

**Missouri Assisted Living Association
Duplicate LIMA/Insulin Certificate Request Form**

To order duplicate copies of your Level 1 Medication Aide (LIMA) and/or Insulin Administration (IA) certification(s), submit this completed form with the required documents. Please allow 2-3 days turnaround time.

PRINT LEGIBLY – All information below is REQUIRED

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Alternate Phone: _____

DUPLICATE CERTIFICATION REQUESTED

_____ **\$10** - Level 1 Medication Aide (LIMA)
Certificate & Laminated Wallet Card
Certificate No. (if known): _____

_____ **\$10** - Insulin Administration (IA)
Certificate & Laminated Wallet Card
Certificate No. (if known): _____

_____ **\$5** - LIMA lapel pin

ENCLOSE THE FOLLOWING – REQUIRED

- Photocopy of your driver's license
- Photocopy of your Social Security card

If there has been name change, the following information must be submitted:

- Copy of marriage license or divorce decree

PAYMENT

Cash or money orders are the only accepted forms of payment. No personal checks accepted.

PROCESSING ERRORS

If an error was made on the original LIMA Final Class Roster or the Insulin Administration Training Cover Sheet, the facility/ institution listed is responsible for payment of duplicate certificate(s). However, if MALA is responsible for errors made during processing, duplicate certificates will be sent at no cost to the facility/institution.

MAIL COMPLETED FORM AND ALL REQUIRED DOCUMENTS TO:

Missouri Assisted Living Association
2407 B Hyde Park Road
Jefferson City, MO 65109

QUESTIONS? Call us at 573-635-8750