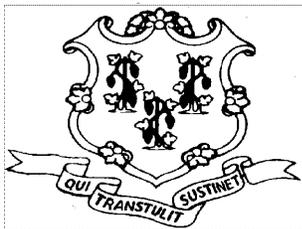




Connecticut Department of Developmental Services

**MEDICATION ADMINISTRATION CERTIFICATION
FOR NON-LICENSED PERSONNEL
TRAINING PROGRAM**

**COURSE CATALOG
Winter Fiscal Year 2017**



Department of Developmental Services
61 Woodland Street
Hartford, CT 06105

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DDS Contacts

Medication Administration Unit

State DDS Training Line

(860) 616 – 2045 ext 3

61 Woodland Street

Hartford, CT 06105

e-mail: dds.training@ct.gov

Evette Rivera, Clerical Support

61 Woodland Street

Hartford, CT 06105

860/616-2054

e-mail: Evette.rivera@ct.gov

DDS will mail appropriate paperwork related to course or exam directly to the agency contact following completion of course or exam.

Any questions regarding the seat request requirements or the certification program should be directed to the DDS State Coordinator.

Any general questions regarding processing of requests or applications should be directed to Clerical Support.

Inclement Weather Policy

(860) 616-2045 Ext 5

Please read carefully

In the case of inclement weather, a cancellation notice will be posted through voice mail by calling (860) 616-2045 Ext 5. This message will instruct the caller as to the status of the med admin activities for that day.

Cancellation or delayed start notices will be posted to voice mail up to 2 hours prior to the start of course session or exam.

Activities cancelled due to inclement weather will be rescheduled in a timely manner. If a course session is cancelled students should attend the next regularly scheduled session of their course. Snow days are listed by each course. In the event that a session is cancelled, the snow day identified will become the last day of the course.

COURSES



Course and Exam Listings

Course Programs: Course includes the 21-hour classroom course, 4-hour laboratory practicum, and a certification exam seat in a designated exam. Course is limited to 24 participants unless otherwise noted. The course exam is limited to the course participants plus additional 20 participants not to exceed 40 participants unless otherwise noted.

Stand-alone Exams: Exam is limited to 40 participants unless otherwise noted.

Locations, dates, and times are subject to change based on need. Location changes will be posted. Students must arrive at least 15 minutes prior to the start of the course session or exam, by doing so students will avoid lateness due to room location changes.

West Region Course Schedule –

Course #	W C – 17 29 <i>Snow day 11/14/16</i>
Session dates:	November 1, 3, 7, 9, 2016
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	November 9, 2016 (follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	Southbury Training School, Roselle School, 2 nd Fl. Rm 204
Exam date:	November 15, 2016
Exam time:	10:00 a.m.
Exam location:	Southbury Training School, Roselle School, 2nd Fl. Rm #202
Course #	W C – 17 30 <i>Snow day 11/18/16</i>
Session dates:	November 7, 8, 14, 15, 2016
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	November 15, 2016 (follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	November 21, 2016
Exam time:	4:30 p.m.
Exam location:	DDS West, Cheshire Training Room
Course #	W C – 17 31 (NOTE: Weekend Class except snow day)
Session dates:	November 12,13,19,20, 2016 <i>Snow day 11/21/16</i>
Class time:	8:00 a.m. – 3:00 p.m.
Lab date:	November 20, 2016 (follows final session)
Lab time:	11:00 a.m. – 4:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	December 3, 2016
Exam time:	8:00 a.m.
Exam location:	DDS West, Cheshire Training Room
Course #	W C – 17 32 <i>Snow day 12/9/16</i>
Session dates:	November 28, 29, December 5, 6, 2016
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	December 6, 2016 (follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	December 14, 2016
Exam time:	4 p.m.
Exam location:	DDS West, Cheshire Training Room

West Region Course Schedule –

Course #	W C – 17 33 <i>Snow day 12/19/16</i>
Session dates:	December 6, 8, 13, 15, 2016
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	December 15, 2016(follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	Southbury Training School, Roselle School, 2 nd Fl. Rm 204
Exam date:	December 22, 2016
Exam time:	10:00 a.m.
Exam location:	Southbury Training School, Roselle School, 2nd Fl. Rm #202
Course #	W C – 17 34 <i>Snow day 12/21/16</i>
Session dates:	December 12, 13, 19, 20, 2016
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	December 20, 2016 (follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	December 30, 2016
Exam time:	3 p.m.
Exam location:	DDS West, Cheshire Training Room
Course #	WC- 17 35 <i>Snow day 1/11/17</i>
Session dates:	January 3, 6, 9, 10, 2017
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	January 10, 2017 (follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	January 13, 2017
Exam time:	4 p.m.
Exam location:	DDS West, Cheshire Training Room
Course #	WC- 17 36 <i>Snow day 1/26/17</i>
Session dates:	January 10, 12, 17, 19, 2017
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	January 19, 2017 (follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	Southbury Training School, Roselle School, 2 nd Fl. Rm #204
Exam date:	January 27, 2017
Exam time:	10:00 a.m.
Exam location:	Southbury Training School, Roselle School, 2nd Fl. Rm #202

