



# DEPARTMENT of CHILDREN and FAMILIES

Making a Difference for Children, Families and Communities

**TO:** PROGRAM NURSES AND DIRECTORS  
**FROM:** DCF MEDICATION ADMINISTRATION PROGRAM  
**DATE:** November 8, 2011  
**SUBJECT:** DCF MEDICATION ADMINISTRATION TRAINING AND EXAM  
SCHEDULE January - May, 2012

**Changes to the new scheduling format will remain in effect. Below is a reminder of what changes were instituted.**

1. Basic Medication classes are scheduled over 4 days instead of 5 - running from 9:00am - 4:00pm. This will reduce the number of days away from the facility.
2. Open exam days will now have 3 choices - 9:00 - 11:00, 12:00 - 2:00 and 3:00 - 5:00. This will hopefully accommodate those employees who have other employment commitments. **PLEASE MAKE SURE TO CHECK THE LOCATION OF THE EXAM**
3. The Recertification Review Class is now 4 hours long with the exam running from 2:00 - 4:00. Employees who need to take the Basic Exam can also test during this time period.

As always:

- Make sure staff know the time and location of classes
- Plan to arrive 15 minutes prior to exam to allow the exam to begin and end on time.
- No admittance 15 minutes after exam has begun
- Photo identification is required at the exam
- Confirmations are sent out for Basic Medication Administration Classes approximately 2 weeks prior to class. If you have not received a confirmation please contact our office. Do not assume that your staff is registered for the class.
- **ALL CLASSES AND EXAMS REQUIRE A REGISTRATION FORM SUBMITTED**

Thank you,

Medication Administration Program

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## DEPARTMENT of CHILDREN and FAMILIES

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**BASIC CERTIFICATION COURSES**  
**AVAILABLE ONLY TO STAFF WHO ARE CURRENTLY**  
**EMPLOYED AT A DCF LICENSED OR OPERATED FACILITY**

### January 2012

LOCATION	DCF Central Office 505 Hudson St. Hartford, CT 6 <sup>th</sup> floor, Rm. 4
DATES OF CLASS	January 9, 11, 17 and 19 Exam TBA
TIME	<b>9:00AM - 4:00 PM</b>
Instructor	Monica Jensen, RN, MSN

### February 2012

LOCATION	Connecticut Valley Hospital Eastern Dr. Middletown, CT Page Hall, Rm.213
DATES OF CLASS	February 7, 9, 15 and 16 Exam TBA
TIME	9:00 AM - 4:00 PM
Instructor	Grace Pieta, RN, BS



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### March 2012

LOCATION	DCF Central Office 505 Hudson St. Hartford, CT 6 <sup>th</sup> floor, Rm. 4
DATES OF CLASS	March 6, 8, 13 and 15 Exam TBA
TIME	9:00AM - 4:00pm
Instructor	Jane Olmsted-MacFarlane, RN, MSN

### April 2012

LOCATION	DCF Central Office 505 Hudson St. Hartford, CT 6 <sup>th</sup> floor, Rm. 4
DATES OF CLASS	April 10, 12 17 and 19 Exam TBA
TIME	9:00 AM - 4:00 PM
Instructor	Monica Jensen, RN, MSN

### May 2012

LOCATION	Connecticut Valley Hospital Eastern Dr. Middletown, CT Page Hall, Rm.212
DATES OF CLASS	May 7, 9, 14 and 16 Exam TBA
TIME	9:00 AM - 4:00 PM
Instructor	Grace Pieta, RN, BS



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## RECERTIFICATION REVIEW CLASSES/EXAM

OFFERED TO DCF MEDICATION CERTIFIED STAFF WHO WISH TO RETAIN CERTIFICATION AND ARE CURRENTLY EMPLOYED AT DCF LICENSED OR OPERATED FACILITIES. THE RECERTIFICATION EXAM MUST BE TAKEN BEFORE THE CURRENT CERTIFICATE EXPIRES. PLEASE REVIEW EMPLOYEES' CERTIFICATES FOR UPCOMING EXPIRATION DATES.

