

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**