



**Rules of
Department of Health and
Senior Services**

**Division 30—Division of Regulation and Licensure
Chapter 84—Training Program for
Nursing Assistants**

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**Title 19—DEPARTMENT OF
HEALTH AND SENIOR SERVICES
Division 30—Division of Regulation and
Licensure**

**Chapter 84—Training Program for
Nursing Assistants**

**19 CSR 30-84.010 Nursing Assistant Train-
ing Program**

PURPOSE: The Omnibus Nursing Home Act mandates in section 198.082, RSMo, that nursing assistants employed in skilled nursing and intermediate care facilities complete an approved training program. This rule gives information regarding the purpose of the training program, required objectives and curriculum content, designates what is the approved course curriculum, and indicates the training locations and testing which are required for a program to be considered approved.

(1) Definitions. For the purpose of this rule, the following definitions shall apply:

(A) Association—means the Missouri Health Care Association, the Missouri Association of Nursing Home Administrators, Leading Age Missouri, or Missouri Hospital Association;

(B) Basic course—means the seventy-five (75) hours of instructional training, the one hundred (100) hours of supervised on-the-job training, and the final examination of the nursing assistant training course;

(C) Certifying agency—means an association, Career Center school, comprehensive high school, community college, or four- (4-) year institution of higher learning approved by the department;

(D) Challenge the final examination—means taking the final examination of the basic course without taking the entire basic course;

(E) Department—means the Missouri Department of Health and Senior Services;

(F) Hospital—means any licensed hospital as defined in section 197.020, RSMo;

(G) Missouri Veterans' Home—means any facilities established and maintained as a Missouri Veterans' Home as defined in section 42.002, RSMo;

(H) Nursing Assistant Clinical Supervisor Workshop—means the training course approved by the department and conducted by a certifying agency to prepare clinical supervisors to learn the methodology of teaching the supervised on-the-job training component of the nursing assistant training program;

(I) Nursing Assistant Instructor Workshop—means a training course approved by the department and conducted by a certifying

agency to prepare instructors to learn the methodology of teaching the nursing assistant training program;

(J) Program—means the nursing assistant training program as required by section 198.082, RSMo;

(K) Registered Nurse Instructor Trainer—means a registered nurse (RN) approved by a certifying agency to teach the Nursing Assistant Instructor Workshop and the Nursing Assistant Clinical Supervisor Workshop to prepare instructors and clinical supervisors to teach the nursing assistant training program; and

(L) Training agency—means an organization approved by the department which sponsors the approved nursing assistant training program.

(2) The purpose of the program shall be to prepare individuals for employment as a certified nursing assistant (CNA). The program shall be designed to teach skills in resident care which will qualify individuals to perform uncomplicated nursing procedures and to assist licensed practical nurses (LPNs) or RNs in direct resident care.

(3) All aspects of the program included in this rule (that is, qualified instructor, clinical supervisor, course curriculum, training agency, certifying agency, supervised on-the-job training, testing, and student qualifications) shall be met in order for a program to be considered as approved.

(4) Basic Course Requirements. The program shall consist of a basic course that includes, at a minimum, the following:

(A) Seventy-five (75) hours of instructional training in the curricula identified in section (5) of this rule;

(B) One hundred (100) hours of supervised on-the-job training (clinical practice) in an approved laboratory or other setting in which the student demonstrates knowledge while performing tasks on an individual under the supervision of a LPN or RN; and

(C) A final examination.

(5) Curricula Content.

(A) Until August 31, 2021, a training agency identified in paragraphs (9)(A)1., (9)(A)2., and (9)(A)6. of this rule, shall teach the basic course and utilize either the content outlined in paragraphs (5)(A)1. and 2. or (5)(B)1. and 2. This basic course includes the following:

1. Curriculum content of the program shall include procedures and instructions on basic nursing skills in the following areas: basic hygiene techniques; bedmaking; per-

sonal care of residents; food service; charting; safety measures (including fire/safety and disaster preparedness and infection control); basic preventative and restorative care and procedures; basic observation procedures, such as weighing and measuring; communication skills; methods of handling and caring for mentally confused residents; residents' rights; ethical and legal responsibilities; death and dying; and mental health and social needs; and

2. The course curriculum as outlined in the manual entitled *The Nurse Assistant in a Long-Term Care Facility*, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, revised November 2001, catalogue number 50-5061-S shall be considered an approved course curriculum. Other manuals and course material may be used to supplement the curriculum. Instructors shall use the companion instructor's guide, catalogue number 50-5061-I.

(B) A training agency identified in paragraphs (9)(A)3.-5. of this rule, shall teach the basic course content outlined in paragraphs (5)(B)1. and 2. by August 31, 2021, a training agency identified paragraphs (9)(A)1., (9)(A)2., and (9)(A)6. of this rule, shall transition and begin teaching the basic course content outlined in paragraphs (5)(B)1. and 2. This basic course includes the following:

1. The curriculum content shall include the required seventy-five (75) hours of instructional training and covers all of the following areas:

A. Communication and interpersonal skills;

B. Infection control;

C. Safety/emergency procedures, including the Heimlich maneuver;

D. Promoting residents' independence;

E. Respecting residents' rights;

F. Basic nursing skills including, but not limited to—

(I) Taking and recording vital signs;

(II) Measuring and recording height and weight;

(III) Caring for the residents' environment;

(IV) Recognizing abnormal changes in body functioning and the importance of reporting such changes to a supervisor; and

(V) Caring for residents when death is imminent;

G. Personal care skills including, but not limited to—

(I) Bathing;

(II) Grooming, including mouth care;



- (III) Dressing;
- (IV) Toileting;
- (V) Assisting with eating and hydration;
- (VI) Proper feeding techniques;
- (VII) Skin care; and
- (VIII) Transfers, positioning, and turning;

H. Mental health and social service needs including, but not limited to—

- (I) Modifying nursing assistant’s behavior in response to resident’s behavior;
- (II) Awareness of developmental tasks associated with the aging process;
- (III) How to respond to resident behavior;
- (IV) Allowing the residents to make personal choices, providing and reinforcing other behavior consistent with the resident’s dignity; and

(V) Utilizing the resident’s family as a source of emotional support;

I. Care of cognitively impaired residents including, but not limited to—

- (I) Techniques for addressing the unique needs and behaviors of individuals with dementia (Alzheimer’s and others);
- (II) Communicating with cognitively impaired residents;
- (III) Understanding the behavior of cognitively impaired residents;
- (IV) Appropriate responses to the behavior of cognitively impaired residents; and

(V) Methods of reducing the effects of cognitive impairments;

J. Basic restorative services including, but not limited to—

- (I) Training the resident in self-care according to the resident’s abilities;
- (II) The use of assistive devices in transferring, ambulation, eating, and dressing;
- (III) Maintenance of range of motion;
- (IV) Proper turning and positioning in bed and chair;
- (V) Bowel and bladder training; and

(VI) Care and use of prosthetic and orthotic devices;

K. Residents’ rights including, but not limited to—

- (I) Providing privacy and maintenance of confidentiality;
- (II) Promoting the residents’ right to make personal choices to accommodate their needs;
- (III) Giving assistance in resolving grievances and disputes;
- (IV) Providing needed assistance in getting to and participating in resident and

- family groups and other activities;
- (V) Maintaining care and security of residents’ personal possessions;
- (VI) Promoting the residents’ right to be free from abuse, mistreatment, and neglect and the need to report any instances of such treatment to appropriate facility staff; and
- (VII) Avoiding the need for restraints in accordance with current professional standards; and

2. The basic course shall be taught using current published instruction material(s) that are no more than ten (10) years old. The material(s) shall include current standards of practice for nursing assistants. Other course materials that contain current standards of practice in healthcare and are no more than ten (10) years old may be used to supplement the curriculum.

(6) Student Enrollment and Qualifications.

(A) Any individual who is employable by an intermediate care facility (ICF) or skilled nursing facility (SNF) to be involved in direct resident care shall be eligible to enroll in a training agency’s nursing assistant training program if—

1. The individual is at least eighteen (18) years of age and employable. Employable shall mean that the individual is not listed on the department’s Employee Disqualification List (EDL) and has not been convicted or entered a plea of guilty to a misdemeanor or felony charge which includes any suspended imposition of sentence, any suspended execution of sentence or any period of probation or parole in this state or any other state which if committed in Missouri would be a class A or B felony violation of Chapters 565, 566, or 569, RSMo, or any violation of subsection 198.070.3, RSMo, or section 568.020, RSMo, unless a good cause waiver has been granted by the department; or

2. The individual is at least sixteen (16) years of age providing he or she is—

A. Currently enrolled in a secondary school health services occupation program or a cooperative work education program of an area vocational technical school or comprehensive high school;

B. Placed for work experience in an ICF, SNF, hospital, Missouri Veterans’ Home, or a hospital-based nursing facility or hospital-based skilled nursing facility by that program;

C. Not listed on the department’s EDL and has not been convicted or entered a plea of guilty to a misdemeanor or felony charge which includes any suspended imposition of sentence, any suspended execution of

sentence, or any period of probation or parole in this state or any other state which if committed in Missouri would be a class A or B felony violation of Chapters 565, 566, or 569, RSMo, or any violation of subsection 198.070.3, RSMo, or section 568.020, RSMo, unless a good cause waiver has been granted by the department; and

D. Under the direct supervision of an instructor or clinical supervisor, or both, while completing the clinical portion of the course.

(B) Prior to any direct contact with a resident, a student enrolled in the basic course in a Medicare or Medicaid certified facility shall complete sixteen (16) of the required seventy-five (75) hours of instructional training in communication and interpersonal skills; infection control; safety/emergency procedures, including the Heimlich maneuver; promoting residents’ independence; and respecting residents’ rights.

(C) If a student drops the basic course, the student may re-enroll in a course within six (6) months and make up the course material missed without retaking the entire basic course after presenting proof of attendance and materials covered in the original class.

(D) A student shall not perform any services for which the student has not been trained nor found proficient by the instructor and/or clinical supervisor.

(E) A student who received instructional training from the basic course content outlined in paragraphs (5)(B)1. and 2. of this rule, shall register with the department approved third party test administrator upon successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training.

(7) Employees of a Long-Term Care (LTC) Facility. Each CNA hired to work in an ICF or SNF after January 1, 1980, shall have successfully completed a nursing assistant training program approved by the department or shall enroll in and begin the first available approved training program which is scheduled to commence within ninety (90) days of the date of the CNAs employment and which shall be completed within four (4) months of employment.

(8) Final Examination Challenge.

(A) Individuals eligible to challenge the final examination, includes—

1. Individuals who were enrolled in a RN or LPN nursing education program for at least four (4) months and successfully completed a course on the fundamentals of nursing, including clinical hours within the last



five (5) years;

2. Individuals currently enrolled in a RN or LPN nursing education program and who have successfully completed a course on the fundamentals of nursing, including clinical hours;

3. RN or LPN nursing licensure candidates who have failed state licensure examinations within the last five (5) years;

4. Individuals who have met the requirements of unlicensed assistive personnel contained in 19 CSR 30-20.125;

5. Individuals trained by a hospital as nursing assistants or psychiatric aides who have completed the following:

A. One hundred (100) hours of supervised on-the-job training in an ICF, SNF, hospital, Missouri Veterans' Home, or hospital-based nursing facility or hospital-based skilled nursing facility; and

B. Instruction that covers the basic course content outlined in paragraphs (5)(B)1. and 2. of this rule;

6. Any other persons whose background, education, and training in gerontology and health occupations includes components of the basic course content outlined in paragraphs (5)(B)1. and 2. may be allowed to challenge the final examination after taking those portions of the course as determined to be necessary based on evaluation of their credentials by the Section for Long-Term Care Regulation, Health Education Unit;

7. A CNA who is listed as inactive for less than five (5) years on the Missouri Certified Nurse Assistant Registry and cannot provide the required employment documentation in accordance with section (18) of this rule; and

8. Individuals who have successfully completed a nursing program outside the United States within the last five (5) years or who have obtained a nursing license outside the United States.

(B) Individuals who are certified and active on another state's nurse aide registry shall not be required to challenge the final examination. The individual shall submit, in writing to the department, a request to be added to the Missouri Certified Nurse Assistant Registry. At a minimum, the request shall include: the individual's legal name; Social Security number; current address; telephone number; email address, if applicable; and proof of their current certified nursing assistant certificate. The department will respond in writing, either approving or denying the request to be added to the registry.