West Region Course Schedule –

Course #	W C – 17 37 (Note: Weekend Course) <i>Snow Day 2/11/17</i>
Session dates:	January 28, 29, February 4, 5, 2017
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	February 5, 2017(follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	Southbury Training School, Roselle School, 2 nd Fl. Rm 204
Exam date:	February 12, 2017
Exam time:	10:00 a.m.
Exam location:	Southbury Training School, Roselle School, 2nd Fl. Rm #202

Course #	W C – 17 38 <i>Snow day 2/18/17</i>
Session dates:	February 7, 10, 16, 17, 2017
Class time:	3:00 p.m. – 10:00 p.m.
Lab date:	February 17, 2017 (follows final session)
Lab time:	6:00 p.m. – 10:00 p.m.
Location:	DDS West, Cheshire Training Room
Exam date:	February 24, 2017
Exam time:	4:30 p.m.
Exam location:	DDS West, Cheshire Training Room

North Region – Course Schedule

Course # N C – 17 39 *Snow day 11/18/16*
Session dates: November 2, 4, 9, 14, 2016
Class time: 8:30 a.m. – 3:30 p.m.
Lab date: November 14, 2016 (follows final session)
Lab time: 11:30 a.m. – 4:30 p.m.
Location: DDS Hartford Training Room Woodland Street

Exam date: November 28, 2016
Exam time: 10:00 a.m.
Exam location: DDS Hartford Woodland Street Degnan

Course # N C – 17 40 *Snow day 11/30/16*
Session dates: November 14, 15, 16, 17, 21, 22, 28, 2016
Class time: 4:30 p.m. – 7:30 p.m.
Lab date: November 29, 2016
Lab time: 12:00 p.m. – 5:00 p.m.
Location: DDS Hartford Training Room Woodland Street

Exam date: December 2, 2016
Exam time: 4:30 p.m.
Exam location: DDS Hartford Woodland Street, DDS Training Room

Course # N C – 17 41 *Snow day 12/16/16*
Session dates: November 30, December 2, 5, 7, 2016
Class time: 8:30 a.m. – 3:30 p.m.
Lab date: December 7, 2016 (follows final session)
Lab time: 12:00 p.m. – 5:00 p.m.
Location: DDS Hartford Training Room Woodland Street

Exam date: December 22, 2016
Exam time: 10:00 a.m.
Exam location: DDS Hartford Woodland Street Degnan Hall

Course # N C – 17 42 *Snow day 12/22/16*
Session dates: December 12, 13, 14, 15, 16, 19, 20 2016
Class time: 4:30 p.m. – 7:30 p.m.
Lab date: December 21, 2016
Lab time: 12:00 p.m. – 5:00 p.m.
Location: DDS Hartford Training Room Woodland Street

Exam date: December 23, 2016
Exam time: 4:30 p.m.
Exam location: DDS Hartford Woodland Street, DDS Training Room

North Region – Course Schedule

Course #	N C – 17 43 <i>Snow day 1/17/17</i>
Session dates:	December 27, 28, 29,30 2016 & January 4, 6, 9, 2017
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	January 11, 2017
Lab time:	12:00 p.m. – 5:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	January 27, 2017
Exam time:	4:30 p.m.
Exam location:	DDS Hartford Woodland Street, DDS Training Room
Course #	N C – 17 44 <i>Snow day 1/18/17</i>
Session dates:	January 4, 6, 11, 13, 2017
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	January 13, 2017 (follows final session)
Lab time:	11:30 a.m. – 4:30 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	January 23, 2017
Exam time:	10:00 a.m.
Exam location:	DDS Hartford Woodland Street Degnan Hall
Course #	NC – 17 45 <i>Snow day 1/31/17</i>
Session dates:	January 18, 19, 20, 23, 24, 25, 26, 2017
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	January 30, 2017
Lab time:	12:00 p.m. – 5:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	February 10, 2017
Exam time:	4:30 p.m.
Exam location:	DDS Hartford Woodland Street, DDS Training Room
Course #	N C – 17 46 <i>Snow day 2/15/17</i>
Session dates:	February 1, 3, 8, 10, 2017
Class time:	8:30 a.m. – 3:30 p.m.
Lab date:	February 10, 2017 (follows final session)
Lab time:	11:30 a.m. – 4:30 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	February 21, 2017
Exam time:	10:00 a.m.
Exam location:	DDS Hartford Woodland Street Degnan Hall

