

CHECKLIST FOR MEDICATION TECHNICIAN CERTIFICATION

ENCLOSE:

- * Completed certification cover sheet with required signatures.*
- * Completed copy of Medication Technician Score/Competency Sheet with required signatures.*
- * Student's picture. Please do not cut the picture prior to submitting. Face area must be no larger than 1"x1".*
- * A copy of the instructor's and examiner's DESE teaching certificate or approval from the Division of Aging.*
- * Copy of marriage license or divorce decree if name has changed.*
- * \$20.00 certification fee. 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.

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 training facility. Students are entitled to copies of their individual records.

**Mail all information to:
MANHA
4100 Country Club
Jefferson City, Mo 65109**