

**MISSOURI ASSOCIATION OF NURSING  
HOME ADMINISTRATORS**

4100 Country Club Drive  
Jefferson City, MO 65109  
(573) 634-5345 \* Fax 634-8590

**PROBLEM CHECKLIST FOR NURSE ASSISTANT CHALLENGE CERTIFICATION**

*We are unable to process this/these certification(s) because of the following:*

- NO letter of approval from Division of Health & Senior Services to challenge the NA exam.*
- NO Picture*
- NO Birthdate*
- NO Social Security Number*
- Incomplete copy of NA's competency sheet, should be completed including the total OJT and classroom hours (only applicable when required by Division of Health & Senior Services).*
- NO copy of students Score Sheet or required signatures missing.*
- NO copy of students CNA original certificate.*
- NO CNA Certification Form properly completed by qualified RN instructor and verified by qualified RN examiner.*
- Incorrect amount or method of payment. (Fee is \$20.00 per challenge certification). Checks will be accepted from schools and nursing facilities only. Students paying individually must send money orders or cash.*
- NO copy of the instructor's and examiner's DESE teaching certificate or approval from the Division of Health & Senior Services.*
- NO copy of marriage license or divorce decree if last name differs from original certificate.*

**COMMENTS** \_\_\_\_\_

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**NOTE:** *It is our policy to return the entire certification packet if the packet is incomplete in anyway. This eliminates confusion, minimizes the risk of loss, and expedites the process.*