

CHECKLIST FOR NURSE ASSISTANT CHALLENGE CERTIFICATION

ENCLOSE:

- * Letter of approval to challenge the examination from the Missouri Division of Aging.*
- * Completed competency sheet, front and back, including OJT and classroom hours (only applicable when required on approval letter from Division of Aging).*
- * Copy of student's score sheet with required signatures.*
- * Completed Certification Form with required signatures, date of birth and Social Security number.*
- * Student's picture. Please do not cut the picture prior to submitting. Face must be no larger than 1"x1".*
- * A copy of the examiner's DESE Teaching Certificate or approval letter from the Missouri Division of Aging.*
- * Copy of marriage license or divorce decree if last name differs from original certificate.*
- * \$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 MLNHA 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. Students are entitled to copies of their individual records.

**Mail all information to:
Missouri Association of Nursing Home Administrators, Inc.
4100 Country Club
Jefferson City, Mo 65109**