North Region – Course Schedule

Course #	N C – 17 47 <i>Snow day 2/21/17</i>
Session dates:	February 1, 2, 3, 6, 8, 9, 14, 2017
Class time:	4:30 p.m. – 7:30 p.m.
Lab date:	February 16, 2017
Lab time:	12:00 p.m. – 5:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	February 24, 2017
Exam time:	4:30 p.m.
Exam location:	DDS Hartford Woodland Street, DDS Training Room

Course #	N C – 17 48 <i>Snow day 3/1/17</i>
Session dates:	February 16, 21, 23, 27, 2017
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	February 27, 2017 (follows final session)
Lab time:	12:00 p.m. – 4:00 p.m.
Location:	DDS Hartford Training Room Woodland Street
Exam date:	March 3, 2017
Exam time:	10:00 a.m.
Exam location:	DDS Hartford Woodland Street Degnan Hall

South Region Course Schedule – Norwich and Colchester Area

Course #	S C – 17 49 (NOTE: Weekend Class) <i>Snow day 12/18/16</i>
Session dates:	December 3, 4, 10, 11, 2016
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	December 11, 2016 (follows final session)
Lab time:	12:00 p.m. – 4:30 p.m.
Location:	Alternative Services INC, 84 Linwood Ave, Colchester CT
Exam date:	December 22, 2016
Exam time:	1:00 p.m.
Exam location:	DDS Norwich Office, 4 th floor Library
Course #	S C – 17 50 <i>Snow day 12/16/16</i>
Session dates:	December 5, 6, 7, 8, 12, 13, 14, 2016
Class time:	5:30 p.m. – 8:30 p.m.
Lab date:	December 15, 2016
Lab time:	5:30 p.m. – 9:30 p.m.
Location:	Alternative Services INC, 84 Linwood Ave, Colchester, CT
Exam date:	December 19, 2016
Exam time:	5:30 p.m.
Exam location:	DDS Willimantic Office, Training Room
Course #	S C – 17 51 <i>Snow day 1/13/17</i>
Session dates:	January 3, 4, 5, 6, 9, 10, 11, 2017
Class time:	5:30 p.m. – 8:30 p.m.
Lab date:	January 12, 2017
Lab time:	5:30 p.m. – 9:30 p.m.
Location:	Alternative Services INC 84 Linwood Ave Colchester CT
Exam date:	January 19, 2017
Exam time:	5:30 p.m.
Exam location:	DDS Willimantic Office, Training Room
Course #	S C – 17 52 <i>Snow day 1/18/17</i>
Session dates:	January 5, 6, 11, 12, 2017
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	January 12, 2017 (follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS South, Norwich Office Training Rm.
Exam date:	January 24, 2017
Exam time:	1:00 p.m.
Exam location:	DDS Norwich Office, 4 th floor Library

South Region Course Schedule – Norwich and Colchester Area

Course # S C – 17 53 (Note: Weekend Course) *Snow day 1/28/17*
Session dates: January 14, 15, 21, 22, 2017
Class time: 9:00 a.m. – 4:00 p.m.
Lab date: January 22, 2017 (follows final session)
Lab time: 12:00 p.m. – 4:30 p.m.
Location: Alternative Services INC, 84 Linwood Ave, Colchester CT

Exam date: February 4, 2017
Exam time: 9 a.m.
Exam location: DDS Willimantic Office, Training Room

Course # S C – 17 54 (NOTE: Weekend Course) *Snow day 2/18/17*
Session dates: February 4, 5, 11, 12, 2017
Class time: 9:00 a.m. – 4:00 p.m.
Lab date: February 12, 2017
Lab time: 12:00 p.m. – 4:30 p.m.
Location: Alternative Services INC, 84 Linwood Ave, Colchester, CT

Exam date: February 25, 2017
Exam time: | 9:00 a.m.
Exam location: DDS Willimantic Office, Training Room

