

Missouri Assisted Living Association (MALA)

Level I Medication Aide (LIMA) Instructor Exam Instructions

1. **Prior to LIMA training:**

- Check the EDL list by phone 573-522-6510 or online at www.dhss.mo.gov/EDL/
- Check for prior LIMA certification by calling 573-526-5686

2. **Request testing materials:** Fax the two completed forms to the MALA office (573-634-7344)

- Level 1 Medication Aide Request for Examination, and
- Level 1 Medication Aide Pre-Class Roster

These forms can be downloaded from the MALA web site at <http://malarcf.org/forms/certification.html>

When these documents are received, the following documents will be mailed to you:

1. The requested number of L1MA examination booklets
2. One answer key
3. **DHSS Form DA-617:** Level 1 Medication Aide Written Exam Answer Sheet
4. **DHSS Forms DA-618 (two pages):** Level 1 Medication Aide Examination Score Sheet Competency Record and Practicum Record
5. Final Class Roster (MALA form)

3. **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 and contain appropriate signatures.

- Final Class Roster with attendance dates, total hours, and all signatures –
*Must be completed by the **Instructor***
- The graded **DHSS Form DA-617:** Level I Medication Aide Written Exam Answer Sheet
- DHSS Forms DA-618 (two pages):** Level 1 Medication Aide Examination Score Sheet Competency Record 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.**

- All forms must be completed and contain appropriate signatures.***
- Answer key and **all** examination booklets (do **NOT** fold examinations)
- Fee: company check/money order, payable to MALA: personal checks are not accepted.**
 - \$20 per Student for Member Facilities
 - \$30 per Student for Non-Member Facilities

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

Missouri Assisted Living Association (MALA)

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Please note:

- If a student failed the exam – you must indicate this on the Final Class Roster.
- 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:

- Failure to return all examination booklets and answer key as originally requested,
- Incorrect or incomplete Final Roster, LIMA Written Exam Answers Sheet, LIMA Examination Score Sheet 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.

MISSOURI ASSISTED LIVING ASSOCIATION (MALA)
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