(C) Individuals identified as eligible to challenge the final examination in paragraphs (8)(A)1.-7., shall submit a request in writing

to the department and enclose, at a minimum, the following information: legal name; Social Security number; current address and telephone number; email address, as applicable; and transcripts. The department will respond in writing, either approving or denying the request to challenge the final examination. If approved, the department shall provide a list of individuals eligible to take the examination to the department approved third party test administrator.

(D) Individuals identified in paragraph (8)(A)8., shall submit a request in writing to the department to take the final examination and enclose, at a minimum, the following information: legal name; Social Security number; current address and telephone number; email address, as applicable; a copy of the out-of-country license or certificate translated to English; a copy of the school transcript translated to English; and a copy of the out-of-country criminal background check translated to English. The department will respond in writing, either approving or denying the request to challenge the final examination. If approved, the department shall provide a list of individuals eligible to take the examination to the department approved third party test administrator.

(E) Those individuals permitted to challenge shall take the final examination within one hundred twenty (120) calendar days of the department notification. Permission letters not utilized within the one hundred twenty- (120-) day period shall be considered invalid and reapplication for permission to challenge shall be made to the department.

(F) If an individual fails the final examination after one (1) attempt, he or she shall successfully complete basic course in its entirety.

(9) Training Agency Responsibilities.

(A) The following entities are eligible to apply to the department to be an approved training agency:

1. Career Center schools and comprehensive high schools approved by the Missouri Department of Elementary and Secondary Education (DESE) that offer health service occupation programs which have a practice classroom and equipment used in delivering health care. There shall be a signed written agreement of cooperation with one (1) or more ICFs, SNFs, hospitals, Missouri Veterans' Homes, or hospital-based nursing facilities or hospital-based skilled nursing facilities in their vicinity for the one hundred (100) hours of supervised on-the-job training component of the basic course;

2. Public community colleges, public colleges and universities, proprietary schools, or private agencies approved by the Missouri

Department of Higher Education and Workforce Development (MDHEWD) or accredited by a recognized accrediting agency or association on the list published by the Secretary of the United States Department of Education, pursuant to the Higher Education Act of 1965, the Higher Education Opportunity Act 2008 (Public Law 110-315), and the Veterans' Readjustment Assistance Act which have a practice laboratory with one (1) or more bed units and equipment used in delivering health care and have a signed written agreement of cooperation with one (1) or more ICFs, SNFs, hospitals, Missouri Veterans' Homes, or hospital-based nursing facilities or hospital-based skilled nursing facilities in their vicinity for the one hundred (100) hours of supervised on-the-job training component of the basic course;

3. Associations as defined in section (1) of this rule. There shall be a signed written agreement of cooperation with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility to provide the one hundred (100) hours of supervised on-the-job training;

4. A licensed ICF, SNF, or a hospital-based nursing facility or hospital-based skilled nursing facility. There shall be a signed written agreement of cooperation with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility if the one hundred (100) hours of supervised on-the-job training is not provided on-site;

5. Licensed hospitals. There shall be a signed written agreement of cooperation with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility if the one hundred (100) hours of supervised on-the-job training is not provided on site; or

6. Missouri Veterans' Homes. There shall be a signed written agreement of cooperation with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility if the one hundred (100) hours of supervised on-the-job training is not provided on site.

(B) Organizations identified in paragraphs (9)(A)1.-6. which want to be approved by the department to teach the program shall submit to the department form DHSS-DRL-2469 (08-20), Application for Approval as a Nursing Assistant Training Agency, included herein.

(C) In order to be approved, the applicant shall have a designated location which contains sufficient space, equipment, and teaching aids to meet the course objectives and accommodate the maximum number of students



allowed. The instructor and each student shall be provided with the required curricula content and instructional material(s) for the basic course identified in section (5) of this rule.

(D) Any ICF or SNF which has received a Class I notice of noncompliance related to administration and resident care from the department in the two- (2-) year period prior to application for approval shall not be eligible for approval. If this notice is issued after approval, the approval shall be withdrawn by the department within ninety (90) calendar days and the certifying agencies shall be notified of the withdrawal of approval. Students already enrolled in the basic course may complete the course if a notice is issued after the basic course has begun.

(E) An ICF or SNF whose approval has been withdrawn for a Class I notice of non-compliance related to administration and resident care may request in writing to the department for an exception to train and test nursing assistants. This written request shall include, at a minimum, the following information:

1. The training site name, and training site number, address, telephone and fax number, and email address as applicable;
2. Administrator's name and facility operator's name and address;
3. Sponsoring training site name, sponsoring training site number, sponsoring training site's instructor's name, instructor's Social Security number, and email address as applicable;
4. The exit date of the noncompliance interview for each deficiency of a Class I in the areas of administration and resident care requirements in 19 CSR 30-85.042; reason(s) for noncompliance; explanation of efforts in locating another training agency within a reasonable distance (at least one-half (½) hour travel time each way from the facility); and
5. A student roster for each class. The student roster shall include each student's name; student's address and telephone number; student's Social Security number; and the student's email address, as applicable; class begin date; number of students completed; instructor's name and telephone number; instructor's license number; instructor's Social Security number; instructor's employer; and the instructor's email address, as applicable.

(F) The department shall make an on-site inspection of each training agency's premises within two (2) years of approval and every two (2) years following to determine the adequacy of space; equipment and supplies; and, if clinical training is not done on-site, verify that there is a current copy of a signed written

agreement of cooperation with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility for the clinical portion of the course.

(G) Upon receipt of the completed form DHSS-DRL-2469 (08-20), Application for Approval as a Nursing Assistant Training Agency, the department shall notify the applicant in writing within ninety (90) calendar days of approval or disapproval. If disapproved, the reasons why shall be given.

(H) Training agencies shall be approved for a two- (2-) year period and shall submit a new application for approval thirty (30) calendar days prior to the expiration of approval.

(I) The training agency shall be responsible for obtaining an approved instructor and providing training materials for each student. If an instructor is not employed by the training agency, there shall be a signed written agreement of cooperation between the training agency and the instructor.

(J) The training agency shall be responsible for obtaining an approved clinical supervisor. If a clinical supervisor is not employed by a training agency, there shall be a signed written agreement of cooperation between the training agency and the clinical supervisor.

(K) If the training agency is not a licensed ICF or SNF, the agency shall have a signed written agreement of cooperation currently in effect with an ICF, SNF, hospital, Missouri Veterans' Home, or a hospital-based nursing facility or hospital-based skilled nursing facility where the one hundred (100) hours of supervised on-the-job training shall be conducted.

(L) In the event that a qualified instructor for the basic course did not sign records of a student who successfully completed the program, without justification or due to resignation from his or her position, the administrator or designee of the training agency shall validate the training by signature.

(M) Evidence of successful completion of the basic course shall be documented prior to a student taking the final examination and shall include:

1. Class schedules and form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B, included herein for training agencies using the basic course content outlined in paragraphs (5)(A)1. and 2. of this rule; or

2. Class schedules and form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record, included herein for training agencies using the basic course content outlined in paragraphs (5)(B)1. and 2. of this rule.

(N) The training agency shall ensure that all applicable portions of appropriate forms identified in paragraphs (9)(M)1. and 2. of this rule are complete and shall provide a copy to the student within seven (7) calendar days of successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training.

(O) The training agency shall maintain records for a minimum of two (2) years for those individuals who have completed the basic course.

(10) Certifying Agency Responsibilities.

(A) In order for a certifying agency to be approved by the department, the agency shall have a signed written agreement of cooperation with the department which shall be renewable every five (5) years.

(B) Certifying agencies that provide the Nursing Assistant Instructor Workshop and the Nursing Assistant Clinical Supervisor Workshop shall complete the following responsibilities:

1. Verify eligibility requirements for the participants enrolled in the Nursing Assistant Instructor Workshop and the Nursing Assistant Clinical Supervisor Workshop;

2. Provide qualified Registered Nurse Instructor Trainers to teach the applicable workshop(s);

3. Issue the applicable workshop certificate(s) to participants upon successful completion; and

4. Within seven (7) calendar days of issuing the workshop certificate, provide a listing of approved instructors and clinical supervisors to the department that includes: the name of workshop completed; participant's legal name, address, and telephone number; email address, as applicable; Social Security number; and date of birth.

(C) Certifying agencies that provide the four (4) hour instructor update training shall comply with the requirements in section (16) of this rule.

(D) Maintain accurate and complete records for a period of at least two (2) years.

(11) Instructor and Clinical Supervisor/Student Ratios. During the required one hundred (100) hours of supervised on-the-job training, the training agency's instructor and clinical supervisor/student ratio shall be a maximum of one to fifteen (1:15).

(12) Qualifications of Instructors, Clinical Supervisors, and Examiners.

(A) Instructor.

1. An instructor shall be currently licensed as a RN in Missouri or shall hold a



current temporary permit from the Missouri State Board of Nursing or shall hold a multi-state or single state RN license from a jurisdiction that is party to the Nurse Licensure Compact. The licensee shall not be subject of current disciplinary action, such as censure, probation, suspension, or revocation.

2. An instructor shall not be listed on the department's EDL.

3. An individual that has been previously disqualified as an instructor shall not function as an instructor unless he or she receives written approval from the department.

4. An instructor shall have had, at a minimum, two (2) years of nursing experience and at least one (1) year of experience in the provision of long-term care facility services in the last ten (10) years. Other personnel from the health professions may assist the instructor; however, they shall have at least one (1) year of experience in their field.

5. An instructor shall successfully complete a Nursing Assistant Instructor Workshop by a certifying agency using qualified instructors. The department shall issue a letter of approval to the qualified instructor after the individual has successfully completed the workshop. The department shall maintain a list of approved instructors.

6. An instructor shall be responsible to teach the seventy-five (75) hours of instructional training for the basic course and a minimum of sixteen (16) of the one hundred (100) hours of supervised on-the-job training in accordance with the requirements contained in this rule.

7. The instructor teaching the seventy-five (75) hours of instructional training and/or sixteen (16) of the one hundred (100) hours of supervised on-the-job training for the basic course shall complete and sign all applicable portions of either form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B for training agencies using the basic course content outlined in paragraphs (5)(A)1. and 2. or form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record for training agencies using the basic course content outlined in paragraphs (5)(B)1. and 2. for each student participating in the program.

8. An instructor shall provide to the student within seven (7) calendar days of successful completion of the seventy-five (75) hours of instructional training and one hundred (100) hours of supervised on-the-job training, either completed form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B for training agencies using the basic course content out-

lined in paragraphs (5)(A)1. and 2. or form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record for training agencies using the basic course content outlined in paragraphs (5)(B)1. and 2.

9. If the course is not completed, records and documentation regarding the completed portions shall be provided by the instructor to the student, if requested, and to the training agency.

(B) Clinical Supervisor (On-the-Job Supervisor).

1. The clinical supervisor shall be currently licensed as a RN or LPN in Missouri or hold a current temporary permit from the Missouri Board of Nursing or shall hold a multi-state or single state RN or LPN license from a jurisdiction that is party to the Nurse Licensure Compact. The licensee shall not be subject of current disciplinary action such as censure, probation, suspension, or revocation.

2. A clinical supervisor shall not be listed on the department's EDL.

3. An individual that has been previously disqualified as a clinical supervisor shall not function as a clinical supervisor unless he or she receives written approval from the department.

4. The clinical supervisor, if not currently employed by an ICF, SNF, hospital, or Missouri Veterans' Home, shall have at least one (1) year of licensed nursing experience. The clinical supervisor shall be currently employed by the approved training agency facility where the students are performing their duties or by the training agency conducting the program.

5. A clinical supervisor shall successfully complete a Nursing Assistant Clinical Supervisor Workshop by a certifying agency using qualified instructors. The department shall issue a letter of approval to the qualified clinical supervisor after the individual has successfully completed the workshop. The department shall maintain a list of approved clinical supervisors.

6. The clinical supervisor shall be on the facility premises in which the students are performing their duties while the students are completing the on-the-job component of their training and shall directly assist the students in their training and observe their skills when checking their competencies.

