

IMPORTANT REGISTRATION INFORMATION

Please remember that only the Program Director or designee should be registering employees for DCF Med Admin classes and exams -- no employee should be allowed to register themselves directly.

- All class/exam registrations are processed through our on-line registration system and start with the registration form shown below. Please make sure you fill out this form carefully -- our class/exam lists are computer generated and any mistakes on this form, especially the class/exam date, may prevent your employee from attending the class/exam.
- Exam date: please write the date of the exam (example: 05/30/2014).
- **Class date - please write the first day of class only.** This too will decrease any error which could inhibit an employee's ability to attend. Exams are included in our four day training so they do not need a separate registration. However; we reserve the right to reschedule the test if any delays/cancelations prevent us from finishing the class as scheduled. In that case the affected students/employees as well as program supervisors will be given follow-up directions.

The screenshot shows a web browser window titled "Medication Certification Course and Exam Registration - Windows Internet Explorer". The address bar shows the URL "http://www.dir.ct.gov/dcf/Nursing/Form.aspx". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains various icons for search, PDFCreator, eBay, Amazon, Coupons, Radio, and social media. The main content area displays the registration form for the Department of Children & Families (DCF). The form is titled "Medication Certification Course and Exam Registration Form" and includes a sub-header "Student/Employee Information". The form fields are as follows:

- *First Name:
- *Last Name:
- *Facility/Agency Name: Please choose an option
- *Program Phone:

Below this section is the "Facility Director or Designee recommending employee for training" section with the following fields:

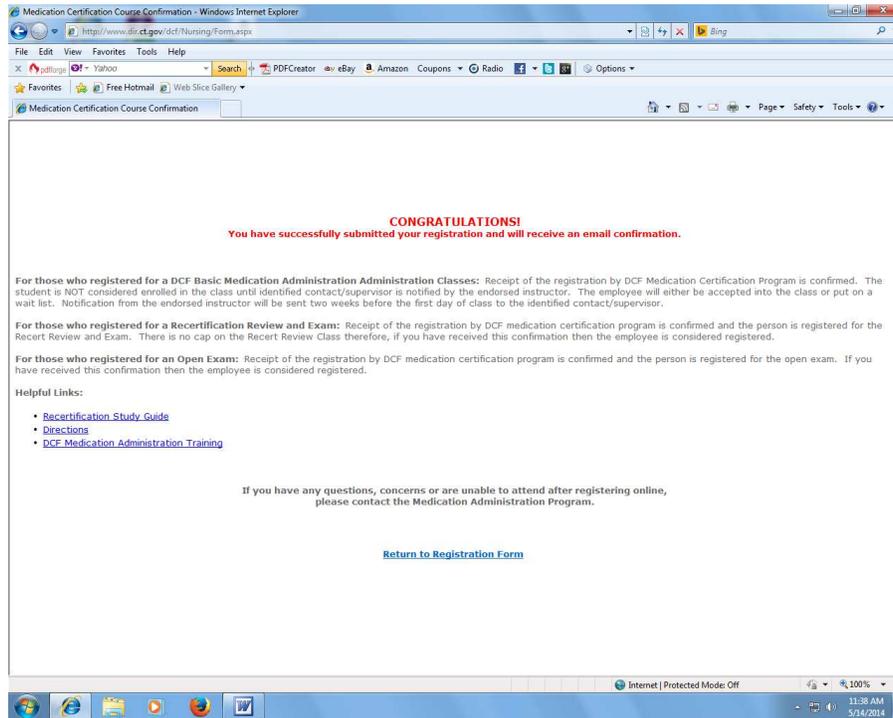
- *Director's Name:
- *Director's Email:
- *Director's Phone:

The final section is "DCF Class and Exam Only Registration" with the instruction "*Please choose one from the list and then enter additional data below". The options are:

