

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.**
 - \$20 per certification and ID**

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
915 Southwest Blvd. Ste J
Jefferson City, MO 65109**