7. A clinical supervisor shall be responsible to supervise eighty-four (84) of the one hundred (100) hours of supervised on-the-job training in accordance with the requirements contained in this rule.

8. The clinical supervisor(s) shall complete and sign all applicable portions of form MO 580-2473 (12-07) Certified Nurse

Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B for training agencies using the basic course content outlined in paragraphs (5)(A)1. and 2. or form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record for training agencies using the basic course content outlined in paragraphs (5)(B)1. and 2. for each student participating in the program.

(C) Examiner.

1. An examiner using the department's testing materials for the basic course content outlined in paragraphs (5)(A)1. and 2. of this rule shall be—

A. A RN currently licensed in Missouri or shall hold a current temporary permit from the Missouri State Board of Nursing, or shall hold a multi-state or single state RN license from a jurisdiction that is party to the Nurse Licensure Compact and shall not be currently subject of disciplinary action such as censure, probation, suspension, or revocation.

B. The examiner shall have taught a similar course or shall be qualified to teach a similar course; but shall not have been the instructor of the students being examined; and shall not be employed by the operator whose students are being examined. The examiner shall be specifically approved by the department to administer final examinations of the state-approved nurse assistant training curriculum and shall have signed an agreement with the department to protect and keep secure the final examinations.

2. Causes for Disqualification. A person shall not be allowed to be an examiner if it is found that he or she—

A. Knowingly acted or omitted any duty in a manner which would materially or adversely affect the health, safety, welfare, or property of a resident;

B. Defrauded a training agency or student by taking payment and not completing a course, not administering the final examination as required, or not being on-site while students are being trained;

C. Failed to teach, examine, or clinically supervise in accordance with 19 CSR 30-84.010, or taught students from the state test, changed answers on the state test, lost test booklets, or recorded false information on test materials or test booklets of the program; or

D. Failed to send documentation of a completed course to a certifying agency within thirty (30) days.

3. Notification of Disqualification.

A. The department shall notify the individual that he or she is no longer eligible to be an examiner.



B. The department shall notify all approved training and certifying agencies if it has been determined that an individual is no longer considered an approved examiner and that person's name shall be removed from the lists maintained by the department of approved examiners.

C. To be reinstated as a state-approved examiner the individual shall submit a request in writing to the department stating the reasons why reinstatement is warranted. The department shall respond in writing to the request.

(13) Instructor and Clinical Supervisor Disqualification Criteria.

(A) Causes for Disqualification. The department may disqualify an individual as an instructor or clinical supervisor if it is found the individual failed to follow the requirements in section (12) of this rule or—

1. Knowingly acted or omitted any duty in a manner which would materially or adversely affect the health, safety, welfare, or property of a resident;

2. Defrauded a training agency or student by taking payment and not completing a course or not being on-site while students are being trained;

3. Failed to teach or clinically supervise in accordance with the regulations contained in this rule, or provide false information to the department; or

4. Is disqualified as a RN Test Observer by the department approved third party test administrator.

(B) Notification of Disqualification.

1. The department shall notify the individual that he or she is no longer eligible to be an instructor or clinical supervisor.

2. The department shall notify all certifying agencies if it has been determined that an individual is no longer considered an approved instructor or clinical supervisor and that person's name shall be removed from the lists maintained by the department of approved instructors or clinical supervisors.

3. To be reinstated as an approved instructor or clinical supervisor, the individual shall submit a request in writing to the department stating the reasons why reinstatement is warranted. The department shall respond in writing to the request.

(14) Training and Certifying Agency Disqualification Criteria.

(A) Causes for Disqualification. The department may disqualify a training agency or certifying agency if it is found that an agency failed to follow the requirements in section (9) for a training agency or section (10) for a certifying agency of this rule or—

1. Defrauded a student by taking payment and not ensuring the seventy five (75) hours instructional training or on-the-job training were completed as required by this rule; or

2. Failed to maintain approval from MDHEWD or DESE, if applicable.

(B) Notification of Disqualification.

1. The department shall notify the agency that he or she is no longer eligible to be a training agency or certifying agency.

2. To be reinstated as a training agency or certifying agency, the agency shall submit a request in writing to the department stating the reasons why reinstatement is warranted. The department shall respond in writing to the request.

(15) Registered Nurse Instructor Trainer Responsibilities.

(A) The RN Instructor Trainer shall be currently licensed as a RN in Missouri or shall hold a current temporary permit from the Missouri State Board of Nursing or shall hold a multi-state or single state RN license from a jurisdiction that is party to the Nurse Licensure Compact. The RN Instructor Trainer shall not be subject of current disciplinary action, such as censure, probation, suspension, or revocation and shall not be listed on the department's EDL.

(B) The RN Instructor Trainer shall also be, at a minimum, an approved nursing assistant instructor.

(C) The RN Instructor Trainer shall be employed or contracted by a certifying agency to instruct the Nursing Assistant Instructor Workshop, Nursing Assistant Clinical Supervisor Workshop, and the Instructor Update Training.

(16) Instructor Update Training.

(A) The instructor shall attend a four (4) hour update training provided by a certifying agency every five (5) years. This update training shall include, at a minimum, the following:

1. Instruction on how to complete form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record;

2. Instruction on the fundamentals of adult learning;

3. Instruction in at least one (1) area regarding standards of practice in long term care such as pressure ulcer prevention, dining practices, or resident rights issues;

4. Instruction on providing care for cognitively impaired residents;

5. Review of the Nursing Assistant Training Program regulations contained in 19 CSR 30-84.010; and

6. Review of the administration and res-

ident care requirements contained in 19 CSR 30-85.042.

(B) The certifying agency shall provide a list of the instructors that complete the update training to the department within seven (7) calendar days of completion of the training.

(C) Any instructor who has not completed the required four (4) hour update training by August 31, 2022, and every five (5) years thereafter shall be removed from the department-approved list of instructors. If removed from the department's list, the instructor shall attend and successfully complete the Nursing Assistant Instructor Workshop in order to be reinstated to act as an instructor.

(17) Final Examination Testing.

(A) In order to be eligible for testing, a student shall have either completed the following:

1. Seventy-five (75) hours of instructional training and the one hundred (100) hours of supervised on-the-job training offered by a training agency. The student shall pass a minimum of three (3) written or oral tests throughout the course with an eighty percent (80%) score or better on each test in order to be eligible to take the final examination. Each test shall consist of a minimum of fifteen (15) questions; or

2. Possess an approval letter from the department granting approval to challenge the final examination.

(B) If the course content outlined in paragraphs (5)(A)1. and 2. of this rule is used for teaching the basic course, the final examination shall be conducted by an approved examiner who may be assisted by the instructor using the following procedures:

1. The instructor will select an LTC resident to participate in the testing process and obtain approval for this activity from the resident;

2. The examiner shall verify the eligibility of the students by reviewing form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B to establish that the student has completed the approved training program or possesses an approval letter from the department granting approval to challenge the final examination;

3. The student shall successfully complete at least nine (9) procedures under the observation of the instructor or a facility licensed nurse and examiner.

A. The nine (9) procedures shall always include a type of bath, vital signs (temperature, pulse, respirations, and blood pressure), transfer techniques, feeding techniques, dressing and grooming, skin care, active or passive, range of motion to upper



and lower extremities (unless contraindicated by a physician's order), and handwashing and gloving from the standardized curriculum.

B. The remainder shall be selected according to the resident's care needs at the time of day that testing occurs.

C. The evaluation of the student shall include communication and interaction with the resident, provision of privacy, work habits, appearance, conduct, and reporting and recording skills;

4. The student shall successfully answer forty (40) out of fifty (50) oral or written questions presented by the examiner based on the standardized curriculum and selected from a specific test pool of questions which are safeguarded by the department;

5. The examiner who uses the basic course content outlined in paragraphs (5)(A)1. and 2. of the basic course for the final examination shall notify the department and obtain different examinations to be administered each time; and

6. The examiner who uses the basic course content outlined in paragraphs (5)(A)1. and 2. of the basic course for the final examination shall conduct the following:

A. Complete and sign form MO 580-2473 (12-07) Certified Nurse Assistant Competency Score Sheet (For Use Only With The 2001 Manual) Appendix A/B and the final examination score sheet which shall include scores and comments. The examiner shall advise the individual that successful completion of the evaluation will result in the addition of his/her name to the CNA Registry;

B. After scoring, the examiner shall return all test materials, test booklets, answer sheets, and any appendices to the department. The examiner shall also provide the training agency with documentation of the student's test scores; and

C. A copy of the student's final record sheets shall be provided to the student (except for the answer sheets). If the course is not completed, records and documentation regarding the portions completed shall be provided to the student, if requested, and to the training agency.

(C) If the basic course content outlined in paragraphs (5)(B)1. and 2. of this rule, is used to teach the course, testing shall comply with the following:

1. The instructor shall verify the eligibility of the students by reviewing form DHSS-DRL-111 (08-20), Classroom and On-the-Job Training Record, to establish that the student has completed the approved program;

2. The final examination shall be conducted by the department approved third party test administrator and a fee will be

assessed for each examination;

3. The student shall successfully complete an examination proctored by the department approved third party test administrator. The student shall achieve a passing score of at least eighty percent (80%); and

4. The student shall successfully complete the skills evaluation portion of the examination proctored by the department approved third party test administrator. The student shall achieve a score of one hundred percent (100%).

(D) Any individual who fails the final examination, except those who have been permitted to challenge the examination, shall have the opportunity to retake the examination twice within ninety (90) calendar days of the initial examination. If the individual fails the final examination a third time, the entire basic course shall be retaken before another examination can be given.

(E) Any individual who is employed by a LTC facility and required by section 198.082, RSMo, to enroll in the program, but who has been permitted to challenge the final examination and who fails the examination, must immediately re-enroll in and begin study in the next available basic course. The individual shall complete the basic course within four (4) months of employment.

(18) CNA Registry.

(A) If the CNA passes the final examination, the individual's name shall be placed on the CNA active registry.

(B) CNAs shall submit documentation (e.g., pay stubs, W-2, letter from employer, etc.) of work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month period to maintain active status. Documentation shall be submitted to the department approved third party test administrator and a fee will be assessed for each renewal.

(C) A CNA who has been inactive on the registry for less than five (5) years and cannot provide documentation (e.g., pay stubs, W-2, letter from employer, etc.) of work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month period shall challenge the final examination in accordance with section (8) of this rule before the CNA is reinstated to the active registry.

(D) A CNA who has been inactive on the registry for more than five (5) years and cannot provide documentation (e.g., pay stubs, W-2, letter from employer, etc.) of work in nursing or nursing related services for at least one (1) day (e.g. eight (8) hours) within each twenty-four- (24-) consecutive month period

is not eligible to challenge the final examination and shall successfully complete the entire basic course before the CNA is reinstated to the active registry.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
CERTIFIED NURSE ASSISTANT COMPETENCY SCORE SHEET (FOR USE ONLY WITH 2001 MANUAL) **APPENDIX A**

| | | | | | |
|-------------------------------------|---|-------------|--------------------------------|---------------------|----------------|
| STUDENT NAME (PLEASE PRINT) (LAST) | (FIRST) | (MIDDLE) | (MAIDEN) | SOCIAL SECURITY NO. | HOME PHONE NO. |
| PERMANENT ADDRESS (STREET) | (CITY) | (STATE) | (ZIP) | DATE OF BIRTH | WORK PHONE NO. |
| SITE NAME - 75 HRS CLASSROOM | SITE NO. | BEGIN DATE | COMPLETE DATE | ATTENDANCE | MAKE-UP |
| SITE NAME - 84 HRS/100 HRS* | SITE NO. 84 <input type="checkbox"/> 100 <input type="checkbox"/> | BEGIN DATE | COMPLETE DATE - 84 HRS/100 HRS | | |
| SITE NAME - 16 HRS COMPETENCIES | SITE NO. | BEGIN DATE | COMPLETE DATE 16 HRS. | | |
| SITE NAME - WRITTEN/ORAL FINAL EXAM | SITE NO. | 1ST ATTEMPT | EXAM DATE | WRITTEN | ORAL |
| SITE NAME - WRITTEN/ORAL FINAL EXAM | SITE NO. | 2ND ATTEMPT | EXAM DATE | WRITTEN | ORAL |
| SITE NAME - WRITTEN/ORAL FINAL EXAM | SITE NO. | 3RD ATTEMPT | EXAM DATE | WRITTEN | ORAL |
| SITE NAME - PRACTICUM EXAM | SITE NO. | 1ST ATTEMPT | EXAM DATE | | SCORE |
| SITE NAME - PRACTICUM EXAM | SITE NO. | 2ND ATTEMPT | EXAM DATE | | SCORE |
| SITE NAME - PRACTICUM EXAM | SITE NO. | 3RD ATTEMPT | EXAM DATE | | SCORE |