South Region Course Schedule

New Haven and Westbrook Area

Course #	S C – 17 55 <i>Snow day 11/14/16</i>
Session dates:	November 1, 2, 3, 4, 7, 8, 9, 2016
Class time:	5:30 p.m. – 8:30 p.m.
Lab date:	November 10, 2016
Lab time:	5:30 p.m.- 9:30 p.m.
Location:	The Tuxis Harbor, 433 Boston Post Rd, Westbrook
Exam date:	November 18, 2016
Exam time:	10:00 a.m.
Exam location:	DDS South, James St New Haven
Course #	S C – 17 56 <i>Snow Day 11/18/17</i>
Session dates:	November 2, 4, 8, 10, 2016
Class time:	9:00 am – 4:00pm
Lab date:	November 10, 2016 (follows final session)
Lab time:	1:00 p.m. – 5:00 p.m.
Location:	DDS South, James St New Haven
Exam date:	November 21, 2016
Exam time:	1:00 p.m.
Exam location:	DDS South, James St New Haven
Course #	S C – 17 57 (NOTE: Weekend Course) <i>Snow day 11/26/16</i>
Session dates:	November 12, 13, 19, 20, 2016
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	November 20, 2016 (follows session 7)
Lab time:	1:00 p.m.- 5:00 p.m.
Location:	The Tuxis Harbor, 433 Boston Post Rd, Westbrook
Exam date:	November 28, 2016
Exam time:	1:00 p.m.
Exam location:	DDS South, James St New Haven
Course #	S C – 17 58 <i>Snow day 12/9/16</i>
Session dates:	December 1, 2, 6, 8, 2016
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	December 8, 2016 (follows final session)
Lab time:	1:00 p.m.- 5:00 p.m.
Location:	DDS South, James St New Haven
Exam date:	December 20, 2016
Exam time:	10:00 a.m.
Exam location:	DDS South, James St New Haven

South Region Course Schedule New Haven and Westbrook Area

Course #	S C – 17 59 <i>Snow Day 1/13/17</i>
Session dates:	January 3, 5, 10, 12, 2017
Class time:	9:00 am - 4:00 pm
Lab date:	January 12, 2017 (follows final session)
Lab time:	1:00 p.m.- 5:00 p.m.
Location:	DDS South, James St New Haven
Exam date:	January 26, 2017
Exam time:	1:00 p.m.
Exam location:	DDS South, James St New Haven

Course #	S C – 17 60 <i>Snow day 2/22/17</i>
Session dates:	February 7, 10, 15, 17, 2017
Class time:	9:00 a.m. – 4:00 p.m.
Lab date:	February 17, 2017 (follows final session)
Lab time:	1:00 p.m.- 5:00 p.m.
Location:	DDS South, James St New Haven
Exam date:	February 28, 2017
Exam time:	1:00 p.m.
Exam location:	DDS South, James St New Haven

EXAMS



Exam Schedule – Woodland Street

Exam #:	NSAE 17 116
Date:	November 7, 2016
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NSAE 17 117
Date:	November 25, 2016
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, DDS Training Room
Exam #:	NCE – 17 39
Date:	November 28, 2016
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NCE – 17 40
Date:	December 2, 2016
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, DDS Training Room
Exam #:	NSAE 17 118
Date:	December 6, 2016
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NCE – 17 41
Date:	December 22, 2016
Time:	10 a.m.
Location:	DDS Hartford Woodland Street, Degnan Hall
Exam #:	NCE – 17 42
Date:	December 23, 2016
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, DDS Training Room
Exam #:	NSAE – 17 119
Date:	January 6, 2017
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NSAE – 17 120
Date:	January 13, 2017
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, Training Room

Exam Schedule – Woodland Street

Exam #:	NCE – 17 44
Date:	January 23, 2017
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NCE – 17 43
Date:	January 27, 2017
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, Training Room
Exam #:	NSAE – 17 121
Date:	February 8, 2017
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NCE – 17 45
Date:	February 10, 2017
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, Training Room
Exam #:	NCE – 17 46
Date:	February 21, 2017
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall
Exam #:	NCE – 17 47
Date:	February 24, 2017
Time:	4:30 p.m.
Location:	DDS Hartford, 61 Woodland Street, Training Room
Exam #:	NCE – 17 48
Date:	March 3, 2017
Time:	10 a.m.
Location:	DDS Hartford, 61 Woodland Street, Degnan Hall

Exam Schedule – Norwich and Willimantic DDS Office

Exam #:	SSAE – 17 122
Date:	November 15, 2016
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library
Exam #:	SSAE – 17 123
Date:	December 8, 2016
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library
Exam #:	SCE – 17 49
Date:	December 22, 2016
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library
Exam #:	SCE – 17 50
Date:	December 19, 2016
Time:	5:30 p.m.
Location:	DDS Willimantic Office, Training Room
Exam #:	SCE – 17 51
Date:	January 19, 2017
Time:	5:30 p.m.
Location:	DDS Willimantic Office, Training Room
Exam #:	SSAE – 17 124
Date:	January 5, 2017
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library
Exam #:	SCE – 17 52
Date:	January 24, 2017
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library
Exam #:	SCE – 17 53
Date:	February 4, 2017
Time:	9:00 a.m.
Location:	DDS Willimantic Office, Training Room
Exam #:	SSAE – 17 125
Date:	February 9, 2017
Time:	1:00 PM
Location:	DDS Norwich Office, 4 th Floor Library

Exam Schedule – Norwich and Willimantic DDS

Exam #:	SCE – 17 54
Date:	February 25, 2017
Time:	9:00 a.m.
Location:	DDS Willimantic Office, Training Room

Exam Schedule – New Haven James St.