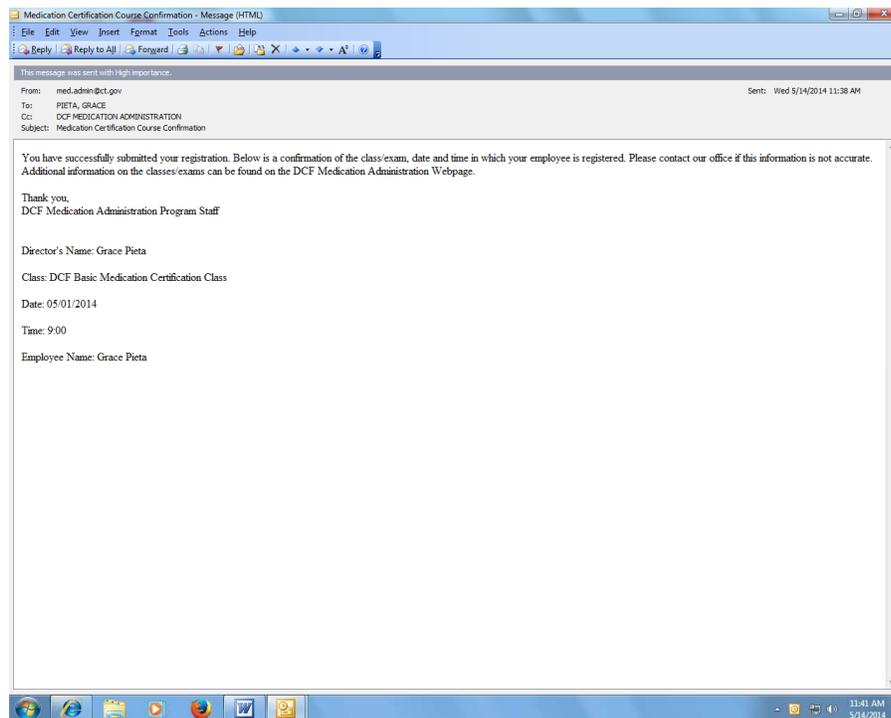
- DCF Basic Medication Certification Class
- Basic Exam Only - Completed required 24 hr approved Basic Medication Course
- Basic Exam Only - Self Study following Expired Certification
- Basic Exam Only - Retest after failing Basic Exam
- Basic Exam Only - Self Study following failed recertification Exam
- DCF Recertification Class and Exam - Employee currently certified
- Recertification Exam Only - Employee currently certified

The browser's status bar at the bottom shows "Internet | Protected Mode Off" and the system tray displays the time as 1:18 PM on 5/13/2014.

- Once an employee is registered for a class/exam you will receive registration confirmation shown below:



- Followed by e-mail confirmation shown below:



- If you are registering an employee for a **test**, the registration is now completed.
- Please, let your employees know that the exam starts promptly at the scheduled time and it is the responsibility of the employee to plan accordingly and arrive on time -- no employee will be allowed to take the test if late more then **15min**. Please reinforce punctuality and remind your employees of the dress code.
- If you are registering your employee for one of our **Basic Med Admin classes** the above confirmation **does not** equal class enrollment -- we receive more registrations than the amount of students we can accommodate and the enrollment decision is made two weeks prior to the first day of class. Once your employee is enrolled you will receive the Confirmation of Enrollment shown below:

Enrollment Conf. CVH Blank Form-Grace.doc - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

100% Tahoma

\\CTDCF-CNTRL02.dcf.ct.gov\HMU\Med Admin Mgmt Process\Registr...

1 2 3 4 5 6 7 8


DEPARTMENT of CHILDREN and FAMILIES
Making a Difference for Children, Families and Communities


CONFIRMATION OF ENROLLMENT
Basic Medication Administration

CLASS DATES:	
CLASS TIME:	9:00 a.m. – 4:00 p.m.
LOCATION:	Connecticut Valley Hospital Page Hall – 1000 Silver Street – Middletown
INSTRUCTOR:	Grace Pieta, RN, BS PHONE: 860-550-6450 EMAIL: grace.pieta@ct.gov

Registration is confirmed for:

➡

If you have any questions, or if a registered employee will be unable to attend this course, please call the instructor at 860-550-6450.

Please confirm all class dates, parking and inclement weather protocol with employee.
 If s/he is unable to commit to **ALL four** classes, please withdraw their name and contact our office.
 Please give the registered employee(s):

- ➡ the registration confirmation;
- ➡ parking information; and
- ➡ inclement weather announcement.

 Students must bring a photo ID for security check-in.

Dress Code: DCF Classes and exams are held in professional office buildings and other State Agencies. We are asking for employees of DCF licensed child caring facilities who are attending a DCF sponsored class or exam to follow similar guidelines that DCF employees are expected to follow.

Employees shall wear clothing which:

- is neat, clean and appropriate for the type of job;
- is free of rips, tears, and

Page 1 Sec 1 1/4 At 4.8" Ln 17 Col 3 REC TRK EXT OVR English (U.S.)

1:46 PM 5/20/2014

- Please, give this enrollment confirmation (with driving/parking directions and inclement weather info attached) to the enrolled employee. Only confirmed employees will be allowed in our Basic classes.

Do not send your employees if you did not receive the above confirmation

Do not send employees who were placed on the waiting list.

Before you register your employees for the DCF Basic Med Admin classes assure that the employee will commit to **all four days of training**. Once registered, contact us immediately if scheduling changes or any other work related or personal reason will prevent him/her from attending the class. There is always an extensive waiting list and we want to make sure that no seat is wasted. We would like to offer the cancelled spot to an employee placed on a waiting list.

And as always, do not hesitate to contact us with any med admin related questions. Please email your questions/concerns to:

Contact:

Grace Pieta, RN

Nurse Clinical Instructor

Grace.Pieta@ct.gov

860-550-6450

Urgent questions can be directed to:

Mark Root, RN

Director of Nursing

Mark.Root@ct.gov

860-550-6487