



**DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES  
OFFICE OF CHILD CARE LICENSING  
KENT COUNTY (302)7396-5487 TIME: 6:15 P.M. TO 7:15 P.M.**



REGISTRATION FOR ADMINISTRATION OF MEDICATION CERTIFICATION TEST

State law requires that only individuals who have successfully completed a state approved test with a grade of at least 80% may administer medication in child care. Prior to taking the test, you must study the *Administration of Medication Self-Study* packet located at: [http://kids.delaware.gov/pdfs/occl\\_administration\\_of\\_meds\\_2005.pdf](http://kids.delaware.gov/pdfs/occl_administration_of_meds_2005.pdf)

The test will be conducted and monitored by a Registered Nurse who will be available from 6:15 p.m. to 6:30 p.m. on the testing night to answer any questions you or your staff may have about the content of the self-study packet. The testing begins at 6:30 p.m. and ends at 7:15 p.m. Admittance to the testing session will not be permitted after the test begins so do not arrive late. **Current Photo ID is required to attend the session.**

There is a **Non-Refundable** fee of **\$10.00 per person** payable by money order with this Registration Form. Child care centers, please list the names of staff and date of birth of those attending, to attend on a separate page. Only those individuals who are at least 18 of age, who are employed with a LICENSED FACILITY, have prepaid, and are pre-registered will be permitted to attend. Please select an alternate date for which you could attend. A new registration slip and money order is required if you fail to attend or if you reschedule your test.

KENT COUNTY TESTING LOCATION →

**SILVER LAKE – BARRATT BUILDING  
821 SILVER LAKE BOULEVARD  
DOVER, DELAWARE 19904**

Wednesday, January 27, 2016	Wednesday, February 24, 2016	Wednesday, March 23, 2016
Wednesday, April 27, 2016	Wednesday, May 25, 2016	<i>None in June</i>
Wednesday, July 20, 2016	Wednesday, August 24, 2016	Wednesday, September 21, 2016
Wednesday, October 26, 2016	Wednesday, November 16, 2016	<i>None in December</i>

REGISTRATION SLIP FOR NEW CASTLE COUNTY – **PLEASE PRINT LEGIBLY**

NAME: <i>(PRINT LEGIBLY)</i>	YOUR PHONE #:	DOB:
YOUR EMAIL ADDRESS:		
STREET ADDRESS:	CITY/STATE/ZIP:	
IF YOU WORK FOR A CENTER: NAME OF CENTER:	CENTER PHONE #:	
TESTING DATE: 1 <sup>ST</sup> CHOICE	2 <sup>ND</sup> CHOICE	

MAKE MONEY ORDERS PAYABLE TO: **STATE OF DELAWARE/DFS**  
**➤ NO CHECKS ~ NO CASH ~ MONEY ORDERS ONLY ⬅**

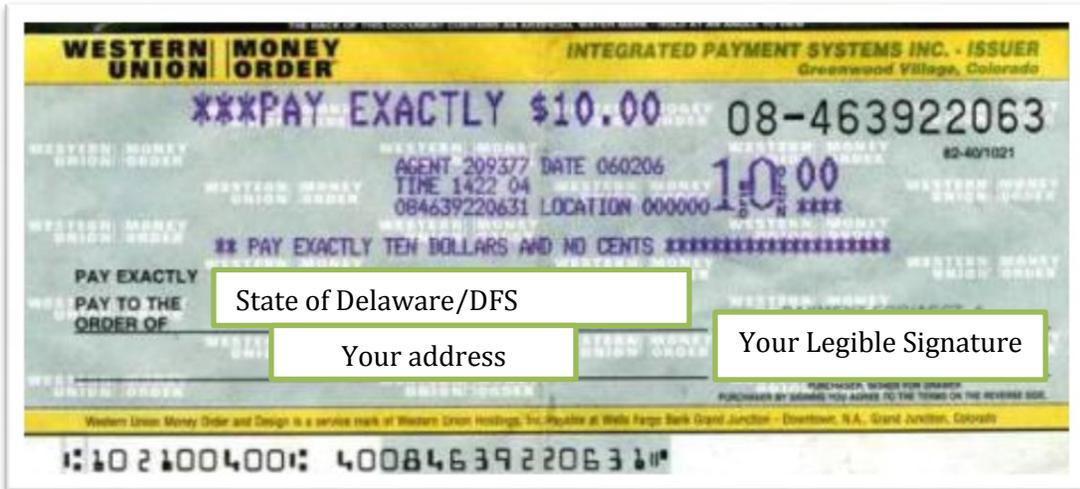
**MONEY ORDER MUST BE COMPLETED IN FULL  
INCOMPLETE MONEY ORDERS WILL BE RETURNED  
SEE BACK OF THIS FORM FOR INSTRUCTIONS**

**DETACH & MAIL REGISTRATION TO:  
OFFICE OF CHILD CARE LICENSING  
821 SILVER LAKE BLVD – SUITE 103  
DOVER, DELAWARE 19904**

**\$10.00 PER PERSON**

COMPLETING MONEY ORDERS - PRINT LEGIBLY!

Western Union Money Order



United States Postal Service Money Order



This is a US POSTAL MONEY ORDER. You can get them ONLY FROM A US POST OFFICE.

MoneyGram Money Order