Exam #: SSAE – 17 126
Date: November 3, 2016
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam #: SCE – 17 55
Date: November 18, 2016
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam #: SCE – 17 56
Date: November 21, 2016
Time: 1:00 p.m. (note time)
Location: DDS South, James St New Haven

Exam #: SCE – 17 57
Date: November 28, 2016
Time: 1:00 p.m. (note time)
Location: DDS South, James St New Haven

Exam #: SSAE – 17 127
Date: December 13, 2016
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam #: SCE – 17 58
Date: December 20, 2016
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam #: SSAE – 17 128
Date: January 6, 2017
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam #: SCE – 17 59
Date: January 26, 2017
Time: 1:00 p.m. (note time)
Location: DDS South, James St New Haven

Exam #: SSAE 17 129
Date: February 9, 2017
Time: 10:00 a.m. (note time)
Location: DDS South, James St New Haven

Exam Schedule – New Haven James St.

Exam #: SCE – 17 60
Date: February 28, 2017
Time: 1:00 p.m. (note time)
Location: DDS South, James St New Haven

Exam Schedule – Southbury Training School and Cheshire

Exam #: WCE – 17 29
Date: November 15, 2016
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 30
Date: November 21, 2016
Time: 4:30 p.m.
Location: DDS West Cheshire Office, Training Room

Exam #: WSAE – 17 130
Date: November 29, 2016
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 31
Date: December 3, 2016
Time: 8:00 a.m.
Location: DDS West Cheshire Office, Training Room

Exam #: WCE – 17 32
Date: December 14, 2016
Time: 4:00 p.m.
Location: DDS West Cheshire Office, Training Room

Exam #: WSAE – 17 131
Date: December 16, 2016
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 33
Date: December 22, 2016
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 34
Date: December 30, 2016
Time: 3:00 p.m.
Location: DDS West Cheshire Office, Training Room

Exam Schedule – Southbury Training School

Exam #: WSAE – 17 132
Date: January 6, 2017
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 35
Date: January 13, 2017
Time: 4:00 p.m.
Location: DDS West Cheshire Office, Training Room

Exam #: WCE – 17 36
Date: January 27, 2017
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 37
Date: February 12, 2017
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WSAE – 17 133
Date: February 14, 2017
Time: 10:00 a.m.
Location: Southbury Training School, Roselle Room 202

Exam #: WCE – 17 38
Date: February 24, 2017
Time: 4:30 p.m.
Location: DDS West Cheshire Office, Training Room

SEAT REQUEST FAX FORM

PRINT Participant Name (Last Name, First Name) SS#	Add	Cancel	Course # or Test # (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
_____/_____ SS# ____ - ____ - _____			__ ____ -- 17 __ __			
_____/_____ SS# ____ - ____ - _____			__ ____ -- 17 __ __			
_____/_____ SS# ____ - ____ - _____			__ ____ -- 17 __ __			
_____/_____ SS# ____ - ____ - _____			__ ____ -- 17 __ __			
_____/_____ SS# ____ - ____ - _____			__ ____ -- 17 __ __			

