

Missouri Assisted Living Association

Level I Medication Aide (LIMA)/Insulin Administration (IA) Checklist

1. To request LIMA exam materials, fax a completed LIMA Request for Examinations form and a completed Pre-Class Roster to the MALA office (both are available at www.malarcf.org).

The following MUST be done PRIOR to submitting requests:

- Check the EDL list either by phone (573-526-8544) or www.dhss.mo.gov/EDL/
- Check for prior LIMA Certifications by calling DHSS at 573-526-3871.

- If you change class and/or final exam dates you must fax a revised Request for Examination form to the MALA office.
- If you add/drop a student you must fax a revised Pre-Class Roster to the MALA office.
- If the class is cancelled, you must write CANCELLED on the Request for Examination form and return with all testing materials to the MALA office.

2. You will receive the requested number of LIMA examination booklets and an answer key. One Score sheet/Competency Sheet will be sent (this is the **ONLY** form that may be copied).
3. Return the following LIMA paperwork **within 10 days after testing (originals only, no photocopies)**
 - A Final Class Roster with attendance dates, total hours and signatures.
 - A graded answer sheet and completed Score Sheet and Competency Sheet for each student (**all forms must be completed and contain appropriate signatures.**)
 - Answer key and **all** examination booklets
 - **Check/money order (personal checks are not accepted)** (Certificate, ID card and pin)
 - \$20 Member Facilities
 - \$30 Non-Member Facilities

Insulin Certifications: To process Insulin Certifications, the following must be submitted:

- 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/CMT certificate
- Original Appendix A – Final Record/Competencies for each student – must contain the name/signature of the recommending Administrator or DON;
- Check/money order (personal checks are not accepted) (Certificate and ID card)
 - \$10 Member Facilities
 - \$20 Non-Member Facilities

4. **Mail to:** Missouri Assisted Living Association
428 East Capitol Avenue, Suite 206
Jefferson City, MO 65101
Phone: 573/635-8750
Fax: 573/634-7344
5. **MALA's Return Policy:** Certification paperwork will not be processed unless the entire packet is complete. Materials will be returned for the following reasons:
 - Failure to return all tests and answer key as originally requested;
 - Incorrect or incomplete Final Roster, Score/Competency Sheets and/or Answer Sheets;
 - No payment/Incorrect payment
 - **Insulin Only:** Failure to submit COPIES of students' LIMA/CMT Certification