

# MISSOURI ASSOCIATION OF NURSING HOME ADMINISTRATORS

## LEVEL I MEDICATION AIDE CERTIFICATION CHECKLIST

*1. Prior to beginning a class, send a completed Request for Examinations and Pre-Class Roster to Missouri league of Nursing Home Administrators (MLNHA). If an update please indicate on Pre-Class Roster.*

*2. Upon approval, you will receive the requested number of examination booklets and score sheets approximately four (4) days before the reported examination date.*

*3. No later than seven (7) days following the final examination, return the following for certification:*

*\* All examination booklets and answer grid.*

*\* A graded answer sheet and competency sheet on each student.*

*\* A Final Class Roster with Attendance*

*\* \$12.00 or \$20.00 per certification. \$12.00 includes a certificate on unalterable safety paper and placement on Missouri's state register. \$20.00 includes certificate, placement on Missouri's state register plus a laminated ID card and recognition pin. (Checks will be accepted from institutions only. Students paying individually must send money orders or cash.)*

**MAIL TO:**

**MANHA  
4100 COUNTRY CLUB  
JEFFERSON CITY MO 65109  
573/ 634-5345 FAX # 573/ 634-8590**