



**CHARLES D. BAKER**  
Governor

**KARYN E. POLITO**  
Lieutenant Governor

**The Commonwealth of Massachusetts**  
Executive Office of Health and Human Services  
Department of Public Health  
Bureau of Health Professions Licensure  
Drug Control Program  
239 Causeway Street, Suite 500, Boston, MA 02114

**MARYLOU SUDDERS**  
Secretary

**MONICA BHAREL, MD,**  
**MPH**  
Commissioner

Tel: 617-624-6000  
[www.mass.gov/dph](http://www.mass.gov/dph)

**Medication Administration Program (MAP)**  
**Advisory Ruling**  
**Certification Process**

No unlicensed staff person at a DPH registered MAP site may administer or assist in the administration of a prescription medication without successfully completing a training program that meets the specifications for a training curriculum and examination process as set forth in 105 CMR 700.003(F) and the MAP Policy Manual.

Upon completion of an approved MAP Certification Training, which includes attaining successful Pretest scores, staff may be eligible to be tested by D&S Diversified Technologies.

Staff may not administer medications at a DPH MAP Registered site until they pass all three components of the D&S Diversified Technologies administered MAP Certification Test: Computer-Based (Knowledge) and MAP Skills (Transcription, Medication Administration Demonstration) Tests.

Staff have six months from the date of successful completion of the MAP Certification Training to pass all three components of the MAP Certification Test and become MAP Certified.

- If staff receives 3 failures, in any combination of the three test components, remedial training may be conducted by the original trainer in order to allow the staff to continue testing.
  - Remedial training must occur within the six month timeline.
  - Once staff complete remedial training, he/she will only be required to retake the component(s) of the Test that he/she has failed or have not yet taken, until the six-month timeline has lapsed.

If the staff does not pass all three components of the MAP Certification Test within six months, he/she must again complete the full MAP Certification Training to regain eligibility to be tested by D&S Diversified Technologies.

- After successful completion of the MAP Certification Training, staff have six months to pass all three components of the MAP Certification Test and become MAP Certified.