CLASS TEST SCORES
2. 3. EACH SCORE MUST BE AT LEAST 80% (MUST BE COMPLETED BY INSTRUCTOR PRIOR TO EXAM) APPROVED FOR CERTIFICATION NOT APPROVED FOR CERTIFICATION

Evaluation of procedures includes: knowledge, safety, encouraged self-help, work habits, student-resident interaction, organization, resident's rights. Other procedures may be determined by resident's needs. All procedures must be evaluated.

| PRACTICUM EXAM PROCEDURES | PASS/FAIL | PRACTICUM EXAM PROCEDURES | PASS/FAIL |
|---------------------------|-----------|---|-----------|
| 1. BATH | | 3. TRANSFER TECHNIQUES | |
| 2. VITAL SIGNS | | 6. SKIN CARE | |
| 4. FEEDING TECHNIQUES | | 9. ACTIVE OR PASSIVE FOM TO ↑ AND ↓ EXTERMITIES | |
| 5. DRESSING AND GROOMING | | | |
| 6. GLOVING | | | |

Examiner advised individual that successful completion of the evaluation will result in the addition of his/her name to the state nursing assistant register. If you have been determined to have committed abuse, neglect or misappropriation of goods in a certified facility, a permanent federal marker will be placed against your name on the CNA register. You will **NEVER AGAIN** be allowed to work in a certified facility. **STUDENT MUST INITIAL.**

| | | |
|---|-------------|-------------------|
| 1ST INSTRUCTOR SIGNATURE | LICENSE NO. | PRINTED LAST NAME |
| 2ND INSTRUCTOR SIGNATURE | LICENSE NO. | PRINTED LAST NAME |
| ADMINISTRATOR/DON SIGNATURE - 75 HOURS | LICENSE NO. | PRINTED LAST NAME |
| CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 84 HRS OJT COMPLETED | LICENSE NO. | PRINTED LAST NAME |
| CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 16 HRS COMPETENCY EVALUATION | LICENSE NO. | PRINTED LAST NAME |
| CLINICAL SUPERVISOR - 84 HRS OJT | LICENSE NO. | PRINT LAST NAME |
| CLINICAL SUPERVISOR - 16 HRS OJT | LICENSE NO. | PRINT LAST NAME |
| 1ST EXAMINER SIGNATURE | LICENSE NO. | PRINT LAST NAME |



APPENDIX B

| STUDENT NAME - PLEASE PRINT (LAST) | | (FIRST) | | (MIDDLE) | | (MAIDEN) | | SOCIAL SECURITY NO. | | | |
|---|--|-------------------------------|---------------------|--------------------------|------------|--------------------------------|-------------------------------|---------------------|--------------------------|------------|--------------------------------|
| <p>APPENDIX A-B – INSTRUCTIONS: 1st. Column: List date of classroom instruction - 75 hours. 2nd Column: Classroom instructor initials. 3rd Column: Date the competency evaluation (16 hrs - #1-#64 below) was completed in state approved training agency. 4th Column: Simulation must be done in white area and only if care issue NOT AVAILABLE in state approved training agency. 5th Column: Clinical Supervisor/instructor must SIGN CORRESPONDING PINK SHEET THEN initial that the Nurse Assistant is competent in this skill and that the competency evaluation was completed on a ONE TO ONE RATIO IN A STATE APPROVED TRAINING AGENCY.</p> | | | | | | | | | | | |
| COMPETENCY | | DATE OF CLASSROOM INSTRUCTION | INSTRUCTOR INITIALS | DATE COMPETENCY ACHIEVED | SIMULATION | COMPETENCY EVALUATION COMMENTS | DATE OF CLASSROOM INSTRUCTION | INSTRUCTOR INITIALS | DATE COMPETENCY ACHIEVED | SIMULATION | COMPETENCY EVALUATION COMMENTS |
| 1. Take oral temperature | | | | | | | | | | | |
| 2. Take rectal temperature | | | | | | | | | | | |
| 3. Take axillary temperature | | | | | | | | | | | |
| 4. Count radial pulse | | | | | | | | | | | |
| 5. Count apical pulse | | | | | | | | | | | |
| 6. Count respirations | | | | | | | | | | | |
| 7. Measure blood pressure | | | | | | | | | | | |
| 8. Wash hands | | | | | | | | | | | |
| 9. Put on and remove daily care non-sterile gloves | | | | | | | | | | | |
| 10. Put on and remove mask | | | | | | | | | | | |
| 11. Put on and remove non-sterile gown | | | | | | | | | | | |
| 12. Feed helpless resident | | | | | | | | | | | |
| 13. Serve a food tray | | | | | | | | | | | |
| 14. Clear airway obstruction in conscious resident | | | | | | | | | | | |
| 15. Clear airway obstruction in unconscious resident | | | | | | | | | | | |
| 16. Thicken liquids | | | | | | | | | | | |
| 17. Distribute drinking water | | | | | | | | | | | |
| 18. Measure fluid intake | | | | | | | | | | | |
| 19. Measure fluid output | | | | | | | | | | | |
| 20. Shave with disposable razor | | | | | | | | | | | |
| 21. Shave with electric razor | | | | | | | | | | | |
| 22. Assist with oral hygiene | | | | | | | | | | | |
| 23. Administer oral hygiene to resident who is helpless/unconscious | | | | | | | | | | | |
| 24. Provide denture care | | | | | | | | | | | |
| 25. Give fingernail care | | | | | | | | | | | |
| 26. Give toenail care | | | | | | | | | | | |
| 27. Comb/brush hair | | | | | | | | | | | |
| 28. Give shampoo during tub bath/shower bath | | | | | | | | | | | |
| 29. Give bed shampoo | | | | | | | | | | | |
| 30. Give perineal care to male resident | | | | | | | | | | | |
| 31. Give perineal care to female resident | | | | | | | | | | | |
| 32. Assist resident to dress | | | | | | | | | | | |
| PERSONAL COMPETENCY EVALUATION (PASSING SCORE REQUIRED ON ALL ITEMS PRIOR TO BEING ALLOWED TO TAKE FINAL EXAM) | | | | | | | | | | | |
| 65. Wears clean uniform, wears name tag and is free of body odor | | | | | | | | | | | |
| 66. Observes resident rights | | | | | | | | | | | |
| 67. Reports to work on time | | | | | | | | | | | |
| 68. Uses facility's procedure for absenteeism | | | | | | | | | | | |
| 69. Completes assignments | | | | | | | | | | | |
| 70. Communicates well with others; is courteous | | | | | | | | | | | |
| 71. Incorporates acceptable techniques when caring for the confused resident, the mentally ill resident or the resident with unconventional behaviors. | | | | | | | | | | | |
| COMMENTS | | | | | | | | | | | |



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 DIVISION OF REGULATION AND LICENSURE
 SECTION FOR LONG-TERM CARE REGULATION
CLASSROOM AND ON-THE-JOB TRAINING RECORD



| | | | |
|--|-------------------|--|--|
| (1) STUDENT NAME (LAST, FIRST, MIDDLE) | | (2) FORMER NAMES USED | |
| (3) SOCIAL SECURITY NO. | | (4) STUDENT E-MAIL | |
| (5) STUDENT PERMANENT ADDRESS (STREET, CITY, STATE, ZIP) | | (7) STUDENT PHONE NO. | |
| (8A) APPROVED SITE NAME - 75 HRS INSTRUCTIONAL TRAINING | (8A) SITE NO. | (8B) BEGIN DATE | (8C) COMPLETION DATE |
| (8D) COMPLETED INSTRUCTIONAL TRAINING | | | |
| (9) APPROVED SITE NAME - 16 HRS OR 100 HRS ON-THE-JOB-TRAINING (OJT) | (9A) SITE NO. | (9B) BEGIN DATE | (9C) COMPLETION DATE |
| (9D) COMPLETED OJT HRS | | | |
| (10) APPROVED SITE NAME - 84 HRS OJT | (10A) SITE NO. | (10B) BEGIN DATE | (10C) COMPLETION DATE 84 OJT HOURS |
| (11) CLASS TEST SCORES | | | |
| 1. 2. 3. Each test score must be at least 80% (must be completed prior to final exam) | | <input type="checkbox"/> (11A) APPROVED FOR FINAL EXAM | <input type="checkbox"/> (11B) NOT APPROVED FOR FINAL EXAM |
| (12) 1ST INSTRUCTOR SIGNATURE - INSTRUCTIONAL HRS | (12A) LICENSE NO. | (12B) LAST NAME | |
| (13) 2ND INSTRUCTOR SIGNATURE - INSTRUCTIONAL HRS | (13A) LICENSE NO. | (13B) LAST NAME | |
| (14) ADMINISTRATOR/DIRECTOR OF NURSING (DON)/CEO SIGNATURE | (14A) LICENSE NO. | (14B) LAST NAME | |
| (15) CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 84 HRS OJT COMPLETED | (15A) LICENSE NO. | (15B) LAST NAME | |
| (16) CHARGE NURSE SIGNATURE - FACILITY VERIFICATION 16 HRS OR 100 HRS OJT COMPLETED | (16A) LICENSE NO. | (16B) LAST NAME | |
| (17) 1ST INSTRUCTOR SIGNATURE - 16 HRS OJT | (17A) LICENSE NO. | (17B) LAST NAME | (18) 2ND INSTRUCTOR SIGNATURE - 16 HRS OJT |
| (17A) LICENSE NO. | (17B) LAST NAME | (18A) LICENSE NO. | (18B) LAST NAME |
| (19) CLINICAL SUPERVISOR SIGNATURE - 84 HRS OJT | (19A) LICENSE NO. | (19A) LAST NAME | (20) CLINICAL SUPERVISOR SIGNATURE - 84 HRS OJT |
| (19A) LICENSE NO. | (19A) LAST NAME | (20A) LICENSE NO. | (20B) LAST NAME |



