

# **CHECKLIST FOR NEW NURSE ASSISTANT CERTIFICATIONS**

## **ENCLOSE:**

- \* Completed Certification Form with required legal signatures, date of birth, and Social Security number.
- \* Completed student Competency Sheet, front and back, including the total OJT and classroom hours.
- \* Completed student Score Sheet with required signatures, including student initials.
- \* Student's picture. Please do not cut the picture prior to submitting. Face must be no larger than 1"X1".
- \* A copy of the instructor's and examiner's DESE Teaching Certificate or approval letter from the Missouri Division of Aging.
- \* \$20.00 per certification. Checks will be accepted from schools and nursing facilities only. Students paying individually must send money orders or cash.

**The certification package includes a numerically issued certificate, a laminated ID card and a recognition pin. Student's names are placed on a permanent register maintained by MANHA and forwarded to the Missouri Division of Aging for placement on a federally mandated register.**

**Certifications from vocational schools and junior colleges should indicate whether packets are to be sent to the school or nursing facility.**

**All records and forms should be copied and retained by the submitting parties. Students are entitled to copies of their individual records.**

**Mail all information to:  
MANHA  
4100 Country Club Drive  
Jefferson City, MO. 65109**