

Department of Children and Families
Medication Administration Certification Training/Exams
June - August 2009

TO: PROGRAM NURSES AND DIRECTORS
FROM: DCF MEDICATION ADMINISTRATION PROGRAM
DATE: April 1, 2009
SUBJECT: DCF MEDICATION ADMINISTRATION TRAINING AND EXAM
SCHEDULE June 2009 - August 2009

Attached is the DCF Medication Administration Training and Exam schedule for June - August 2009. **Please take note of a few things:**

- Please make sure you and your staff know the location and time of the class/exam for which they are registered. **Students are expected to arrive 15min earlier to allow ample time for registration and exam preparation. Late arrivals delay the process and are very disruptive to students who arrived on time.**
- **Security at the training/exam sites requires a photo identification to enter the buildings.** Please let your staff know this so that they can come prepared. Since our schedule information is now available to the general public via our website, we must be certain that prospective students are eligible for the course and/or exams. State of Connecticut statute and regulation limit medication administration certification to people who are currently employed by a DCF licensed and/or operated child-caring facility or extended day treatment center. **Because of this, we cannot admit anyone to a basic course or examinations without having a signed registration form on file.**
- 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.

As always, feel free to contact us with any questions.

Thank you,

Medication Administration Program

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

June 2009

BASIC CERTIFICATION

LOCATION	Connecticut Valley Hospital Eastern Drive Middletown, CT Page Hall, Rm. 213
DATES OF CLASS	June 12, 15, 16, 22, 23, 26 Exam included
TIME	9:00 AM - 3:00 PM
Instructor	Grace Pieta, RN

July 2009

BASIC CERTIFICATION

LOCATION	DCF Training Academy 505 Hudson St. Hartford, CT
DATES OF CLASS	July 20, 24, 27, 29, 31 and August 3 Exam included
TIME	9:00 AM - 3:00 PM
Instructor	Jane MacFarlane, RN

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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. **THERE IS NO GRACE PERIOD AND EXTENSIONS WILL NOT BE MADE.** PLEASE REVIEW EMPLOYEES' CERTIFICATES FOR UPCOMING EXPIRATION DATES.

June 2009 RECERTIFICATION REVIEW

LOCATION	Dept. of Transportation 2800 Berlin Tpke. Newington, CT
DATE	June 19, 2009
TIME	9AM - 12N; EXAM AT 1PM students may stay for this exam or register for <u>and</u> take an exam on or before their certificate expiration date
INSTRUCTOR	Monica Jensen, RN

July 2009 RECERTIFICATION REVIEW

LOCATION	Dept. of Transportation 2800 Berlin Tpke. Newington, CT
DATE	July 17, 2009
TIME	9AM - 12N; EXAM AT 1PM students may stay for this exam or register for <u>and</u> take an exam on or before their certificate expiration date
INSTRUCTOR	Monica Jensen, RN

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August 2009 RECERTIFICATION REVIEW

LOCATION	Dept. of Transportation 2800 Berlin Tpke. Newington, CT
DATE	August 21, 2009
TIME	9AM - 12N; EXAM AT 1PM students may stay for this exam or register for <u>and</u> take an exam on or before their certificate expiration date
INSTRUCTOR	Monica Jensen, RN

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	TIME(S)
June 12	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9am - 11am and 12noon - 2pm
June 19	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	1pm -3pm
June 26	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9am - 11am and 12noon - 2pm

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July 10	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9am - 11am and 12noon - 2pm
July 17	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	1pm - 3pm
July 31	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9am - 11am and 12noon - 2pm
August 21	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	1pm - 3pm
August 28	Dept. of Transportation 2800 Berlin Tpke. Newington, CT	9am - 11am and 12noon - 2pm