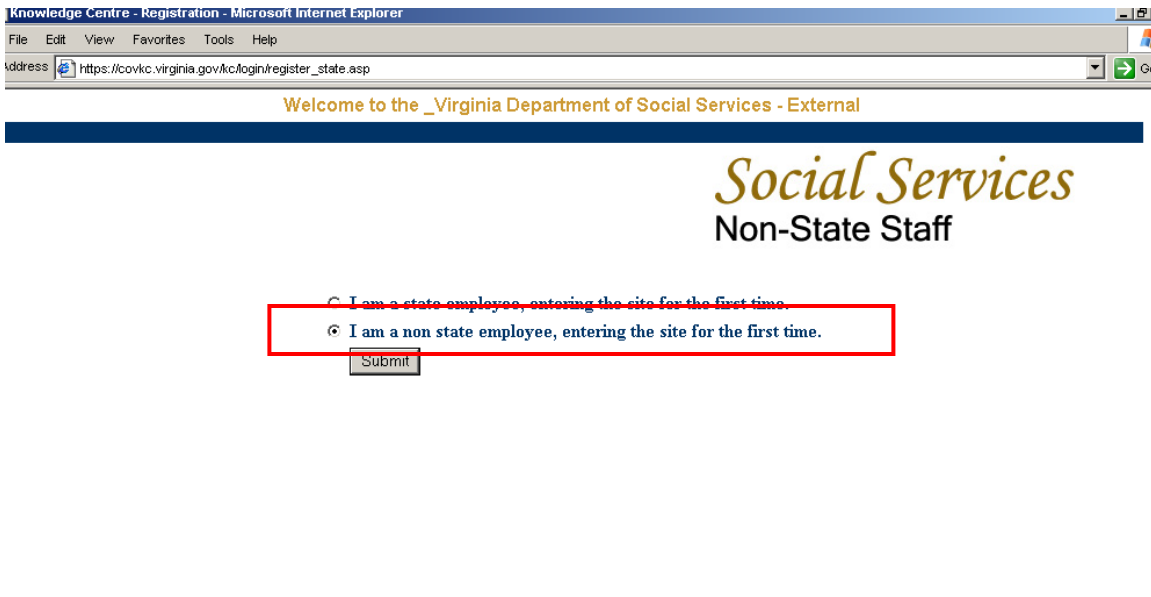
Login ID:

Password:

Submit

[Forgot Login?](#) | [Forgot Password?](#)

- Click the Non-State button (**I am a non state employee, entering the site for the first time.**) and click on **Submit**.



- Fill in all required (marked with an asterisk*) fields.

* **First Name:**

Middle Initial:

* **Last Name:**

* **Last 4 of SSN:**

* **Date Of Birth:**
Enter the date in (mm/dd/yyyy)format.

* **Email Address:**

- Choose a ***Training Agency**. Click the drop down arrow and select "**Department of Social Services – External Entities.**"

* **Training Agency:** or

- Then click on **Expand**


- In the **Sub Organization** box click the drop down arrow and select "**Community Partners.**"

* **Training Agency:** or

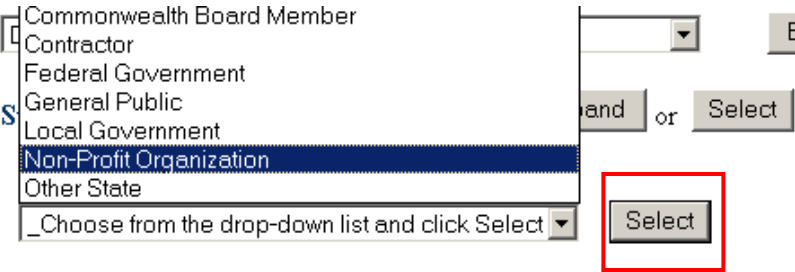
Sub Organization: or

- Then click **Select**

9. Next... in the ***Affiliation** box, click the drop down arrow and select either **"NON PROFIT ORGANIZATION"** or **"CONTRACTOR."**

* Training Agency: 

* Affiliation:



The screenshot shows a web form with two fields. The first field is labeled '* Training Agency:' and has a help icon. The second field is labeled '* Affiliation:' and has a dropdown menu. The dropdown menu is open, showing a list of options: Commonwealth Board Member, Contractor, Federal Government, General Public, Local Government, Non-Profit Organization (highlighted), and Other State. Below the dropdown menu is a 'Select' button, which is highlighted with a red box. To the right of the dropdown menu, there are two buttons: 'and' and 'or', and another 'Select' button.

10. Then click **Select**.
11. In the ***Reason For Access** box type the word **"Training"**
12. In the ***Organization Name** box type the name of your child day center or family day home.
13. Click **Submit**

You have now registered and the Site Administrator should render an approval within 48 hours.

If you do not receive an email from the Site Administrator within 48 hours, please notify the MAT program at MAT@dss.virginia.gov

While waiting for your password, review the MAT IS Participant Study Guide

MAT IS Participant Study Guide. The MAT IS Participant Study Guide will walk you through the steps to complete Part One of the MAT Independent Study. The MAT IS Participant Study Guide and MAT Handouts may be downloaded and printed by visiting the VDSS Web site at:

https://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi

Or, you can download the MAT IS Participant Study Guide and MAT Handouts in the Knowledge Center. Instructions will be provided as you begin the training; however, it is imperative that you print out the Study Guide and all of the MAT Handouts BEFORE starting the video portion of the training. NOTE: Do NOT attempt to download the handouts (attachments) while you are viewing the video, you will miss the important information being discussed.

Or, if you are unable to download and/or print the MAT IS Participant Study Guide and MAT Handouts, and wish to purchase them instead for **\$15.00**, please visit the following Web site to print the Order Form:

https://www.dss.virginia.gov/family/cc_providertrain/mat/index.cgi.

Complete the MAT Independent Study Order Form and mail the completed form and payment to:

MAT Program – Independent Study
VDSS, Division of Licensing Programs
7 N. 8th Street, 2nd Floor
Richmond, VA 23219

(Please allow 3-4 weeks to process your request.)

Once you receive email approval to access the Knowledge Center you are ready to begin!

- (1) Go to <https://covkc.virginia.gov/dss/external>
- (2) Enter your Login ID and Password; click on the **Submit** button.
- (3) Select Virginia Department of Social Service System – External button
- (4) Click Submit
- (5) A “Security Information” screen will pop-up; click on the **Yes** button.
- (6) You are now able to view the Knowledge Center campus. Move your cursor to the “Learning Center” click.

You are now inside the Learning Center.

- (7) Click on **Course Information & Enrollment**.
- (8) Go to the **Topic** box in the upper right hand corner and select **Licensing** in the drop down box.
- (9) Go to the **Keywords** box in the upper right hand corner and enter **MAT** the box and click on **Search**.
- (10) You should see **VDSS – POU2000: MAT Independent Study [Online]**. Click on the course title.
- (11) A new page will pop up with a description of the course. Click on the **Take Course** button.
- (12) The course, **VDSS – POU2000: MAT Independent Study [Online]** will be listed on the left. Select the course.
- (13) A “Security Information” screen will pop-up click on **Yes**.

You can now begin the course.

MAT Independent Study: Study Guide and MAT Handouts

MAT IS Participant Study Guide and MAT Handouts may be downloaded and printed at https://www.dss.virginia.gov/family/cc_providerttrain/mat/index.cgi

To purchase a copy of the Study Guide and MAT Handouts, please complete the Order Form at https://www.dss.virginia.gov/family/cc_providerttrain/mat/index.cgi