

Kansas Medication Aide

Sponsor and Instructor Manual

Health Occupations Credentialing
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*Form is available on the HOC web site, www.kdhe.state.ks.us/hoc.

INTRODUCTION

Medication aide training in Kansas

The medication aide program in Kansas is administered by the Department of Health and Environment, Health Occupations Credentialing (HOC) and includes a 75-hour course and test. Upon successful completion of the course and test, a certificate is issued which is valid for two years. To continue being eligible for employment, the medication aide must successfully complete a 10-hour continuing education course as described in regulation, every two years. If the medication aide fails to complete the continuing education course during the two years that the medication aide is certified, the medication aide may complete the continuing education course within three years of the certificate expiration date to regain employment eligibility. After that, the aide must successfully complete the 75-hour course and test to regain employment eligibility.

The training regulations for medication aides were extensively revised in 2003. Previous medication aide training regulations, KAR 28-39-169 and KAR 28-39-70 were revoked and replaced by KAR 28-39-169a through KAR 28-39-169c (copy in Appendices, page 21).

This manual is presented in two sections. The first includes information about the 75-hour medication aide course, the second about continuing education requirements.

75-HOUR MEDICATION AIDE COURSE

COURSE REQUIREMENTS

Who may take the course?

The student must be

- a nurse aide with a Kansas certificate who can provide verification of certification, or
- a qualified mental retardation professional (QMRP) who can provide verification of employment as a QMRP. QMRP medication aides may administer medications only to residents in an intermediate care facility for the mentally retarded.
- The student who is a nurse aide must be screened and tested for reading comprehension at an eighth

grade reading level prior to enrolling in the course.
The QMRP does not need to be tested for reading.

Course sponsors must be:

- 7 post-secondary schools under the jurisdiction of the state board of regents
- 7 state-operated institutions for the mentally retarded
- 7 professional health care associations approved by the licensing agency

CMA instructor requirements

- 7 Registered Nurse with current Kansas license, and
- 7 2 years of clinical experience as a registered nurse

A copy of the approved instructor application should be retained by the instructor and a copy given to each sponsor conducting the training to show compliance with state laws.

NOTE: The Instructor Application (copy in Appendices, page 27) may be submitted separately or may accompany the application for approval of the course.

Clinical sites must be:

- 7 licensed adult care homes
- 7 licensed hospital distinct-part long term care units
- state-operated institutions for the mentally retarded for those who are only eligible to work in an intermediate care facility for the mentally retarded

Clinical training in assisted living or residential health care facilities

The clinical portion of a medication aide course is usually held in a nursing facility or a distinct-part long term care unit of a hospital. The clinical portion of a medication aide course may be held in an assisted living or residential health care facility if the full range of clinical tasks and experiences necessary for training are available at the assisted living facility or residential health care facility, or provided in cooperation with a nursing facility.

When submitting an Application for Approval of Training Course which shows an assisted living facility or residential care facility as the clinical site, there must be written assurance from the sponsor that the performance evaluation tasks will be available to be experienced during the clinical portion of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 28-39-169a.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, provided that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as "lead" instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

NOTE: The department requires no more than **6 students per one instructor** in the clinical setting.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any person providing training does so under the direct supervision of the approved course instructor.

Students may be supervised for clinical experience by a licensed nurse on the staff of the adult care home where the clinical **practice** is taking place. The clinical performance as the student administers medications is evaluated by the instructor.

NOTE: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to

be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the CMA course?

The Kansas medication aide curriculum focuses on the geriatric population in an adult long term care, versus acute medical care, setting. The blueprint for the curriculum serves as the basis for the state-developed standardized test.

The curriculum includes information in the following areas:

- 7 current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- 7 administering prescribed medications, monitoring oxygen therapy and applying non-sterile dressings
- 7 legal, ethical and current practice
- 7 communication
- 7 documentation

The instructor is responsible for updating the curriculum with additional or new information.

Curriculum

The Kansas medication aide curriculum must be used to develop medication aide courses. The subject content provides skills information and provides opportunity for an instructor to modify the training program as necessary in response to perceived trainee learning needs.

How to obtain the curriculum

The Kansas medication aide curriculum can be obtained by contacting:

Kansas Competency-Based Curriculum Center
Washburn University - SAS
1700 SW College
Topeka KS 66621
(785) 231-1010 ext. 1534

Text books

There is no required text for the medication aide training program; however, any text(s) used for the course should have a revision date of **five years or less** to reflect current acceptable practices and must be noted on the course application.

