

# 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 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.

- 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 - 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

**You may fax your paperwork ONLY if you are paying with a credit card to 573-634-7344. Destroy the exam(s)**

**If you are paying with a credit card: include the card number, expiration date, SEC code, and zip code. Include an email address if you need a receipt.**

*Effective May 1, 2024, a 3% convenience fee will be charged when paying with credit/debit card.*

**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 verification of a student's L1MA or CMT
- 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 or verification from online search.

**MISSOURI ASSISTED LIVING ASSOCIATION (MALA)**  
2407 B Hyde Park Road, Jefferson City, MO 65109  
Phone: 573-635-8750 - Fax 573-634-7344