Agency Name: _____ Agency Contact: _____

Date: ____ / ____ / ____ Phone: _____ Fax: _____

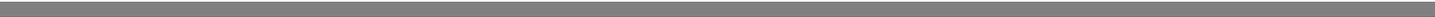
Fax to: Med Admin Unit 860/616-2081

Registration Codes

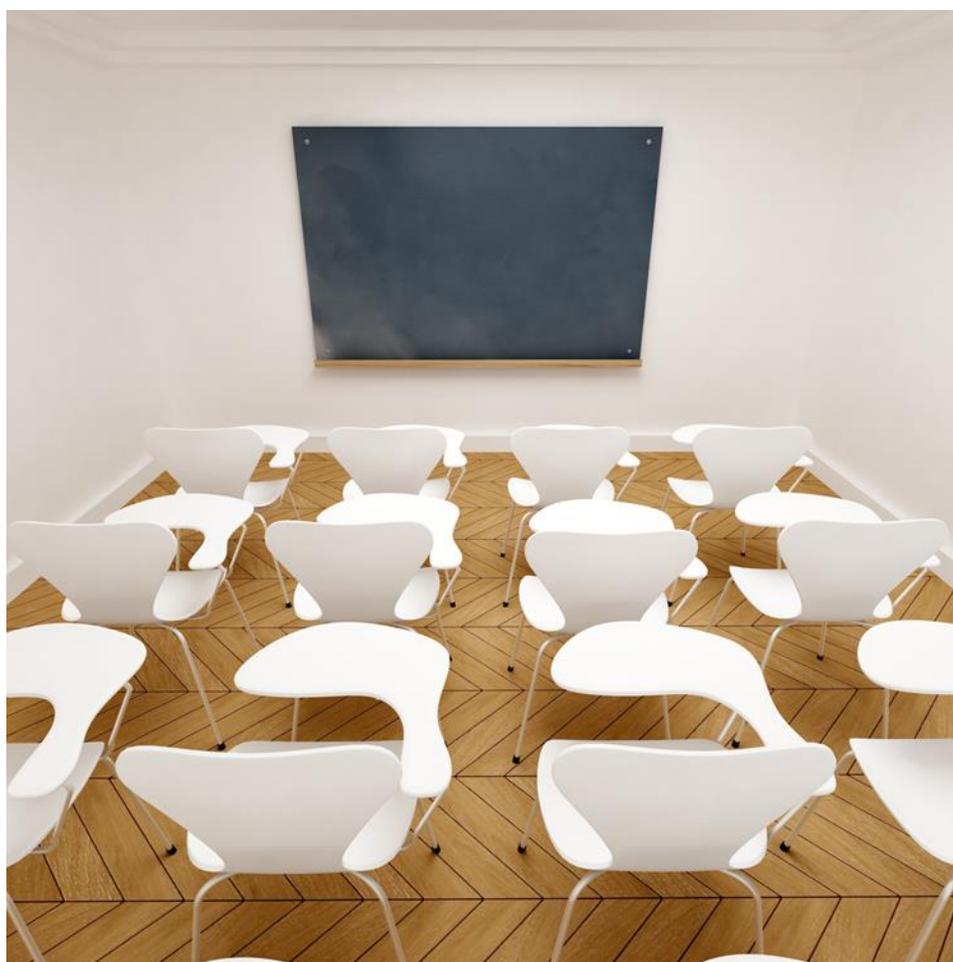
A Registration ACCEPTED **F** Course or exam FULL **C** Registration CLOSED
L Agency has met 5 person LIMIT **SB** STANDBY - will be allowed in based on no shows at start.

- **PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- Seat requests will be accepted up to 5 business days prior to date of activity. Requests received after the deadline will not be accepted. Cancellations will be reflected on the registration sheet up to 3 business days prior to date of activity. After that time, cancellations will be considered no-shows.
- One course or exam seat substitution will be accepted per agency per activity, providing the activity is not full. If full, staff will be added to stand-by list. Substitutions received after the deadline will not be accepted.
- A new seat request form must be submitted for each change.
- Please fax all seat requests to DDS Central Office. Fax to Med Admin Unit at 860/616-2081.
- You will receive return fax confirmation (accepted or denied).
- All course participants are guaranteed an exam seat in the specific exam session. **Do not** register a course participant for the corresponding course exam seat, or for a different exam seat.

IMPORTANT: Participants must arrive at least 15 minutes before the start of the course or exam and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.



RETRAINING



REMINDER; This is not a course for staff who are struggling with the recertification exam, that retraining needs to be handled by the RN in your agency. The retraining course is for those folks who are making medication administration **errors** that have **reached a serious level**.

The retraining course will be held over two full days for a total of 12 retraining hours and will be offered every other month. This class may be cancelled due to low enrollment.

Registration for the retraining will be sent to the med admin unit in Central Office. As with the initial course, the med coordinator for your agency should be the only person registering staff for this retraining course. One of the major differences in the registration process for this course is the requirement to include the name of the RN who oversees the staff's certification, along with a contact number. The nurse will be contacted and information must be received from the RN prior to the staff being admitted to the class.

Please note that the location for the retraining class varies.

Course # RT- 17 104 *Snow day 12/1/16*
Session dates: November 23 & 25, 2016
Class time: 9:00 a.m. – 4:00 p.m. (1 hour lunch)
Location: DDS Hartford Office
61 Woodland Street, Hartford, CT

Course # RT – 17 105 *Snow day 12/15/16*
Session dates: December 2 & 9, 2016
Class time: 9:00 a.m. – 4:00 p.m. (1 hour lunch)
Location: DDS Willimantic Office
90 South Park Road, Willimantic, CT

Course # RT – 17 106 *Snow day 1/27/17*
Session dates: January 23 and 26, 2017
Class time: 9:00 a.m. – 4:00 p.m. (1 hour lunch)
Location: DDS Hartford Office
61 Woodland Street, Hartford, CT

Course # RT – 17 107 *Snow day 2/28/17*
Session dates: February 15 & 24, 2017
Class time: 9:00 a.m. – 4:00 p.m. (1 hour lunch)
Location: DDS Hartford Office
61 Woodland Street, Hartford, CT