Course approval process

- Sponsor or instructor completes the **Application for Approval of Training Course** (Appendices, page 31) and submits it to HOC at least three weeks prior to the start date of the course.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. A copy of the application is returned to the sponsor with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion helps reduce delays in processing.

An application must be submitted to the department **at least three weeks** prior to the beginning date of each course and must be approved prior to offering the course. As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.

Why is a course approval number important?

A copy of the application with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction

The course consists of 75 hours of instruction: didactic/laboratory and clinical sessions. The clinical component must include a minimum of 25 hours.

NOTE: Any change in class hours, dates, content, instructors, classroom or clinical sites must be prior approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (chalkboards, audio-visual supplies, overhead projector, etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.

Laboratory settings

Clinical laboratories for trainee practice and

performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting. The laboratory setting allows the instructor to observe and measure trainee performance prior to assigning clinical duties.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the didactic/classroom and clinical training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of didactic/classroom and clinical instruction. **There can be no delegation of the instructor's duties**, and the DON must not teach while performing duties as DON. The approved instructor must be on site and easily accessible to the trainees at all times during scheduled course instruction hours.

Throughout the training course, there should be a combination of didactic/classroom theory and a practice of the tasks and skills learned in the supervised laboratory. **The more supervised practice the instructor can provide, the more competence and confidence the trainee will achieve in the training program.**

Demonstration of competency: Performance Evaluations

Upon completion of the didactic/laboratory sessions of the medication aide training program, the instructor evaluates each trainee's performance using performance evaluations developed by the instructor. Sample evaluations appear in the curriculum.

The student must satisfactorily **demonstrate/simulate/describe** all tasks to the approved instructor **prior** to administering medications to residents. Instructors must observe **satisfactory** completion of each task.

Not all medication administration skills can be demonstrated by trainees in a clinical setting. The instructor should allow students to complete as many

different skills with the residents as possible in the clinical setting.

The summary evaluation (in the curriculum) must be completed for each student.

Challenging the test

Some individuals who are deemed to have equivalent training may challenge the test. An approved instructor of the course shall evaluate the training for equivalency. Before applying the equivalency, each person shall be a Kansas certified nurse aide and meet one of the following:

- The person is currently credentialed to administer medication and in good standing in another state. The **instructor** shall confirm competence in the administration of medications, applying non-sterile dressings; legal, ethical and current practice; communication and documentation; and clinical experience administering medications.
- The person is currently enrolled in an accredited practical or professional nursing program and has successfully completed a course of study in pharmacology with a grade of C or better.
- The person is currently licensed or has been licensed as a licensed mental health technician within 24 months from the date of application with no pending or current disciplinary actions against the individual's license.
- The person, whose license is inactive, but has been licensed within 24 months from the date of application, as a licensed practical nurse or a licensed registered nurse, with no pending or current disciplinary actions against the individual's license.

CERTIFIED MEDICATION AIDE TEST Test requirements

Students may take the test no more than two times before they must repeat the course to qualify to test again. Students who repeat the course will have two more attempts to complete the test. The course may be repeated as often as desired.

Students challenging the test have one opportunity to pass the test. If the test is not passed on the first attempt, the student must successfully complete the

75-hour medication aide course to qualify to test again.

Test blueprint

The state test is timed and contains 85 multiple-choice questions. Each trainee has one and one-half hours in which to complete the test. The test is designed to measure knowledge in the following areas:

- 7 current drug classification, action, use, side effects, adverse reactions, interactions and nursing care for medications used to treat commonly recurring health conditions affecting body systems
- 7 administering prescribed medications and monitoring oxygen therapy and applying non-sterile dressings
- 7 legal, ethical and current practice
- 7 communication
- 7 documentation

Written Test

The written test for the medication aide course is provided to the sponsor by the department. Sponsors must request copies of the test from KDHE.

The test consists of 85 questions. The student should be given one and one-half hours to complete the test. The pass score for form 1 is 57; form 2, 61; and form 3, 63.

The sponsor assumes responsibility for the security of the tests. The sponsor will notify KDHE immediately upon noticing a lost or missing test booklet. The sponsor may request replacement/additional copies from KDHE.