| STUDENT NAME - (LAST, FIRST, MIDDLE) | | SOCIAL SECURITY NO. | | | | | | | | | |
|--|-------------------------------|---------------------|-------------------|------------|---|---|-------------------------------|---------------------|-------------------|------------|---|
| <p>PG 2 – INSTRUCTIONS: 1st. Column: List date of 75 hours instructional training. 2nd Column: Classroom instructor initials. 3rd Column: Date the OJT evaluation was completed in state approved training agency. 4th Column: Simulation may be done only if care issue is not available in state approved training agency. 5th Column: Clinical Supervisor/Instructor must initial the student is competent in this skill and the competency evaluation was completed on a one to one ratio in a state approved training agency. NOTE: An instructor must provide at least 16 hours of the 100 hours OJT.</p> | | | | | | | | | | | |
| SKILLS | DATE OF CLASSROOM INSTRUCTION | INSTRUCTOR INITIALS | DATE OJT ACHIEVED | SIMULATION | OUT EVALUATION CS / INSTRUCTOR INITIALS | SKILLS | DATE OF CLASSROOM INSTRUCTION | INSTRUCTOR INITIALS | DATE OJT ACHIEVED | SIMULATION | OUT EVALUATION CS / INSTRUCTOR INITIALS |
| 1. Take oral temperature | | | | | | 35. Give complete bed bath | | | | | |
| 2. Take axillary temperature | | | | | | 36. Give tub bath | | | | | |
| 3. Count radial pulse | | | | | | 37. Give shower bath | | | | | |
| 4. Count apical pulse | | | | | | 38. Make an unoccupied bed | | | | | |
| 5. Count respirations | | | | | | 39. Make an occupied bed | | | | | |
| 6. Measure blood pressure | | | | | | 40. Give back rub | | | | | |
| 7. Wash hands | | | | | | 41. Give stage 1 pressure ulcer care & discuss prevention | | | | | |
| 8. Put on/remove daily care non-sterile gloves | | | | | | 42. Discuss pressure relieving devices | | | | | |
| 9. Put on/remove mask | | | | | | 43. Reposition for pressure relief in bed | | | | | |
| 10. Put on/remove non-sterile gown | | | | | | 44. Reposition for pressure relief in chair | | | | | |
| 11. Feed a resident that requires total assistance | | | | | | 45. Suspend resident's heels | | | | | |
| 12. Serve a food tray | | | | | | 46. Give perineal care with catheter | | | | | |
| 13. Clear airway obstruction in conscious resident | | | | | | 47. Change a drainage bag | | | | | |
| 14. Clear airway obstruction in unconscious resident | | | | | | 48. Empty a urinary drainage bag | | | | | |
| 15. Thicken liquids | | | | | | 49. Assist resident in using urinal | | | | | |
| 16. Distribute drinking water | | | | | | 50. Assist resident in using bedpan | | | | | |
| 17. Measure fluid intake | | | | | | 51. Care of an uncomplicated established colostomy | | | | | |
| 18. Measure fluid output | | | | | | 52. Turn resident to one side (½ turn) | | | | | |
| 19. Shave with disposable razor | | | | | | 53. Move resident to head of bed (two-person assist) | | | | | |
| 20. Shave with electric razor | | | | | | 54. Demonstrate one-person pivot transfer from bed to chair | | | | | |
| 21. Assist with oral hygiene | | | | | | 55. Demonstrate one-person pivot transfer from chair to bed | | | | | |
| 22. Administer oral hygiene to resident that requires assistance | | | | | | 56. Demonstrate two-person pivot transfer from chair to bed (resident can assist) | | | | | |
| 23. Denture care | | | | | | 57. Demonstrate two-person transfer with a mechanical lift to chair | | | | | |
| 24. Fingernail care | | | | | | 58. Ambulate resident using a gait belt | | | | | |
| 25. Toenail care | | | | | | 59. Ambulate resident using a walker | | | | | |
| 26. Comb/brush hair | | | | | | 60. Ambulate resident using a cane | | | | | |
| 27. Shampoo tub bath/shower bath | | | | | | 61. Range of Motion (ROM) exercises neck and shoulders | | | | | |
| 28. Bed shampoo | | | | | | 62. ROM exercises elbow | | | | | |
| 29. Perineal care to male resident | | | | | | 63. ROM exercises wrist/fingers | | | | | |
| 30. Perineal care to female resident | | | | | | 64. ROM exercises hip/knee | | | | | |
| 31. Assist resident to dress | | | | | | 65. ROM exercises ankle/foes | | | | | |
| 32. Changing a brief | | | | | | 66. Measure weight of resident | | | | | |
| 33. Assist resident to undress | | | | | | 67. Measure height of resident | | | | | |
| 34. Apply and remove therapeutic stockings | | | | | | 68. Give post-mortem care | | | | | |
| COMMENTS | | | | | | | | | | | |



GUIDE TO CLASSROOM AND ON-THE-JOB TRAINING RECORD

Guide for page 1

8. Name of approved training agency site where 75 hours of instructional training was conducted.
8A. Site number of training agency where instructional training was conducted.
8B. Beginning date of instructional training (this date must pre-date any on the job training).
8C. Date instructional training was completed.

8D. Number of instructional training hours completed.
9. Name of approved long-term care (LTC) facility where student completed 16 or 100 hours of OJT.
Note: If all 100 hours of OJT were completed in an approved LTC facility, boxes 10 through 10C may be left blank.

9A. Site number of approved LTC facility where student completed 16 or 100 hours of OJT.
9B. Date student began 16 or 100 hours of OJT in an approved LTC facility.
9C. Date student completed 16 or 100 hours of OJT in an approved LTC facility.
9D. Number of hours of the 16 or 100 hours of OJT the student completed.

10. Name of the approved LTC facility where student completed 84 hours of OJT.
Note: An approved LTC facility that has been denied the ability to provide 100 hours of OJT due to enforcement issues may be able to provide only 84 hours of OJT. The other 16 hours of OJT must be completed in an approved/eligible facility.

10A. Site number of approved LTC facility where 84 hours of OJT was completed.
10B. Date 84 hours of OJT began.
10C. Date student completed 84 hours of OJT.
11. During the course of 175 hours of training, the student must take and pass at least three sample tests with a score of at least 80% prior to sitting for the final exam. Those test scores shall be documented by the instructor at (11) 1., (11) 2., and (11) 3.

11A.\11B. Instructor checks applicable box if student has successfully met all required criteria to sit for final exam or failed to successfully complete all required to sit for final exam.
12. The signature of the first classroom instructor shall ensure that all training requirements are met according to 19 CSR 30-84.010 and that all portions of form DHSS-DRL-2473 is complete. Signing indicates all training, with the exception of the final exam has been completed.

12A. First instructor's nurse license number.
12B. First instructor's last name.
13. If applicable, signature of the second instructor who assisted with the instructional training, indicating he/she provided instructional training to the student.

13A. If applicable, second instructor's nurse license number.
13B. If applicable, second instructor's last name.

14. Signature of the Administrator, DON, or CEO of the approved LTC facility where 16 hours of OJT occurred. This signature is to acknowledge the CNA training occurred in the facility named in box #9.

14A. Administrator, DON, or CEO's license number.
14B. Administrator, DON, or CEO's last name.

15. Signature of charge nurse verifying the student was present in the LTC facility for 16 or 100 hours of OJT.

15A. Charge nurse's nurse license number.
15B. Charge nurse's last name.

16. Charge nurse's signature verifying that the student was present in the facility for 84 hours of OJT (may be left blank if charge nurse signed for all 100 hours at #15.)

16A. Charge nurse's nurse license number.
16B. Charge nurse's last name.

17. Signature of first instructor who provided at least 16 hours of 100 hours OJT in an approved LTC facility. (These 16 hours of training may be shared between one or more instructors.)

17A. Instructor's nurse license number.
17B. Instructor's last name.

18. If applicable, signature of second instructor who provided any portion of the 16 hours of 100 hours of OJT for the student in an approved LTC facility.

18A. If applicable, the second instructor's nurse license number.
18B. If applicable, the second instructor's last name.

19. Signature of clinical supervisor who supervised 84 hours of the OJT.

19A. Clinical supervisor's nurse license number.
19B. Clinical supervisor's last name.

20. If applicable, the signature of the second clinical supervisor who supervised any portion of 84 hours of OJT.

20A. If applicable, the second clinical supervisor's nurse license number.
20B. If applicable, the second clinical supervisor's last name.

Guide for Page 2

All boxes on page 2 must be completed prior to the final exam with the exception of the comments box, which may be filled out as appropriate to the student.

All clinical supervisors and instructors who provided training and/or supervision must sign this form. If extra space is needed, signatures may be included in the comment section at the bottom of page 2.



MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES
 DIVISION OF REGULATION AND LICENSURE
 SECTION FOR LONG-TERM CARE REGULATION

APPLICATION FOR APPROVAL AS A NURSING ASSISTANT TRAINING AGENCY

DATE SUBMITTED

NEW APPLICATION RENEWAL APPLICATION REVISED APPLICATION

FACILITY/SCHOOL NAME TRAINING AGENCY NO.

LIST PREVIOUS FACILITY/SCHOOL NAMES

PHYSICAL ADDRESS (STREET, CITY, STATE, ZIP CODE) TELEPHONE

MAILING ADDRESS (STREET, CITY, STATE, ZIP CODE) FAX NUMBER

ADMINISTRATOR/DIRECTOR

DHSS APPROVED INSTRUCTOR(S) NAME LICENSE NUMBER

TRAINING AGENCY/FACILITY CONTACT EMAIL ADDRESS

PLEASE CHECK THE FOLLOWING IF APPLICABLE:

DHSS LICENSED FACILITY (ICF/SNF) NON-FACILITY BASED
 HOSPITAL-BASED NF OR SNF * CAREER CENTER SCHOOL (PUBLIC) * CAREER CENTER SCHOOL (PRIVATE)
 HOSPITAL * COMPREHENSIVE HIGH SCHOOL
 MO VETERANS HOME * COMMUNITY OR 4-YEAR COLLEGE
 ASSOCIATION * PRIVATE AGENCY
*Must be approved by Department of Secondary Education or Department of Higher Education

DHSS APPROVED CERTIFYING AGENCY NAME

What portions of the course will be conducted at the above address: 75 instructional training hours 100 On-The-Job Hrs

What portions of the course **will not** be conducted at the above address: 75 instructional training hours 100 On-The-Job Hrs

If the 75 hours of instructional training or 100 hours on-the-job hours are conducted at a different location other than at the above address - a current signed agreement shall be on file at the facility/agency. Provide the name, CNA training site number and address of the facility/agency below:

| AGENCY/FACILITY NAME | CNA SITE NO. | ADDRESS (STREET, CITY, STATE, ZIP CODE) |
|----------------------|--------------|---|
| | | |
| | | |
| | | |

NAME(S) AND NURSE LICENSE NUMBER(S) OF DHSS APPROVED CLINICAL SUPERVISOR(S)

ADMINISTRATOR/DIRECTOR SIGNATURE DATE

COMMENTS:

The completed application form may be submitted by mail, fax to: **573-526-7656**, or e-mail: cnaregistry@health.mo.gov.
 Mailing address: Missouri Department of Health and Senior Services, Section for Long-Term Care Regulation, Attn: Health Education Unit,
 PO Box 570, Jefferson City, MO 65102-0570



AUTHORITY: sections 198.009 and 198.079, RSMo 2016, and section 198.082, RSMo Supp. 2021. This rule originally filed as 13 CSR 15-13.010. Original rule filed Aug. 13, 1982, effective Jan. 13, 1983. Amended: Filed March 10, 1983, effective June 11, 1983. Amended: Filed Sept. 12, 1984, effective Dec. 11, 1984. Amended: Filed Oct. 13, 1987, effective Jan. 29, 1988. Emergency amendment filed Dec. 16, 1988, effective Jan. 1, 1989, expired April 5, 1989. Amended: Filed Jan. 19, 1989, effective April 27, 1989. Amended: Filed June 16, 1992, effective Feb. 26, 1993. Amended: Filed May 26, 1998, effective Jan. 30, 1999. Moved to 19 CSR 30-84.010, effective Aug. 28, 2001. ** Emergency amendment filed June 14, 2021, effective June 28, 2021, expired Dec. 24, 2021. Amended: Filed June 14, 2021, effective Dec. 30, 2021.*

**Original authority: 198.009, RSMo 2016; 198.079, RSMo 1979; and 198.082, RSMo 1979, amended 1988.*

***Pursuant to Executive Order 21-07, 19 CSR 30-84.010, section (4), subsections (7)(C) and (7)(D), and paragraph (10)(C)1. was suspended from April 3, 2020 through August 31, 2021. Pursuant to Executive Order 21-09, 19 CSR 30-84.010, section (3), paragraph (5)(B)2., section (8), and paragraphs (9)(C)2., (10)(C)5., (10)(C)6., and (11)(B)4. was suspended from April 3, 2020 through December 31, 2021.*

19 CSR 30-84.020 Certified Medication Technician Training Program

PURPOSE: Individuals who administer medications in intermediate care and skilled nursing facilities are required by rule to have successfully completed a medication administration training program approved by the Department of Health and Senior Services. This rule sets forth the requirements for the approval of a medication technician training program designating the required course curriculum content, outlining the qualifications required of students and instructors, designating approved training facilities, outlining the testing and certification requirements, and establishing an update course.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) Definitions. For the purpose of this rule the following definitions shall apply.

(A) Cooperating agency—an intermediate care facility (ICF) or skilled nursing facility (SNF) licensed by the Department of Health and Senior Services (the department) which has entered into a written agreement with the educational training agency to provide the setting for the clinical portion of the course.

(B) Course—the sixty (60) hours of classroom training, eight (8) hours of clinical practice, and a two (2)-part final examination of the department-approved certified medication technician course curriculum.

(C) Educational training agency—an area vocational-technical school, an area career center, a comprehensive high school, a community college, or an approved four (4) year institution of higher learning that is approved by the department to conduct the Certified Medication Technician (CMT) Course. A long-term care facility cannot be a training agency.