**Certification Expiration date must be included on the registration form.**

### January 2012

#### RECERTIFICATION REVIEW/Exam

LOCATION	Woodland Street Training Center 61 Woodland Street Hartford, CT
DATE	<b>January 30, 2012</b>
TIME	9:00AM - 1:00PM EXAM <b>AT 2:00 - 4:00pm</b> Students may stay for this exam or register for <u>and</u> take an exam on or <b>before</b> their certificate expiration date
INSTRUCTOR	Jane Olmsted-MacFarlane, RN, MSN

### February 2012

#### RECERTIFICATION REVIEW/Exam

LOCATION	Woodland Street Training Center 61 Woodland Street Hartford, CT
DATE	<b>February 28, 2012</b>
TIME	9:00AM - 1:00PM EXAM <b>AT 2:00 - 4:00pm</b> Students may stay for this exam or register for <u>and</u> take an exam on or <b>before</b> their certificate expiration date
INSTRUCTOR	Monica Jensen, RN, MSN



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## March 2012

### RECERTIFICATION REVIEW/Exam

LOCATION	Woodland Street Training Center 61 Woodland Street Hartford, CT
DATE	<b>March 30, 2012</b>
TIME	9:00AM - 1:00PM <b>EXAM AT 2:00 - 4:00pm</b> Students may stay for this exam or register for <u>and</u> take an exam on or <b>before</b> their certificate expiration date
INSTRUCTOR	Grace Pieta, RN, BS

## April 2012

### RECERTIFICATION REVIEW/Exam

LOCATION	Woodland Street Training Center 61 Woodland Street Hartford, CT
DATE	<b>April 20, 2012</b>
TIME	9:00AM - 1:00PM <b>EXAM AT 2:00 - 4:00pm</b> Students may stay for this exam or register for <u>and</u> take an exam on or <b>before</b> their certificate expiration date
INSTRUCTOR	Jane Olmsted-MacFarlane, RN, MSN

## May 2012

### RECERTIFICATION REVIEW/Exam

LOCATION	Woodland Street Training Center 61 Woodland Street Hartford, CT
DATE	<b>May 30, 2012</b>
TIME	9:00AM - 1:00PM <b>EXAM AT 2:00 - 4:00pm</b> Students may stay for this exam or register for <u>and</u> take an exam on or <b>before</b> their certificate expiration date
INSTRUCTOR	Monica Jensen, RN, MSN



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## OPEN EXAMS

EXAMS ARE OPEN TO ANY ONE WHO HAS SUCCESSFULLY COMPLETED THE BASIC CERTIFICATION TRAINING COURSE WITHIN THE LAST 90 DAYS OR ANY ONE WHO NEEDS TO RETAKE THE BASIC CERTIFICATION EXAM AFTER FAILING ONE TIME IN THE LAST 90 DAYS. RECERTIFICATION EXAMS MAY BE TAKEN ON ANY OF THE FOLLOWING DATES. PLEASE REFER TO THE RECERTIFICATION REVIEW SCHEDULE FOR DATES AND TIMES WHEN THE RECERTIFICATION REVIEW WILL BE OFFERED BEFORE THE EXAM.

**Make sure registration form has *date, time and location***

DATE	LOCATION	Exam times
January 6	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
January 20	DCF Central Office <i>Limited space, 25 students per exam - register early</i> 505 Hudson Street Hartford, CT 6 <sup>th</sup> Floor Training Academy Room 4	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
February 3	DCF Central Office <i>Limited space, 25 students per exam - register early</i> 505 Hudson Street Hartford, CT 6 <sup>th</sup> Floor Training Academy Room 4	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
February 17	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
March 9	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
March 23	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9:00am - 11:00am 12:00 N - 2:00pm 3:00pm - 5:00pm
April 13	Dept. of Transportation 2800 Berlin Tpke.	9:00am - 11:00am 12:00 N - 2:00pm



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	Newington, CT	<b>3:00pm - 5:00pm</b>
<b>April 27</b>	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	<b>9:00am - 11:00am</b> <b>12:00 N - 2:00pm</b> <b>3:00pm - 5:00pm</b>
<b>May 11</b>	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	<b>9:00am - 11:00am</b> <b>12:00 N - 2:00pm</b> <b>3:00pm - 5:00pm</b>
<b>May 25</b>	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	<b>9:00am - 11:00am</b> <b>12:00 N - 2:00pm</b> <b>3:00pm - 5:00pm</b>