The sponsor assures that the test materials will be maintained in a secure and confidential manner at all times. The sponsor must not discuss the content of the tests with anyone. The instructor may not review or proctor the tests. If notification is received by KDHE of valid complaints against you, or you fail to meet the responsibilities assigned to sponsors, your test administration privileges may be terminated. You will be notified of any complaints filed against you and given an opportunity to respond to the issues of the complaint.

The sponsor will decide when the test is to be given and will assign a proctor to give the test. The **Test Administration Manual for Proctors of the Medication Aide Test** (Appendices, page 37) outlines the test administration procedures. The sponsor must provide an answer sheet for the test and the instructions for its use. The sponsor will be responsible for scoring the test.

Disabilities

Any candidate who has a:

- 7 physical disability
- 7 learning disability
- 7 psychological disability

which may require a reasonable accommodation to take the state test should make arrangements with the sponsor. The candidate must have performed in a satisfactory manner in both the didactic/classroom/theory and lab/clinical settings of the course, and successfully completed the performance evaluations. The candidates may not have the test read to them.

Language provisions

No oral tests are allowed for the medication aide tests. The student must demonstrate reading ability to be allowed to enroll in the course.

The state test is available in only the English language. **NOTE:** Any candidate for whom English is a second language may use a bilingual language dictionary during the state test. **Computer dictionaries and medical dictionaries are prohibited.**

CERTIFICATION

What must be submitted to HOC

The instructor/sponsor must submit:

- **Signed and completed 75-Hour Medication Aide Roster** (copy in Appendices, page 41)
- **Signed and completed 75-Hour Medication Aide Application Form(s)** (copy in Appendices, page 43)
- **\$20.00 non-refundable fee for each student**

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course and passed the written test. Therefore, the roster must be signed by the course instructor/sponsor, not other agency personnel, and sent to KDHE.

What happens when the test and course are successfully completed?

- Candidates whose names appear on the roster as having successfully completed the course and the test will be mailed a certificate.

On average it takes two weeks from the time the roster has been received for the department to print the certificates. Certificates are then mailed to those whose names appear on the roster. Individuals should allow 15 days to lapse from the date the roster was submitted before calling the department to check the status of the certificate. After 15 days, certificate status calls may be directed to 785-296-0060.

What happens if the course is not successfully completed?

If a candidate fails the course, the candidate must retake the course before taking the test. **The name should not be included on the roster.**

KANSAS NURSE AIDE REGISTRY (KNAR)

The KNAR is a federally mandated program that tracks employment and training for aides in Kansas. A unique aide identification number is issued to each candidate who has successfully completed the requirements for certification as a nurse aide. The identification number that is assigned to an individual by the department identifies the individual in all training programs (i.e., certified nurse aide, certified medication aide and certified home health aide).

Abuse, Neglect, and Exploitation

The KNAR includes any information which prohibits an aide from working in an adult care home. Each adult care home must contact the registry prior to hiring a nurse aide or a medication aide. **The facility may NOT employ a person with an administrative confirmation on the registry of a finding of abuse, neglect, or exploitation of a resident recorded after April 1, 1992 or persons prohibited due to certain findings on a criminal record check.**

Employment eligibility

CMAs are eligible for employment for 24 months following the date the certificate is issued. They must maintain current eligibility for employment as a CNA to work as a CMA.

To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as specified in KAR 28-39-169c. The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If the certificate lapses, the CMA has a three year period (from the expiration date of the certificate) in which to take a continuing education course to renew the certificate. **The CMA may not work if the certificate has expired.** After the certificate has been expired three years, the CMA must successfully pass the 75-hour course and test to become eligible for employment.

Explanation should be given to all students regarding the continuing education requirement for CMAs. Once the paperwork indicating successful completion of continuing education is submitted, HOC will record it on the computer system. Two weeks before the expiration date of the certificate, the CMA will be mailed a new certificate. It is very important that the CMAs provide HOC with current addresses so that the certificate will be received.

Important points to convey to students

Instructors should assure that students:

- perform only those tasks for which they are competent
- know that they **MUST** contact KDHE (785-296-0060) whenever they move
- understand the continuing education requirements

MISCELLANEOUS

Instructor information update

State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines for conducting medication aide training using distance

learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. To request a copy of the guidelines, call 785-295-0058 or access them on the HOC website, www.kdhe.state.ks.us/hoc.

