

CHECKLIST FOR NEW NURSE ASSISTANT CERTIFICATIONS

ENCLOSE:

- * Completed Certification Form with required legal signatures, date of birth and Social Security number.*
- * Completed Original student Competency Sheet, front and back, including the total OJT and classroom hours.*
- * Completed student Score Sheet with required signatures, including students 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 Health & Senior Services.*
- * \$20.00 per certification. Checks will be accepted from schools and nursing facilities only. Students paying individually must sent 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 Health & Senior Services 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:
Missouri Association of Nursing Home Administrators, Inc.
4100 Country Club Drive
Jefferson City, MO 65109**