# DEPARTMENT of CHILDREN and FAMILIES

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## **Directions to 61 Woodland Street, Hartford Diagonally across Asylum Ave from St. Francis Hospital**

61 Woodland Street (corner of Woodland Street and Asylum Avenue) in Hartford, Connecticut.

**From I-91 North:** Take Exit 32A onto I-84 West. Follow directions below for traveling on I-84.

**From I-91 South:** Take Exit 32A onto I-84 West. Follow directions below for traveling on I-84.

**From I-84 (East or West):**

1. Take Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.
2. At the end of the exit ramp, at the light, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).
3. Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).
4. Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).
5. Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.
6. Turn left into the second driveway. Please park in the area which is an immediate right when entering the driveway.
7. Security guards are located right inside the door, and will assist you when you arrive.

**Photo ID is required to enter the building. Participants must be registered with the DCF Med Cert program for the exam to be on the guards' list of participants who will be allowed into the building. "Walk ins" for the exam who do not have prior registration will not be permitted into the building by security.**



# DEPARTMENT of CHILDREN and FAMILIES

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## **DIRECTIONS TO PAGE HALL Conference Rooms – Second Floor**

### **FROM ROUTE 9\* SOUTH:**

Take EXIT 12, then LEFT at the end of the exit ramp onto SILVER STREET. Take the first right onto EASTERN DRIVE. Turn left at the CVH MAIN ENTRANCE and proceed straight (passing the Day Care Center) to the PAGE HALL PARKING LOT (North of Noble Hall). Enter Page Hall from the Page Hall parking lot – entering onto the second floor.

### **FROM ROUTH 9\* NORTH:**

Take EXIT 12. At the end of the exit there is a stop sign; go STRAIGHT onto EASTERN DRIVE. Turn right at the CVH MAIN ENTRANCE and proceed straight (passing the Day Care Center) to the PAGE HALL PARKING LOT (North of Noble Hall). Enter Page Hall from the Page Hall parking lot – entering onto the second floor.

- ROUTE 9 can be reached from Exit 22-S of Interstate 91, or by following Route 66 to the center of Middletown where there are signs to direct you to Route 9. Route 9 also intersects with Interstate 95 via Exit 69 in Saybrook.

**Additional parking is available in Lot 3a near Haviland Hall.**



# DEPARTMENT of CHILDREN and FAMILIES

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## TRAINING ACADEMY PARKING PROTOCOL

If you need ADA Accommodations please notify the Affirmative Action Division in writing. The Affirmative Action Division must have at least a 24 hour notice. You can fax your request to (860) 723-7201, attention Shirley Crooms.

### **Directions:**

Coming from I-91, follow the rotary to Hudson St., proceeding on Hudson to the second light, which is Buckingham Street. Take a right into the Pro Park lot.