Web-based instruction

The sponsor must submit a proposal for approval by the department in addition to the course approval form. The first two courses submitted by a particular sponsor, if approved, will be done on a pilot basis.

Sponsorship Program

Any sponsor that has offered six or more CNA, HHA, CMA, or CMA Continuing Education courses in a two-year period and meets the regulatory requirements for being a sponsor depending upon course type, respectively, may apply for a two-year sponsorship. The primary advantages of a sponsorship are an abbreviated course approval form and shorter time frame for course approval applications. Call 785-296-6796 for more information.

**MEDICATION AIDE
CONTINUING
EDUCATION**

COURSE REQUIREMENTS

Who may take the course?

The student must:

- be a certified medication aide with a certificate that was issued sometime in the past five years

Course sponsors must be:

- 7 post-secondary schools under the jurisdiction of the state board of regents
- 7 adult care homes
- 7 licensed hospital distinct-part long term care units
- 7 state-operated institutions for the mentally retarded
- 7 professional health care associations approved by the licensing agency

Instructor requirements

- 7 Registered Nurse with current Kansas license, and
- 7 2 years of clinical experience as a registered nurse

A copy of the approved instructor application should be retained by the instructor and a copy given to each

sponsor conducting the training to show compliance with state laws.

NOTE: The Instructor Application (copy in Appendices, page 27) may be submitted separately or may accompany the application for approval of the course.

COURSE DELIVERY

Who is responsible?

Course sponsors and course instructors carry a **joint** responsibility in fulfilling training requirements under state regulations. Each approved instructor for a medication aide training program is the primary person responsible for conducting training and assuring competency of trainees. Failure to fulfill any of these responsibilities could result in disciplinary action against either the course sponsor or the approved course instructor or concurrent disciplinary action against both the sponsor and the approved instructor as described in K.A.R. 28-39-169c.

Number of instructors

There are instances where the course responsibilities are shared between two or more instructors, regardless of the number of students. This practice is acceptable, provided that the reason for having more than one instructor is identified by the sponsor, as well as how the responsibilities will be coordinated. One instructor must be designated as "lead" instructor to fulfill overall teaching responsibilities. Additional instructors must be approved by the department, and the course application must reflect the additional instructors.

Supplemental instructors

Qualified ancillary health professionals may be selected by the approved instructor to assist in conducting training for medication aides. For example, a Kansas licensed pharmacist actively working in the pharmacy field may assist the instructor by conducting a portion of the training. Any person providing training does so under the direct supervision of the approved course instructor.

NOTE: The instructor should be present and easily accessible to trainees at all times during instruction. Use of qualified ancillary health professionals is for enhancement of the course instruction and is not to

be substituted for the primary responsibilities of the approved course instructor.

What information is covered in the continuing education course?

The content is specified in K.A.R. 28-39-169c(b)(1). The topic(s) may be chosen from the following list:

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs
- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- safety and administration of drugs
- documentation

Curriculum

The curriculum is developed by the instructor based on the topics listed above.

Course approval process

- Sponsor or instructor completes the **Application for Approval of Training Course** (Appendices, page 31) and submits it to HOC at least three weeks prior to the start date of the course.
- HOC reviews the application and approves, disapproves or returns the application requesting additional information.
- If the course is approved, a course approval number is assigned. A copy of the application is returned to the sponsor with the course approval number.
- If the course is disapproved, the application is returned to the sponsor.

Careful completion helps reduce delays in processing.

An application must be submitted to the department **at least three weeks** prior to the beginning date of each course and must be approved prior to offering the course. As a matter of quality assurance and fairness, those course applications not meeting this time frame will be returned for new (later) start dates.

Why is a course approval number important?

A copy of the application with the course approval number should be retained by the instructor. This course approval number should be referenced on all correspondence with the department regarding a particular class.

Didactic/classroom and clinical instruction

The course consists of a minimum of 10 hours of instruction.

NOTE: Any change in class dates, instructors, classroom or clinical sites must be prior approved by the department.

Class environment

The classroom studies should be provided in a classroom environment with appropriate equipment (chalkboards, audio-visual supplies, overhead projector, etc.) for the instruction of the trainees. In licensed adult care homes where state-approved training courses are scheduled, there must be a separate, designated closed area for the classroom instruction.

