

Missouri Assisted Living Association (MALA) Level I Medication Aide (LIMA) Instructor Checklist

- Check the EDL list by phone 573-522-1119 or online at www.dhss.mo.gov/EDL/
- Check for prior LIMA certification by searching the online registry at <https://mo.tmutest.com>.

1. **Once training has been completed:** Return the following LIMA documents **within 10 days after testing – ORIGINALS ONLY, copies are not accepted:**

*Failure to return materials to MALA will result in the LIMA certificate not being issued and the Department of Health and Senior Services will not have record of the Level 1 Medication Aide certification and may result in the instructor's certification being revoked. **All forms must be completed by the instructor and contain appropriate signatures.***

- Final Class Roster with attendance dates, total hours, and all signatures
- The graded **DHSS Form DA-617:** Level I Medication Aide Written Exam Answer Sheet
- DHSS Form DA-618 (two pages):** Level I Medication Aide Examination Score Sheet Competency and *Practicum Record.

***Special note: Practicum Record**

- **1-10** – Indicate in these spaces the “**route**” the drug was administered. (For example oral, ophthalmic, otic, topical, etc.) Refer to 11-22 Preparation and Administration on the previous page
- **Name** – Indicate in this area **name of the medication that was administered.**

- Shred ALL exams and answer key**
- Fee: ONLY company checks or money order are accepted. Personal checks or class participant credit card(s) are not accepted.**
 - \$20 per Student for Member Facilities
 - \$30 per Student for Non-Member Facilities

Use our secure easy form at <https://malarcf.org/pay-online>

2. **If the information on the Final Class Roster differs from the Pre-Class Roster - list name, DOB and ss number. (Student quit, dropped class, failed, etc., clearly indicate this on the Final Class Roster)**
- **If a student fails, the exam** – you must indicate this on the Final Class Roster. Include the student name(s) on the Final Class Roster, cross through the name and indicate failed. You will need to submit a new Pre-Class Roster and Request for Examination for the student(s) that failed. **Students cannot retest with the same exam.**
 - Review examination booklets to be sure it has not been written in. If a booklet has been written in; please include a note with your materials.

MALA's Return Policy: The L1MA Certification will not be processed unless the entire packet is complete. Documents will be returned for the following reasons:

- Incorrect or incomplete Final Roster, LIMA Written Exam Answers Sheet, LIMA Examination Score Sheet Competency and Practicum Record,
- No payment of certification fee or incorrect payment, and/or
- Documents without all required and original signatures

Insulin Certifications: DO NOT send the Insulin documentation until after you have received the LIMA certification. Insulin documentation will be returned if it is sent with the LIMA materials. Insulin certification materials **must** include a copy of the LIMA certificate. **If you would like a copy of the LIMA certification emailed to you prior to it being mailed, indicate this on your paperwork.**

MISSOURI ASSISTED LIVING ASSOCIATION (MALA)
2407 B Hyde Park Road, Jefferson City, MO 65109
Phone: 573-635-8750 - Fax 573-634-7344