

Missouri Assisted Living Association (MALA)

Insulin Administration (IA) Instructor Checklist

- Check the EDL list by phone 573-522-6510 or online at www.dhss.mo.gov/EDL/
- Check for prior Insulin certification by searching the online registry at <https://mo.tmutest.com>.
- A person **MUST** have a **current** DHSS Level One Medication Aide or CMT certification or prior to receiving an Insulin certification. If a person holds a LIMA certification from the Department of Mental Health, please contact our office for information on obtaining a DHSS LIMA certification.

Once Training has been completed: Return the following Insulin documents **within 10 days after testing – ORIGINALS ONLY.**

Failure to return materials to the certifying agency will result in the Insulin certificate not being issued and the Department of Health and Senior Services will not have record of a student being Insulin certified and may result in the instructor's certification being revoked.

Insulin certificates and wallet cards for each student will be sent to the training agency address unless otherwise noted. **Do not return the exams, be sure the score is on the Appendix A form. Destroy the exam(s)**

- Insulin Training Cover Sheet – must contain the name/signature of the recommending Administrator or DON; legibly printed name of Instructor, phone number and date.
- Copy of each student's LIMA or CMT certificate **OR** a printout from the Health and Senior Services online registry search at <https://mo.tmutest.com>.
- Original Appendix A – Final Record/Competencies for each student – must contain the name/signature of the recommending Administrator or DON.
- Fee – ONLY **Company** Check, money order, or credit cards are accepted. Personal checks or class participant credit cards are **not** accepted.
\$10 Member Facilities
\$20 Non-Member Facilities

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

Mail all documentation to: Missouri Assisted Living Association (MALA)
2407 B Hyde Park Road
Jefferson City, MO 65109

MALA's Return Policy: The Insulin Certification will not be processed unless the entire packet is complete.

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 or verification from online search.

MISSOURI ASSISTED LIVING ASSOCIATION (MALA)
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Phone: 573-635-8750 - Fax 573-634-7344