

MEDICATION TECHNICIAN CERTIFICATION CHECKLIST

ENCLOSE:

- Completed certification cover sheet with required signatures
- Completed original Appendix C with required signatures.
- Completed copy of Medication Technician Certification Form with required signatures.
- Copy of student's CNA Certificate or printoff verification from State Registry.
- Student's color picture. Please do not cut the picture prior to submitting. Face area must be no larger than 1" x 1".
- A copy of the instructor's and examiner's DESE teaching certificate or approval from DHSS
- Copy of marriage license or divorce decree if name has changed.
- \$20 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, and laminated ID card. Student's names are placed on a permanent register maintained by MANHA and forwarded to DHSS for placement on the state 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 training facility. Students are entitled to copies of their individual records.

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

NEW NURSE ASSISTANT CERTIFICATION CHECKLIST

ENCLOSE:

- Completed certification cover sheet with required signatures, date of birth and Social Security number
- Completed 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 color picture. Please do not cut the picture prior to submitting. Face area must be no larger than 1" x 1".
- A copy of the instructor's and examiner's DESE teaching certificate or approval from DHSS
- \$20 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, and laminated ID card. Student's names are placed on a permanent register maintained by MANHA and forwarded to DHSS 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 training facility. Students are entitled to copies of their individual records.

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

NURSE ASSISTANT CHALLENGE CERTIFICATION CHECKLIST

ENCLOSE:

- Letter of approval to challenge the examination from DHSS
- Completed certification cover sheet with required signatures, date of birth and Social Security number
- Completed student Competency Sheet, front and back, including the total OJT and classroom hours (only applicable when required on approval letter from DHSS).
- Completed student Score Sheet with required signatures, including students initials.
- Student's color picture. Please do not cut the picture prior to submitting. Face area must be no larger than 1" x 1".
- A copy of the instructor's and examiner's DESE teaching certificate or approval from DHSS
- \$20 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, and laminated ID card. Student's names are placed on a permanent register maintained by MANHA and forwarded to DHSS 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 training facility. Students are entitled to copies of their individual records.

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

LEVEL I MEDICATION AIDE CERTIFICATION CHECKLIST

- 1. Prior to beginning a class, send a completed Request for Examinations and Pre-Class Roster to MANHA. If an update please indicate on Pre-Class Roster.**
- 2. Upon approval, you will receive the requested number of examination booklets and score sheets.**
- 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.**
 - \$12 or \$20 per certification. \$12 includes a certificate and placement on State Registry. \$20 includes certificate, placement on State Register plus a laminated ID card.**

Checks will be accepted from institutions only. Students paying individually must send money orders or cash.

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 Drive
Jefferson City, MO 65109**