Laboratory settings

Clinical laboratories for trainee practice and performance include the use of a vacant resident room or simulated laboratory setting. Such settings afford the trainee opportunity to observe instructor demonstrations and give return demonstrations of the specific skills studied in the didactic/classroom setting.

General delivery of the training course

The approved instructor is responsible for ensuring that the delivery of the training is appropriate. If the approved course instructor is a full-time staff member or Director of Nursing (DON) in the adult care home where the course is taught, a designated licensed nurse should assume the regular staff duties of the approved instructor during the times of instruction. **There can be no delegation of the instructor's duties**, and the DON must not teach while performing duties as DON.

Equivalent training

The sponsor/instructor will evaluate nursing students' training and if deemed equivalent, may submit documentation of training.

College credits or vocational training may be approved as substantially equivalent if the course content is substantially equivalent to the topic(s) listed in regulation K.A.R. 28-39-169c(b)(1):

- new classes of drugs and new drugs
- new uses of drugs
- new methods of administering drugs

- alternative treatments such as herbs, acupuncture, interaction with traditional drugs
- safety and administration of drugs
- documentation

UPDATING THE KNAR

What must be submitted to HOC

For students who have successfully completed the course, the instructor/sponsor must submit:

- **Medication Aide Continuing Education Instructor Roster** (copy in Appendices, page 45)
- **Medication Aide Continuing Education Renewal Application Form(s)** (copy in Appendices, page 47)
- **\$20.00 non-refundable fee for each student**

For students whose training has been deemed equivalent, the instructor/sponsor must submit:

- **Signed and completed Documentation of Training for Medication Aide Renewal** (copy in Appendices, page 49)
- **Signed and completed Application Form(s)** (copy in Appendices, page 47)
- **\$20.00 non-refundable fee for each candidate**

Rosters

It is the responsibility of the course instructor/sponsor to assure that all candidates listed on the roster have met all the requirements for the training course. Therefore, the roster must be signed by the course instructor/sponsor, not other agency personnel, and sent to KDHE.

What happens if the course is successfully completed?

Once the paperwork indicating successful completion of continuing education is submitted, HOC will record it on the computer system. Two weeks before the expiration date of the certificate, a new certificate will be mailed to the CMA. It is very important that the CMAs provide HOC with current addresses so that the new certificate will be received.

If the certificate has expired, but the aide is within a three year grace period, the certificate will be mailed within two weeks of receipt of the roster.

What happens if the course is not successfully completed?

The name of the student should not be included on the roster.

Employment eligibility

CMA's are eligible for employment for 24 months following the date the certificate is issued. Both CMA and CNA certificates must be active and in good standing for the aide to work as a medication aide.

To remain eligible to work as a CMA, the CMA must complete ten hours of continuing education as specified in KAR 28-39-169c. The successful completion of the continuing education will allow the CMA to be eligible to work an additional two years. The CMA must take a continuing education course within every two year period to remain eligible to work. If the certificate lapses, the CMA has a three year grace period in which to take the continuing education course to reinstate the certificate. After the certificate has been expired three years, the CMA must successfully pass the 75-hour course and test to become eligible for employment.

Explanation should be given to all students regarding the continuing education requirement for CMA's.

Important points to convey to students

Instructors should assure that students:

- know that they must contact KDHE (785-296-0060) whenever they move
- understand the continuing education requirements

MISCELLANEOUS**Instructor information update**

State-approved instructors are reminded of their responsibility to update their personal instructor record with HOC whenever there is a change in mailing address, business or home telephone number, or legal change in name.

Distance learning technologies (DLT)

The department has developed guidelines for conducting medication aide training using distance learning technologies (DLT). The guidelines require that the first two courses be done on a pilot basis. The sponsor must submit a DLT proposal for approval by the department in addition to the course approval form. To request a copy of the guidelines, call 785-296-0058.

Web-based instruction

Guidelines have been developed for conducting medication aide continuing education by web. To request a copy of the guidelines, call 785-296-0058.

The appendices (forms, etc.) are available in hard copy and may be obtained by contacting Kathryn Fritts via email at kfritts@kdhe.state.ks.us or by telephone at 786-296-6877. The forms that appear with asterisks in the Table of Contents are available in other locations on this website.