**Please use the registration form following this page to register.
Do not use the initial course registration form.**

Retraining Course Registration

PRINT Participant Name (Last Name, First Name) SS#	Add	Cancel	Retraining Course (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
_____, _____ SS# _ _ _ - _ _ - _ _ _ Supervising RN _____ RN Contact Number _____			_ _ _ - _ _ - _ _			

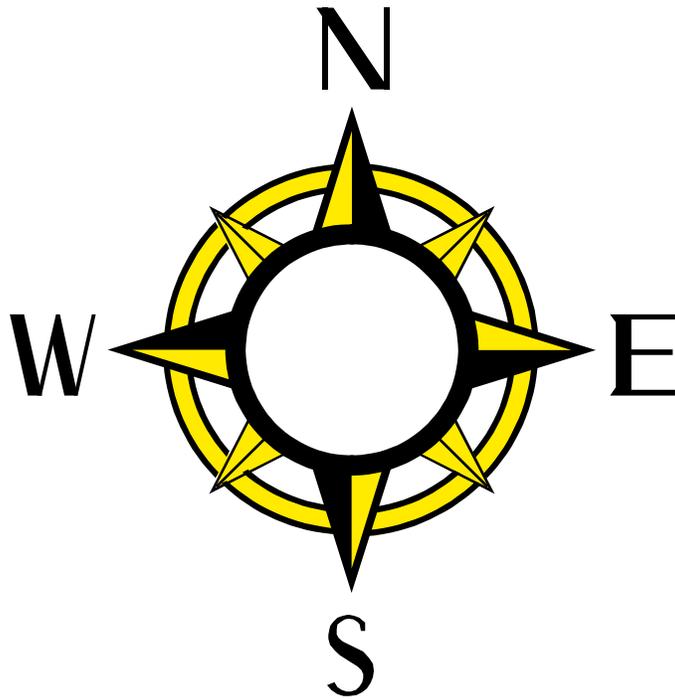
Agency Name: _____ Agency Contact: _____
 Date: ___ / ___ / ___ Phone: _____ Fax: _____

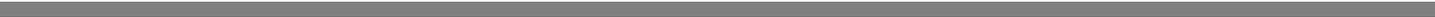
Fax to: Med Admin Unit 860/616-2081

Registration Codes		
A Registration ACCEPTED	F Course FULL	C Registration CLOSED

- **PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
 - Be sure to identify the RN responsible for supervising the staff's med admin status and RN's phone number.
 - A new seat request form must be submitted for each change.
 - Please fax all seat requests to DDS Central Office. Fax to 860/616-2081.
 - You will receive return fax confirmation (accepted or denied) within 2 business days.
- IMPORTANT:** Participants must arrive at least 15 minutes before the start of the course and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.

DIRECTIONS





Directions

DDS South Region: Norwich Office

DDS South Region: James St Office

DDS South Region: Willimantic Office

DDS North Region: Hartford Training Room

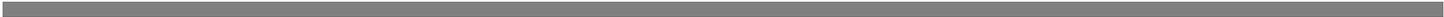
DDS South Region: Wallingford Office

DDS West Region: Cheshire Office

DDS West Region: Southbury Training School

The Tuxis Harbor

Alternative Services Inc



DDS South Region: Norwich Office

Training Room

Staff Development Office

401 West Thames Street

Norwich, CT

Take interstate 395 to Exit 79A onto Route 2A East. Take Exit 1 for Route 32. Take left off ramp onto Rte. 32 North. Stay Rte 32 for 1.7 miles. Go past Norwich Inn and Spa on left. Take left at "STATE OF CONNECTICUT Uncas on Thames" sign (across from car dealership). Follow road up the hill looking for signs for Campbell Building. Bear right at fork. Pass the State Police Eastern District headquarters and DMH. Campbell Building is at top of the hill. Training Room is located on the third floor – Room # 341.

DDS South – James St Office

370 James St

New Haven, CT

From the North

Take I-91 South toward NEW HAVEN. Take the WILLOW ST exit- EXIT 6- toward US-5 / Blatchley Ave. 0.2 miles. Turn LEFT onto WILLOW ST. 0.1 miles. Turn RIGHT onto State St/ US-5 0.1 miles. Turn LEFT onto JAMES ST 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

From the South

Take I-95 North toward Hartford. Take the STATE St/ US-5 exit- EXIT 5- toward FAIR HAVEN. 0.1 miles. Turn RIGHT onto JAMES St. 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

The entrance to the DDS office is on the third floor. The training room is the first room on the left after entering the DDS South Region Office.

DDS North Region: Willimantic Office

**90 South Park Road
Willimantic, CT**

From Danielson:

Take Route 395 South. Take Exit 91 to Route 6 West. Follow Route 6 to Route 66 in North Windham. Take Route 66 West to the South Street intersection in Willimantic. Turn left at the "Frog bridge". Go across the bridge and straight through the light. Take 1st right onto South Park Street. The office is located at the intersection of South Street and South Park Street. Entrance is on South Park Street. Parking is on the right side of the building.

