

# Missouri Association of Nursing Home Administrators (MANHA)

## INSULIN INSTRUCTORS CHECK LIST

### BEFORE TRAINING CAN BEGIN:

- CHECK FOR PRIOR INSULIN CERTIFICATION, ONLINE AT <https://mo.tmutest.com/search>
- Confirm that the student has a level on Medical Aid License (L1MA), or certified Medical Technician License (CMT) prior to teaching insulin program. PLEASE SUBMIT A COPY OF CERTIFICATION. Copy of certification, or a report from; <https://mo.tmutest.com/search>
- If the students L1ma is certified through department of mental health (DMH), then contact our office for a check list of how to transfer a L1MA license to dhss.

### COMPLETION OF TRAINING:

Return all training documents within 10 days of testing. Unfortunately, we only accept paperwork through the mail. We will be unable to accept any paperwork by faxed or e mail, unless otherwise stated. Please send all the paperwork together or note any other arriving packages.

### CERTIFICATION PAPERWORK: (PAPERWORK TO SUMIT TO MANHA)

1. Insulin cover sheet: Students name legibly printed with all required information, & signature of administration or DON. All insulin certifications will be sent to address on cover sheet, unless otherwise requested.
2. Original Appendix A- Completed with required information, along with necessary signatures. Please double check for all required information and signatures. Failure to submit completed forms will result in paperwork being returned for completion.
3. FEE- please only send company checks, cash or money orders, NO PERSONAL CHECKS.

\$10.00 per certification/ student.

### INFORMATION WILL BE RETURNED IF:

- No copy of student's proof of certification
- Submitted paperwork is incomplete.
- Student is not dhss L1ma, we cannot certify DMH L1ma for insulin.

### Please mail all documents necessary to:

MANHA  
915 Southwest Blvd Ste J  
JEFFERSON CITY MO 65109  
573-634-5345  
FAX:573-634-8590  
[crcmanha@mlnha.org](mailto:crcmanha@mlnha.org)