

# 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/](http://www.dhss.mo.gov/EDL/)
- Check for prior Insulin certification by calling 573-526-5686 or online at <https://dhssweb02.dhss.mo.gov/cnaregistry/CNASearch.aspx>

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

***\*\*\*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 being removed from the approved instructor list.\*\*\****

Insulin certificates and wallet cards for each student will be sent to the training agency address unless otherwise noted.

- 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 – If the LIMA certification was not issued by MALA; call the Department of Health and Senior Services to find out which certifying agency issued the certificate by calling 573-526-5686.
- Verification that the Biennial Training has been completed. This can be the in the form of print out from the Online Registry Search at <https://webapp01.dhss.mo.gov/cnaregistry/CNASearch.aspx> OR a copy of the letter the LIMA received from the Dept of Health and Senior Services when the update was completed. You may obtain a verification letter from DHSS, Health Education Unit by calling 573-526-5686.
- Original Appendix A – Final Record/Competencies for each student – must contain the name/signature of the recommending Administrator or DON.
- Fee - Company Check/money order - personal checks are **not** accepted
  - \$10 Member Facilities
  - \$20 Non-Member Facilities

**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.  
Documents will be returned for the following reasons:

- Failure to submit the original Insulin Administration Training Cover Sheet (all information and signatures)
- Failure to submit Appendix A - Final Record Competencies For Giving Insulin (all information and applicable information and signatures)
- Failure to submit COPIES of a student's LIMA or CMT certification and verification if applicable; and
- Failure to submit payment or the incorrect payment

**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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