From Norwich:

Take Route 395 North to Exit 81 West. At the end of the exit ramp take a left onto Route 2. Take Exit 25 towards Willimantic. Merge onto Route 32. Take a left onto South Street at the "Frog" bridge. The office is located at the intersection of South Street and South Park Street. The entrance is on South Park Street. Parking is on the right side of the building.

From Hartford:

Take Route 84 East towards Boston to Route 384 East. Route 384 to Route 6 East. Route 6 East for 12 miles. At intersection of Routes 6 and 66 go straight onto Route 66 East. Route 66 East towards Willimantic onto Main Street (Gas station and Stop and Shop on left). Stay on Main Street until Dunkin Donuts. Take a right onto Bridge Street, go over the railroad tracks and bear left up the hill. Take a left at the stop sign. Take a right onto John Street. At the stop sign you will be facing the office. Take a right at the stop sign onto South Park Street. Parking is on the right side of the building.

DDS Hartford Training Room (The old Capital Community College Building)

**61 Woodland Street
Hartford, CT 06105**

From All Points:

Take Route 84 to Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.

At the light at the end of the exit ramp, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).

Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).

Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).

Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.

Turn left into the **second** driveway. **Bear right after entering the driveway and park in the lower lot. Parking in the upper lot is by permit only – Security will require all others to move to the lower lot.**

1. Security officers are located right inside the door, and will assist you when you arrive.
2. **You will be required to present a photo ID in order to enter the building.**

DDS South Region - Wallingford Office

**35 Thorpe Ave
Wallingford, CT**

From Route 91 (South)

Exit 15 (CT-68 Durham/Yalesville) - turn left at end of ramp onto Barnes RD- CT-68 - go 0.3 mile turn left onto Research Parkway. Go 0.2 miles and turn left onto unnamed road. Go to end and turn right onto Thorpe Ave office will be on the left

From Route 91 (North)

Exit 15 (CT-68 Durham/Yalesville) - turn right at end of ramp onto Barnes RD- CT-68 - go 0.2 mile turn left onto Research Parkway. Go 0.2 miles and turn left onto unnamed road. Go to end and turn right onto Thorpe Ave office will be on the left

DDS West Region: Cheshire Office

**Cheshire Training Room
25 Creamery Road
Cheshire, CT**

Hartford:

Take Route 84 West to exit #27 (Route 691). Take Route 691 to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

New Haven:

Take Route 91 North to Route 15. Take Meriden-Waterbury exit to Route 691 West.
**Take 691 W to exit #3. Take a left off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

Middletown:

Take Route 691W to exit #3. Follow from ** above

Waterbury:

Take Route 84 East to Route 691 East to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

DDS West Region: Southbury Training School, Roselle School

From **84-West** to Exit 14 and take a right off of the exit.

From **84-East** to Exit 14 and take a left off of the exit.

Keep straight through the traffic light (this is route 172 North)

Follow approx. 3 miles You will see Southbury Training School campus on the left

There is a sign at the entrance of a small white house that reads "Gatehouse Café"

Turn left into Constitution Hill before the Gatehouse Cafe. You will see a large brick building with a clock tower, this is Roselle School.

Follow straight up passing a split in the road (keep to the left going straight)

After the split, **Roselle School** will be on the right, use the 3rd driveway behind the building to park, if no spots are available then go to the next paved driveway and park.

You will enter at the rear of Roselle School and go up to the second floor and follow the signs to room #202.

The Tuxis Harbor 433 Boston Post Road, Westbrook, CT 06498

Take I-95 to Exit 64 Horse Hill Road

Driving I-95 North, Take a Right off the ramp onto CT-145 S.

Driving I-95 South, Take a left off the ramp onto CT-145 S.

At the stop sign, take a Right onto CT-145/Old Clinton Road. Drive 1/2 mile (over a creek) until you take your 2nd left onto Grove Beach Road. Drive 1 mile and take a Left at the Intersection/Light for US-1/Boston Post Road. #433/TheTuxis Harbor (Gray with white trim) is a 1/2 mile on your right across from Louis Marina.

PARKING: Please park in the Upper Deck Sports Bar & Grill Parking lot (In the lot closest to the Tuxis Harbor/away from the Upper Deck Restaurant). **Do NOT park** in front of the house between the Upper Deck Restaurant and Tuxis Harbor.

You may enter the Tuxis Harbor Training Center, by walking through an iron gate into the courtyard.

Alternative Services Inc 84 Linwood Ave Colchester CT

Route 2 heading East or West:

Take exit 18 (Route 16). Take a right off the exit, go approx. .3 of a mile. Alternative Services is on the left, immediately after the light at the Stop and Shop plaza