(2) The CMT course shall be prescribed by the department in order to prepare individuals for employment as certified medication technicians in intermediate care facilities and skilled nursing facilities (ICF/SNF). The program shall be designed to teach skills in medication administration of nonparenteral medications, which will qualify students to perform this procedure to assist licensed practical nurses (LPNs) or registered nurses (RNs) in medication therapy. All aspects of the CMT course included in this rule shall be met in order for a program to be approved.

(3) If the CMT course is to be conducted in an ICF/SNF, the facility must enter into an agreement with an educational training agency which is responsible to:

(A) Provide administration of the Test of Adult Basic Education (TABE) and review of the student's qualifications;

(B) Arrange for a department-approved instructor;

(C) Arrange for administration of the final examination; and

(D) Certify the students through a department-approved certifying agency which is any one (1) of the long-term care associations or any other department-approved agency authorized to issue certificates.

(4) The objective of the CMT Training Program shall be to ensure that the medication technician will be able to do the following:

(A) Prepare, administer, and document administration of medications by all routes except those administered by the parenteral

route;

(B) Observe, report, and document responses of residents to medications administered;

(C) Identify responsibilities associated with acquisition, storage, and security of medications;

(D) Identify appropriate medication reference materials;

(E) Observe, report, and document responses of residents to medications;

(F) Identify lines of authority and areas of responsibility; and

(G) Identify what constitutes a medication error.

(5) The course shall consist of at least sixty (60) classroom hours of instruction taught by a department-approved CMT instructor or examiner (instructor/examiner). The course shall include an additional minimum eight (8) hours of clinical practice conducted in a licensed ICF or SNF under the direct supervision of the CMT instructor/examiner or under the direct supervision of an RN employed by the cooperating agency and designated by the educational training agency in section (9) of this rule. The instructor/examiner or the RN employed by the cooperating agency may require the student to complete more than the minimum eight (8) hours of clinical practice based on each student's mastery of course content. A final written examination and a minimum two (2)-hour final practicum examination must be conducted in an ICF/SNF.

(A) For all courses beginning on or after the effective date of this rule, the student manual and course developed by the Department of Elementary and Secondary Education and the Missouri Center for Career Education at University of Central Missouri as outlined in the manual entitled *Certified Medication Technician*, (Revised 2008), incorporated by reference in this rule and available by Internet at: www.cmttest.org shall be considered the approved course curriculum. This rule does not incorporate any subsequent amendments or additions.

(B) For all courses beginning on or after the effective date of this rule, the approved course curriculum instructor's guide shall be the companion *Instructor's Guide*, (Revised 2008), incorporated by reference in this rule, and accessed by Internet: www.cmttest.org. This rule does not incorporate any subsequent amendments or additions.

(C) Students and instructors shall each have a copy of the approved course curriculum manual.



(D) The curriculum content shall include procedures and instructions in the following areas:

1. Basic review of body systems and medication effects on each;
2. Medical terminology;
3. Infection control;
4. Medication classifications;
5. Medication dosages, measurements, and forms;
6. Acquisition, storage, and security;
7. Problems of observations in medication therapy; and
8. Administration by oral, rectal, vaginal, otic, ophthalmic, nasal, skin, topical, transdermal patches, and oral metered dose inhaler.

(E) A student shall not be allowed to independently administer medications until successfully completing the CMT course. The CMT Course Evaluation Record may be used as authorization to independently administer medications for up to sixty (60) days. After this period the student must be listed on the Missouri CNA Registry as an active CMT.

(6) Student Qualifications.

(A) Any individual employable in an ICF/SNF who will be involved in direct resident care shall be eligible to enroll as a student in the course if the following criteria are also met:

1. High school diploma or General Education Development (GED) Certificate;
2. A minimum score of 8.9 on both Vocabulary and Comprehension tests and a minimum score of 7.0 on Mathematics Concepts and Application tests on the D level of the TABE. The tests shall be administered by the educational training agency;
3. Six (6) months of employment as a CNA who is listed as active on the Missouri CNA Registry;
4. For an individual currently employed in a long-term care facility, a letter of recommendation submitted to the educational training agency by the administrator or director of nursing of the facility, or for an individual not currently employed in a long-term care facility, a letter of recommendation submitted to the educational training agency by a previous long-term care facility employer;
5. The individual is not listed on the department's Employee Disqualification List (EDL) and does not have a Federal Indicator on the Missouri CNA Registry or any other state's CNA Registry that the educational training agency has checked based on a belief that information on the individual may be included;
6. The individual has not been convicted of or entered a plea of guilty or *nolo con-*

tendere to a crime in this state or any other state, which if committed in Missouri would be a Class A or Class B felony violation of Chapters 565, 566, or 569, RSMo, or any violation of subsection 3 of section 198.070, or section 568.020, RSMo, unless a good cause waiver has been granted by the department under the provisions of 19 CSR 30-82.060; and

7. The individual meets the employment requirements listed in 19 CSR 30-85.042(32).

(B) Students who drop the CMT course due to illness or incapacity may reenroll within six (6) months of the date the student withdrew from the course and make up the missed course material upon presenting proof of prior attendance and materials covered if allowed by the educational training agency's policy.

(C) Individuals seeking to challenge the CMT examination shall be listed as active on the Missouri CNA Registry and shall meet the criteria in paragraph (6)(A)6. of this rule. If not listed as active on the Missouri CNA Registry, the individual shall first apply to challenge and successfully pass the CNA written and practicum examination. The following individuals may qualify to challenge the final written and practicum CMT examination:

1. A student enrolled in a professional nursing school or in a practical nursing program who has completed a medication administration course and who has a letter of endorsement from the school or program director;
2. An individual who successfully completed a professional or practical nursing program in the last five (5) years but who failed the professional (RN) or practical (LPN) state licensure examination;
3. An individual who provides evidence of successful completion of a department-approved CMT course while working as an aide at a facility operated by the Missouri Department of Mental Health who is listed as a CNA on the Missouri CNA Registry.

(D) An individual who provides evidence of successful completion of a Missouri Department of Mental Health (DMH)-approved CMT course while working at a facility operated by the DMH but who is not listed as a CNA on the department's Missouri CNA Registry may challenge the CMT examination. The CMT challenge may only be made after first completing the orientation module of the department's approved Nurse Assistant Training Program and successfully challenging the final CNA examination so that the individual's name appears on the department's Missouri CNA Registry.

(E) An individual who has successfully

completed a department-approved medication technician course in another state, who is currently listed as a CMT in good standing in that state, and who submits a letter of recommendation to the department's Health Education Unit from an administrator or director of nursing of a facility in which the individual worked as a medication technician.

(7) Obtaining Approval to Challenge the CMT Examination.

(A) An individual wanting to challenge the written and practicum final examination shall submit a request in writing to the department's Health Education Unit enclosing documentation required by this rule. If approved to challenge the examination, a letter so stating will be sent from the department to be presented to the educational training agency. The educational training agency shall review and maintain a copy of the letter in the agency's file prior to scheduling the individual for testing. Challenge approval letters shall be valid for one hundred twenty (120) days from the date of the department's approval.

(B) An individual who has successfully completed a professional or practical nursing program and who has not yet taken or received the results of the state licensure examination may request a qualifying letter from the department's Health Education Unit allowing the individual to administer medication in a long-term care facility. The qualifying letter allows the individual to administer medications according to this regulation in lieu of a certificate or the individual being listed on the Missouri CNA Registry as an active CMT. However, if more than ninety (90) days have lapsed since graduation or since taking the Missouri State Board Examination with no successful results confirmed, the individual shall request department approval to challenge the final examination for certification as a medication technician.

(C) An individual shall not administer medications without the instructor present until the individual has successfully completed the challenge examination and holds an authorized signed CMT Course Evaluation Record. An authorized signed CMT Course Evaluation Record is good for up to sixty (60) calendar days from the examination date pending receipt of the certificate or of listing on the Missouri CNA Registry as an active CMT.

(8) CMT Course Examiner Qualification Requirements.

(A) In order to qualify as an instructor, examiner, or both, the individual:

1. Shall be currently licensed to practice



as an RN in Missouri or shall have a temporary permit from the Missouri State Board of Nursing. The instructor/examiner shall not be the subject of current disciplinary action, such as probation, suspension, or revocation of license;

2. Shall hold a current Certified Medication Technician teaching certificate from the Department of Elementary and Secondary Education, Division of Career Education;

3. Shall complete an instructor/examiner program workshop and be listed as a qualified CMT instructor/examiner on the department's Instructor/Examiner Registry;

4. Shall sign an agreement with the department to protect and keep secure the final examination and the PIN used to electronically access the Instructor Guide/Test Bank;

5. May be an employee of the ICF/SNF in which training is conducted, but the ICF/SNF must have a cooperative agreement with an educational training agency;

6. Shall teach the course or facilitate the challenge examination only as permitted by the educational training agency; and

7. May be assisted by pharmacists as guest instructors in the areas of medication systems, regulations governing medications, medication actions, adverse reactions, medication interactions, and medication errors.

(B) CMT Instructor/Examiner Disqualification Criteria.

1. An individual shall not be approved to be an instructor/examiner if he or she has ever been found to have knowingly acted or omitted any duty in a manner which would materially and adversely affect the health, safety, welfare, or property of a resident.

2. An individual who has been approved to be an instructor/examiner shall have that status revoked if, after an investigation by the department, it is found that the individual:

A. Knowingly acted or omitted any duty in a manner which materially and adversely affected the health, safety, welfare, or property of a resident;

B. Defrauded an educational agency or student by taking payment and not completing a course or following through with certification documentation required by 19 CSR 30-84.020;

C. Failed to teach, examine, or clinically supervise in accordance with 19 CSR 30-84.020;

D. Falsified information on the CMT Course Evaluation Record or any other required documentation;

E. Failed to keep secure the automated PIN access system;

F. Failed to keep secure the CMT

web-based, department-approved Instructor Guide/Test Bank;

G. Copied test questions or answer keys; or

H. Prepared students directly from the exam or utilized unfair or subjective testing techniques.

(C) When an individual is no longer qualified to be an instructor/examiner, the department shall:

1. Notify the individual that he or she is no longer eligible to be an instructor/examiner;

2. Notify all certifying agencies that the individual is no longer considered an approved instructor or examiner; and

3. Remove the individual's name from the department's Instructor/Examiner Registry.

(D) To be reinstated as an approved instructor/examiner the individual shall submit a request in writing to the department's Health Education Unit stating the reasons why reinstatement is warranted. If the individual has not attended the Train-the-Trainer Program Workshop within two (2) years of the date of request, the individual shall retake the Train-the-Trainer Program Workshop. The Section for Long-Term Care administrator or designee shall respond in writing to the request.

(9) Educational Training Agencies.

(A) The following entities are eligible to apply to the department's Health Education Unit to be an approved educational training agency: vocational-technical schools, comprehensive high schools, community colleges or approved four (4)-year institutions of higher learning.

(B) All classrooms shall contain sufficient space, equipment and teaching aids to meet the course objectives.

(C) A school requesting approval to teach the CMT Training Course or facilitate challenging the examination shall file an application with the department's Health Education Unit giving the names of the instructors and listing the equipment and classroom space that will be used and shall provide a copy of an agreement with the cooperating agency where the course, clinical practice, or final practicum examination of the program will be conducted and provide the names of the RNs supervising the clinical observation. Educational training agencies shall be approved for a two (2)-year period and shall submit a new application thirty (30) days prior to the expiration date.

(D) The cooperating agency in which clinical practice and the final practicum examination are conducted shall allow students,

instructors and examiners access to the medication room, supervised access to residents and access to the medication documentation area.

(E) There shall be a signed written agreement between the educational training agency and each cooperating agency which specifies the rules, responsibilities, and liabilities of each party.

(F) The educational training agency is responsible for sending the department's Health Education Unit a copy of the most current signed agreement with the cooperating agency where any portion of the course or the entire course will be conducted. The department shall review all signed agreements of cooperation. On-site inspections of the cooperating agency or the educational training agency may be made by the department if problems occur or complaints are received. If requirements are not met, the status as an educational training agency may be revoked by the department.

(G) The classroom portion of the course may be taught in an ICF/SNF if there is an approved educational training agency as a sponsor.

(10) Certified Medication Technician Course Testing.