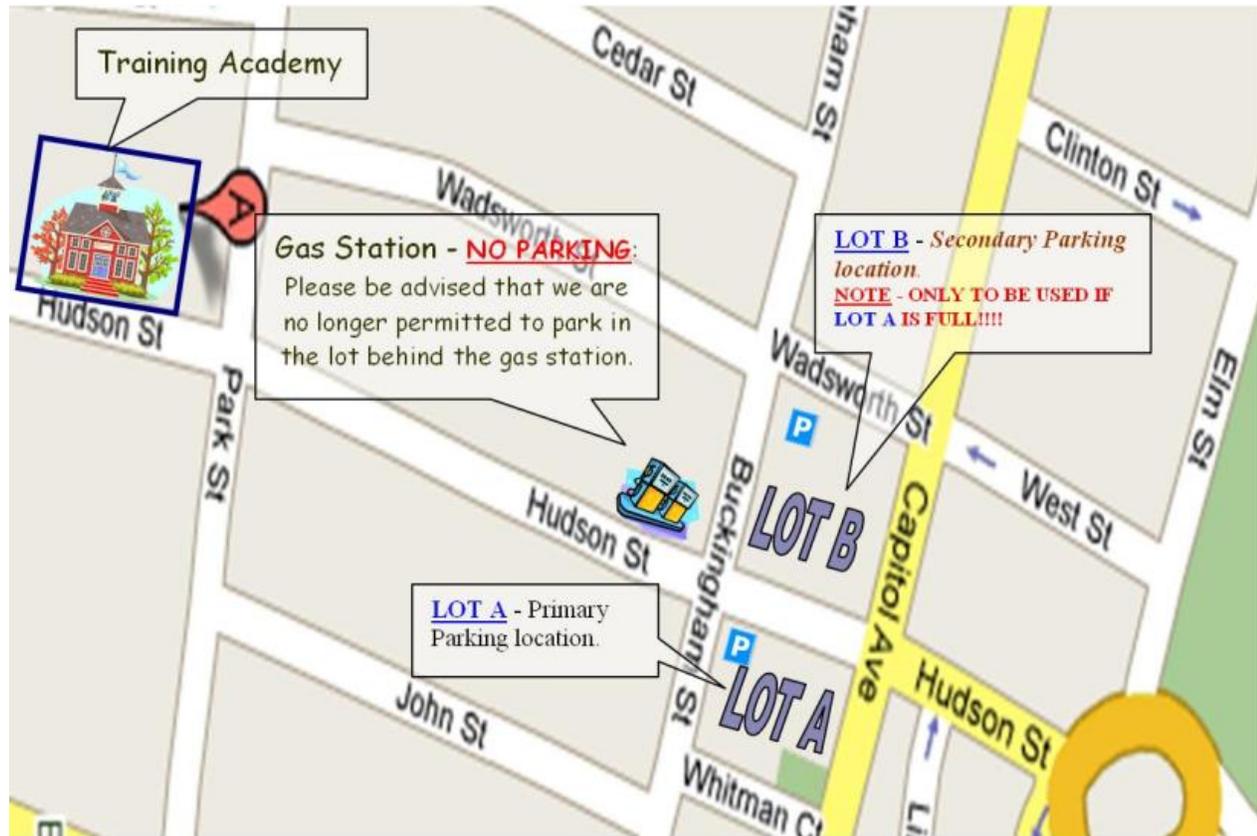
Coming from I-84. Take Capitol Avenue exit. Go left at the light onto Capitol Avenue. Take a right at the light onto Washington St. At first light take a left onto Buckingham St. Take the second left onto Hudson and into Pro Park lot.

[Please click here to view additional parking information and a satellite view of the parking lot!](#)



## DEPARTMENT of CHILDREN and FAMILIES

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## DEPARTMENT OF TRANSPORTATION 2800 BERLIN TPKE. NEWINGTON, CT

### I-84 EASTBOUND ( in HARTFORD AREA)

EXIT 52 onto 1-91 SOUTH (toward New Haven)  
EXIT 28 onto Routes 5 and 15 South (Berlin Tpke)  
Follow to 2800 Berlin Tpke. (on left)

### I-84 EASTBOUND ( from WATERBURY AREA)

EXIT 27 onto 691 East to EXIT 8  
Routes 5 and 15 North (Berlin Tpke)  
Follow to 2800 Berlin Tpke (on right)

### I-84 WESTBOUND (jn Hartford area)

EXIT 57 onto Route 5 and 15 South (Berlin Tpke)  
Follow to 2800 Berlin Tpke. (on left)



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## **I-91 SOUTHBOUND (in Hartford area)**

EXIT 28 onto Routes 5 and 15 South (Berlin Tpke)

Follow to 2800 Berlin Tpke (on left)

## **1-91 NORTHBOUND (from New Haven area)**

Exit 17 onto Routes 5 and 15 North (Berlin Tpke)

Follow to 2800 Berlin Tpke (on right)

## **ROUTE 9 – North and Southbound**

Exit 21 onto Routes 5 and 15 North (Hartford)

Follow to 2800 Berlin Tpke. (on right)

\*\*Park in any space except those marked with an “R”.

\*\*Enter building through main front door and check in with guard for class room location.