(A) Prior to the student's enrollment, the TABE shall be administered by qualified examiners designated by the educational training agency. See paragraph (6)(A)2. of this rule.

(B) To be eligible for the final course examination, students shall have achieved a score of at least eighty percent (80%) on each written examination in the course curriculum.

(C) Courses beginning on or after the effective date of this rule require the instructor/examiner to administer the department-approved written final examination accessed through the department's website at www.cmttest.org using a secure PIN system. The final examination shall include fifty (50) multiple choice questions based on course objectives. A score of at least eighty percent (80%) is required for passing.

(D) The practicum examination shall include preparing and administering all non-parenteral routes and documenting administration of medications administered to residents. The practicum examination shall be conducted under the direct supervision of the department-approved instructor/examiner and the individual responsible for medication administered in the ICF/SNF. Testing on medications not available in the ICF/SNF shall be done in a simulated classroom situation.

(E) The final examination may be retaken



one (1) time within ninety (90) days of the first fail date without repeating the course.

(F) A challenge examination may be taken one (1) time. If failed, the entire course shall be taken.

(G) The instructor/examiner shall complete the CMT Course Evaluation Record, which includes competencies, scores, and other identifying information.

(11) Records and Certification.

(A) Records.

1. The educational training agency shall maintain records for at least two (2) years for those individuals who have completed the CMT Course and shall submit to a department-approved certifying agency within thirty (30) calendar days from the examination date the following: the student's legal name, Social Security number, class beginning date and completion date, whether certified by a challenge or full course, and other identifying information from the CMT Course Evaluation Record.

2. The educational training agency shall provide a copy of the CMT Course Evaluation Record to the certified medication technician.

3. The educational training agency may release a transcript with written permission from the student in accordance with the provisions of the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g.

(B) Certification.

1. The educational training agency shall maintain the records of individuals who have been enrolled in the CMT course and shall submit to a department-approved certifying agency, the legal name, date of birth, Social Security number, certificate number, certification date, educational training agency and cooperating agency for all individuals who successfully complete the course and final examination within thirty (30) calendar days from the examination date. Upon receipt of the successful completion of the course, a department-approved certifying agency shall issue a certificate of completion to the student through the educational training agency. Any final examination documentation over sixty (60) days old shall be invalid.

2. Each week the certifying agency shall provide the department's Health Education Unit with names and other identifying information of those receiving certificates.

3. The department shall maintain a list of certifying agencies approved to issue certificates for the CMT Training Program. In order for a certifying agency to be approved by the department, the agency shall enter into an annually renewable agreement of cooperation with the department.

(12) Requirements for Hiring an Individual as a CMT.

(A) The department shall maintain a CNA Registry, which will list the names of CMTs and other relevant and identifying information.

(B) Any individual seeking employment in an ICF/SNF as a CMT must be employable as a CNA and CMT on the department's CNA Registry.

(C) When employing an individual as a CMT, the facility shall contact the department's website at www.dhss.mo.gov/cnaregistry in order to verify current certification status of the individual. Current registry status must be verified even though the individual presents a CMT certificate.

AUTHORITY: section 198.079, RSMo Supp. 2007. This rule originally filed as 13 CSR 15-13.020. Original rule filed Aug. 13, 1982, effective Jan. 13, 1983. Amended: Filed Oct. 13, 1987, effective Jan. 29, 1988. Amended: Filed July 13, 1998, effective Feb. 28, 1999. Moved to 19 CSR 30-84.020, effective Aug. 28, 2001. Amended: Filed March 13, 2008, effective Oct. 30, 2008. ***

**Original authority: 198.079, RSMo 1979, amended 2007.*

***Pursuant to Executive Order 21-07, 19 CSR 30-84.020, subsection (9)(B) was suspended from April 9, 2020 through August 31, 2021. Pursuant to Executive Order 21-09, 19 CSR 30-84.020, section (5), and subsections (6)(B), (7)(A), (7)(B), (7)(C), (10)(D), and (10)(F) was suspended from April 9, 2020 through December 31, 2021.*

19 CSR 30-84.030 Level I Medication Aide Training Program

PURPOSE: This rule sets forth the requirements for a Level I Medication Aide (LIMA) Training Program.

PUBLISHER'S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) Definitions.

(A) Certifying agency—shall mean a long term care association, area vocational technical school, career center, comprehensive high school, community college, or four- (4-) year institution of higher learning approved by the

Department of Health and Senior Services (the department) to issue Level I Medication Aide (LIMA) certification.

(B) Challenge the final examination—shall mean taking the final examination of the course without enrolling in and taking the entire course.

(C) Department of Mental Health (DMH) facility—shall mean a residential setting or day program funded, licensed, operated, or certified by the Department of Mental Health to provide services to persons with developmental disabilities and/or mental illness.

(D) Level I medication aide (LIMA) instructor (instructor)—shall mean a nurse approved to instruct the LIMA course.

(E) Long term care (LTC) association—shall mean a trade association with the primary purpose of representing or advocating for long-term care providers and/or professionals.

(F) Registered nurse presenter—shall mean a registered nurse approved to teach the Train the Trainer Workshops and prepare instructors to teach the LIMA course.

(G) Simulated training setting—shall mean a combined practical and verbal process that simulates all aspects of actual medication administration, including, at a minimum, reading a medication order, setting up the medication, verbally explaining how to administer the medication to a resident, and recording the administration of the medication.

(H) Train the Trainer Workshop—shall mean a training program conducted by a certifying agency to prepare instructors for the LIMA training program.

(I) Training agency—shall mean the entity that sponsors the department-approved training program.

(2) The LIMA Training Program shall be administered by the department in order to prepare individuals for employment as LIMAs in residential care facilities (RCFs) and assisted living facilities (ALFs). The program shall be designed to teach skills in medication administration by the following routes: oral, rectal, vaginal, otic, ophthalmic, nasal, topical, transdermal, buccal, sublingual, aerosol/nebulizer, and oral metered dose inhalers.

(3) The objective of the LIMA Training Program shall be to ensure that the LIMA will be able to define the role, limitations, and responsibilities of a LIMA; prepare, administer, and document administration of medications by those routes listed in section (2) of this rule; observe, report, and record unusual responses to medications; identify



responsibilities associated with acquiring, storing, and securing medications; utilize appropriate medication reference materials; and identify what constitutes a medication error.

(4) The course shall include a minimum of sixteen (16) hours of integrated formal instruction and practice sessions directly supervised by an approved instructor and shall include a final written examination and a final practicum examination.

(5) Course Manual Requirements.

(A) The course manual must be approved by the department. A list of approved LIMA training manuals may be accessed through the department's website or by telephone at (573) 526-5686.

(B) The manual content shall include procedures and instructions in the following areas: residents' rights; fundamental human body systems; common medical terminology and abbreviations; medication classifications and their implications; observing and reporting possible medication reactions; techniques of medication administration by all routes listed in section (2) of this rule; documentation, including telephone orders, medication administration records (MARs), and leaves of absence; acquiring, storing, and securing medications; medication reference resources; and infection control.

(6) Training Agency Requirements.

(A) The following entities are eligible to be training agencies: area vocational-technical schools, career centers, comprehensive high schools, community colleges, four- (4-) year institutions of higher learning, RCFs or ALFs licensed by the department, DMH facilities, or LTC associations.

(B) The training agency is responsible for obtaining an approved instructor, providing training materials for each student, including a copy of a department-approved course manual, and presenting a class schedule for approval by an approved certifying agency.

(C) Prior to beginning the class the following information must be provided in writing to the certifying agency along with the class schedule: the approved instructor's legal name, Social Security number, nursing license number, current address, and telephone number; each student's legal name, address, telephone number, Social Security number, date of birth, and employer's name and address, if applicable; the date and location of each class to be held; and the date and location of the final examination. The certifying agency which approved the class shall be notified in advance if there are any changes in dates or locations.

(D) Training locations shall contain sufficient space, equipment, and teaching aids to meet the course objectives and accommodate the number of students.

(E) If the instructor is not directly employed by the training agency, there shall be a signed written agreement between the training agency and the instructor, which specifies the roles, responsibilities, and liabilities of each party.

(F) If the training agency is not an RCF or ALF licensed by the department or a DMH facility, the agency must have a written agreement of cooperation currently in effect with the RCF, ALF, or DMH facility where the final practicum examination portion of the course will be conducted.

(G) Within thirty (30) days following the examination date, the training agency must provide in writing to the certifying agency that approved the class the following: each student's legal name, address, date of birth, Social Security number, test booklet and test sheet, class beginning date and completion date, whether certified by a challenge or full course, and form MO 580-2531 (12/10) LIMA Examination Score Sheet (examination score sheet), incorporated by reference in this rule and available by mail at: Department of Health and Senior Services, Section for Long Term Care Regulation, Health Education Unit, PO Box 570, Jefferson City, MO 65102-0570 or by telephone at: (573) 526-5686. This rule does not incorporate any subsequent amendments or additions to the materials incorporated by reference.

(H) Records Requirements.

1. The training agency shall maintain records for a minimum of two (2) years for those individuals who have completed the LIMA course.

2. The training agency shall provide a copy of the examination score sheet to any individual who completes the course.

3. The training agency may release an examination score sheet with written permission from the student, in accordance with the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g.

(7) Student Requirements.

(A) Any individual employable by an RCF or ALF to be involved in direct resident care shall be eligible to enroll as a student in the course. Employable shall mean an individual who is at least eighteen (18) years of age and meets the employability criteria pursuant to the provisions of 19 CSR 30-86.042, 19 CSR 30-86.043, or 19 CSR 30-86.047.

(B) Any individual employable in a DMH facility to be involved in direct resident care

shall be eligible to enroll as a student in the course. Employable shall mean an individual who meets the employability criteria pursuant to the provisions of 9 CSR 10-5.190.

(C) Individuals either enrolled in or who have been enrolled in a professional nursing school or in a practical nursing program who have completed the medication administration or pharmacology course and who have letters of endorsement from the directors of their respective programs may qualify as a LIMA by successfully challenging the final examination.

1. Those persons wanting to challenge the final examination shall submit a request in writing to the department's Health Education Unit, enclosing documentation required by this rule. If approved to challenge the examination, a letter so stating will be sent from the department to present to an approved instructor so that arrangements can be made for testing.

2. Individuals requesting approval for challenging the examination shall meet the employability criteria in subsection (7)(A) or (B) of this rule.

(D) A student shall not administer medications without the instructor present until s/he successfully completes the course and obtains a copy of the examination score sheet.

(E) Biennial Training.

1. LIMAs shall participate in a minimum of four (4) hours of medication administration training every two (2) years in order to administer medications in an RCF or ALF via the routes set forth in section (2) of this rule. The training shall be completed by the biennial anniversary date of the original issue of the LIMA certificate. The training shall be—

A. Offered by an approved instructor as outlined in section (8) of this rule; and

B. Documented on form MO 580-2973 (12/10), LIMA Biennial Training, incorporated by reference in this rule and available through the department's website or by mail at: Department of Health and Senior Services, Section for Long Term Care Regulation, Health Education Unit, PO Box 570, Jefferson City, MO 65102-0570, telephone: (573) 526-5686, and kept in the employee's personnel file. The department will also accept DMH's Medication Aide Bi-Annual Training Form MO 650-8730 (12/00) incorporated by reference in this rule as acceptable documentation and available through the department's website or by mail at: Department of Health and Senior Services, Section for Long Term Care Regulation, Health Education Unit, PO Box 570, Jefferson City, MO 65102-0570, telephone: (573) 526-5686, and kept in the



employee's personnel file. This rule does not incorporate any subsequent amendments or additions to the materials incorporated by reference.

2. At a minimum the training shall address the following:

- A. Medication ordering and storage;
- B. Medication administration and documentation;
- C. Use of generic drugs;
- D. Infection control;
- E. Observing and reporting possible medication reactions;
- F. New medications and/or new procedures;
- G. Medication errors;
- H. Individual rights and refusal of medications and treatments;
- I. Issues specific to the facility/program as indicated by the needs of the residents and the medications and treatments currently being administered; and
- J. Corrective actions based on identified problems.

3. LIMAs are responsible to ensure that the department is provided with the documentation required in subparagraph (7)(E)1.B. of this rule by the biennial anniversary date of the original LIMA certificate.

A. LIMAs who fail to submit to the department the documentation required by this rule by the biennial anniversary date of issue of their original LIMA certification will be removed from the LIMA active registry and will not be eligible to be employed as a LIMA in an RCF or ALF.

B. Any LIMA, after having been removed from the active registry for failing to provide to the department the documentation required by this rule, may be reinstated to the active registry by providing proof of a completed biennial training update at any time except any individual who has been off the active registry for more than five (5) years shall retake the course or s/he may challenge the examination if s/he meets the requirements of subsection (C) of this section.

4. LIMAs certified on or before September 30, 2012, shall have until September 30, 2014, to comply with the biennial training requirements required by this section.

(8) Instructor Requirements.

(A) An instructor shall be currently licensed to practice as either a registered nurse or practical nurse in Missouri, shall hold a current temporary permit from the Missouri State Board of Nursing, or shall hold a multi-state or single state registered nurse license from a jurisdiction that is party to the Nurse Licensure Compact. The licensee shall not be subject to current disci-

plinary action such as probation, suspension, or revocation and shall not be listed on the department's Employee Disqualification List (EDL).

(B) In order to be qualified as an instructor, the individual shall have had one (1) year's experience working as a nurse and shall have attended and successfully completed a "Train the Trainer" workshop to instruct the LIMA course conducted by an approved registered nurse presenter.

(C) A person who has been approved as an instructor shall have that status revoked if, after an investigation by the department or by DMH, it is found that the instructor—

- 1. Accepted money from a student and did not complete instruction of the class or upon successful completion of the class and final written and practicum examination did not complete the examination score sheet and provide it to the training agency;
- 2. Falsified information on the examination score sheet or any other required documentation;
- 3. Failed to administer the course in accordance with the provisions of this rule; or
- 4. Administered the final examination incorrectly and not in accordance with section (9) of this rule.

(D) Once an instructor's status is revoked, only the department's Section for Long Term Care Regulation Administrator or his/her designee may reinstate the individual and only after the individual has made a written request for reinstatement documenting new circumstances. If an instructor's status is revoked or reinstated, the department shall make such information available to all approved certifying agencies.

(9) Testing Requirements.

(A) The final examination shall consist of a written and a practicum examination administered by an approved instructor.

1. A department-approved written examination which includes twenty-five (25) questions based on the course objectives shall be used.

2. The practicum examination shall be conducted in an RCF or ALF licensed by the department or a DMH facility and shall include the preparation, administration, and documentation of a minimum of ten (10) medications, with no more than five (5) being oral, administered to residents by routes listed in section (2) of this rule. The practicum examination shall be conducted under the direct supervision of the instructor. Testing on routes not available in the facility shall be conducted in a simulated training setting.

(B) The final examination may be retaken one (1) time within ninety (90) days of the

first fail date without repeating the course. A minimum score of eighty percent (80%) for the final written examination and one hundred percent (100%) accuracy for the practicum examination is required to pass.

(C) An individual challenging the final examination who does not successfully pass the examination during the challenge process shall be required to complete the course in order to retake the examination.

(D) The instructor shall complete the examination score sheets and provide them to the training agency within fifteen (15) days of administering the examination.

(10) Registered Nurse Presenter Requirements.

(A) A registered nurse presenter shall have the following qualifications:

- 1. Registered nurse licensed in Missouri or hold a multi-state or single state registered nurse license from a jurisdiction that is party to the Nurse Licensure Compact;
- 2. Approved LIMA instructor;
- 3. Has instructed at least one (1) LIMA course and conducted the final examination; and
- 4. Approved by a certifying agency.

(11) Certifying Agency Requirements.

(A) In order for a certifying agency to be approved by the department, the agency shall enter into an agreement of cooperation with the department which shall be renewable annually and shall carry out the following responsibilities:

- 1. Verify eligibility requirements and approve registered nurse presenters;
- 2. Administer Train the Trainer Workshops;
- 3. Verify eligibility requirements for the Train the Trainer Workshops' participants;
- 4. Provide instructors, who have successfully completed a Train the Trainer Workshop conducted by an approved registered nurse presenter, with a certificate documenting approval to teach the LIMA course;
- 5. Within one (1) week of issuing the LIMA instructor certificate, provide in writing to the department after each workshop held: legal names, Social Security numbers, addresses, telephone numbers, and date of birth of approved instructors. The department shall maintain a list of all instructors approved to teach the LIMA course. The list of approved instructors may be accessed through the department's website.
- 6. Approve training agencies' LIMA course schedules;
- 7. Verify that the instructor is listed on the department's LIMA-approved instructor list;



8. Verify that the instructor’s nursing license is in good standing. A license search is available through the Missouri Division of Professional Registration website;

9. Review information provided by training agencies to ensure that the training program meets the requirements of the LIMA training program included in this rule;

10. Provide training agencies with the department-approved LIMA test booklets and test sheets prior to the final examination date for approved classes;

11. Issue certificates to individuals who successfully complete the LIMA course or successfully challenge the final examination;

12. Within one (1) week of issuing a LIMA certificate, provide in writing to the department the LIMA’s legal name, date of birth, address, telephone number, Social Security number, class beginning date and completion date, location of practicum examination, and whether certified by challenge or full course;

13. Issue a LIMA certificate to any DMH certified Medication Aide who applies for LIMA certification, pays the necessary fee, and provides all of the documentation and identifying information required by this rule.

A. The certifying agency shall verify with DMH that the individual is on the Medication Aide registry and has maintained current biennial training updates before issuing the certificate. Verification may be made by contacting DMH; and

14. Maintain records for a minimum of two (2) years for all requirements established in this section.

(B) The certifying agency may release an examination score sheet with written permission from the student, in accordance with the provisions of the Family Education Rights and Privacy Act of 1974, 20 U.S.C. Section 1232g.

*AUTHORITY: sections 198.073 and 198.076, RSMo Supp. 2011. * This rule originally filed as 13 CSR 15-13.030. Original rule filed May 14, 1985, effective Sept. 1, 1985. Amended: Filed Oct. 16, 1985, effective Jan. 12, 1986. Amended: Filed May 26, 1998, effective Jan. 30, 1999. Moved to 19 CSR 30-84.030, effective Aug. 28, 2001. Amended: Filed Aug. 23, 2006, effective April 30, 2007. Amended: Filed March 30, 2012, effective Nov. 30, 2012. ***

**Original authority: 198.073, RSMo 1974, amended 1984, 1992, 1999, 2006 and 198.076, RSMo 1979, amended 1984.*

***Pursuant to Executive Order 21-07, 19 CSR 30-84.030, paragraph (1)(H)4. and subsection (7)(A) was suspended from April 9, 2020 through August 31, 2021. Pursuant to Executive Order 21-09, 19*

CSR 30-84.030, subsection (7)(C), paragraph (7)(E)1., subsection (8)(B), and paragraphs (9)(A)2., and (10)(A)1.-3. was suspended from April 9, 2020 through December 31, 2021.

19 CSR 30-84.040 Insulin Administration Training Program

PURPOSE: This rule sets forth the requirements for approval of an insulin administration training program, designates the required course curriculum content, outlines the qualifications required of students and instructors and outlines the testing and records requirements.

PUBLISHER’S NOTE: The secretary of state has determined that the publication of the entire text of the material which is incorporated by reference as a portion of this rule would be unduly cumbersome or expensive. This material as incorporated by reference in this rule shall be maintained by the agency at its headquarters and shall be made available to the public for inspection and copying at no more than the actual cost of reproduction. This note applies only to the reference material. The entire text of the rule is printed here.

(1) The Insulin Administration Training Program shall be administered by the Department of Health and Senior Services (the department) in order to prepare medication technicians in a skilled nursing facility (SNF) or intermediate care facility (ICF), or medication aides in a residential care facility (RCF) or an assisted living facility (ALF) to administer insulin. The program shall be designed to present information on diabetes as it relates to symptoms and implications of proper or improper treatment, and to teach skills in insulin administration in order to qualify students to perform this procedure in long-term care (LTC) facilities in Missouri. All aspects of the Insulin Administration Training course included in this rule shall be met in order for the program to be approved.

(2) The course shall consist of at least four (4) hours of classroom instruction by an approved instructor and shall include a final written and practicum examination. The practicum examination shall not be conducted in a simulated situation.

(3) The curriculum content shall include procedures and instruction in the following areas: diabetes and its treatment and complications, types of insulin, technique of insulin administration and methods of monitoring blood sugar levels.

(4) The manual entitled *Insulin Administration* (50-6080-S and 50-6080-I), 2001 edition, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, which is incorporated by reference in this rule, and available through the Department of Health and Senior Services, PO Box 570, Jefferson City, MO 65102-0570, shall be considered the approved course curriculum. This rule does not incorporate any subsequent amendments or additions to the materials incorporated by reference. Students and instructors shall each have a copy of the manual.

(5) A student shall not administer insulin without the instructor present until s/he has successfully completed the course.

(6) Student Qualifications.

(A) Any level I medication aide working in an RCF or ALF, who is recommended in writing for training by an administrator/manager or nurse with whom s/he has worked shall be eligible to enroll as a student in this course.

(B) Any certified medication technician who is recommended in writing for training by the administrator or director of nursing with whom s/he has worked shall be eligible to enroll as a student in this course. The letter of recommendation shall be given to the training agency or instructor at enrollment.

(7) Instructor Qualifications. Only a registered nurse who is an approved instructor for the Level I Medication Aide Program, instructor/examiner for the Certified Nurse Assistant Program or instructor for the Certified Medication Technician Program shall be considered qualified to teach the Insulin Administration Course.

(8) Testing.

(A) The final examination shall consist of a written and practicum examination administered by an approved instructor or examiner.

1. The written examination shall include ten (10) questions extracted from the list in the instructor’s manual.

2. The practicum examination shall include the preparation, administration and recording of administration of insulin to a resident(s) under the direct supervision of the instructor/examiner.

(B) A score of eighty percent (80%) is required for passing the final written examination and one hundred percent (100%) accuracy in the performance of the steps of procedure in the practicum examination.



(C) The final examination, if not successfully passed, may be retaken one (1) time within thirty (30) days without repeating the course.

***Pursuant to Executive Order 21-07, 19 CSR 30-84.040, section (2) and subsection (6)(B) was suspended from April 15, 2020 through August 31, 2021. Pursuant to Executive Order 21-09, 19 CSR 30-84.040, subsection (6)(A), section (7), and paragraph (8)(A)2, was suspended from April 15, 2020 through December 31, 2021.*

(9) Records.

(A) The instructor shall complete the final record of the insulin administration course and shall distribute copies in the following manner:

1. A copy shall be provided to each individual who successfully completes the course;
2. A copy shall be kept in the instructor's file; and
3. The original shall be sent to a certifying agency.

(B) Each student shall obtain a certificate from a state-approved certifying agency validating successful completion of the training program.

(C) Records shall be retained by instructors for at least two (2) years.

(D) The department shall maintain a list of approved certifying agencies to handle issuance of certificates for the Insulin Administration Program. In order for an agency to be approved by the department to be a certifying agency, it shall enter into an agreement of cooperation with the department which shall be renewable annually and the agency shall effectively carry out the following responsibilities:

1. Review all documents submitted by the instructor to assure that the instructor is qualified in accordance with section (7);
2. Assure that all program requirements have been met as set forth in these rules or as stipulated in the agreement with the department;
3. Issue certificates to individuals who successfully complete the course;
4. Provide the department with the names of those receiving certificates on at least a monthly basis; and
5. Maintain accurate and complete records for a period of at least two (2) years.

*AUTHORITY: sections 198.009 and 198.076, RSMo 2000 and 198.005 and 198.073, RSMo Supp. 2006. * This rule originally filed 13 CSR 15-13.040. Original rule filed Oct. 15, 1990, effective March 14, 1991. Amended: Filed May 26, 1998, effective Nov. 30, 1998. Moved to 19 CSR 30-84.040, effective Aug. 28, 2001. Amended: Filed Aug. 23, 2006, effective April 30, 2007. ***

**Original authority: 198.005, RSMo 2006; 198.009, RSMo 1979, amended 1993, 1995; 198.073, RSMo 1979, amended 1984, 1992, 1999, 2006 and 198.076, RSMo 1979, amended 1984.*