



**DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES
OFFICE OF CHILD CARE LICENSING
NEW CASTLE COUNTY (302)892-5800 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

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.

NEW CASTLE COUNTY TESTING LOCATION →

**CONCORD PLAZA – HAGLEY BUILDING
3411 SILVERSIDE ROAD
WILMINGTON, DELAWARE 19810**

Monday, January 11, 2016	Monday, February 8, 2016 Monday, February 22, 2016	Monday, March 14, 2016
Monday, April 11, 2016 Monday, April 18, 2016	Monday, May 9, 2016	Monday, June 6, 2016 Monday, June 20, 2016
Monday, July 11, 2016	Monday, August 8, 2016 Monday, August 22, 2016	Monday, September 12, 2016
Monday, October 10, 2016 Monday, October 24, 2016	Monday, November 14, 2016	Monday, December 12, 2016

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 ST CHOICE	2 ND CHOICE	

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

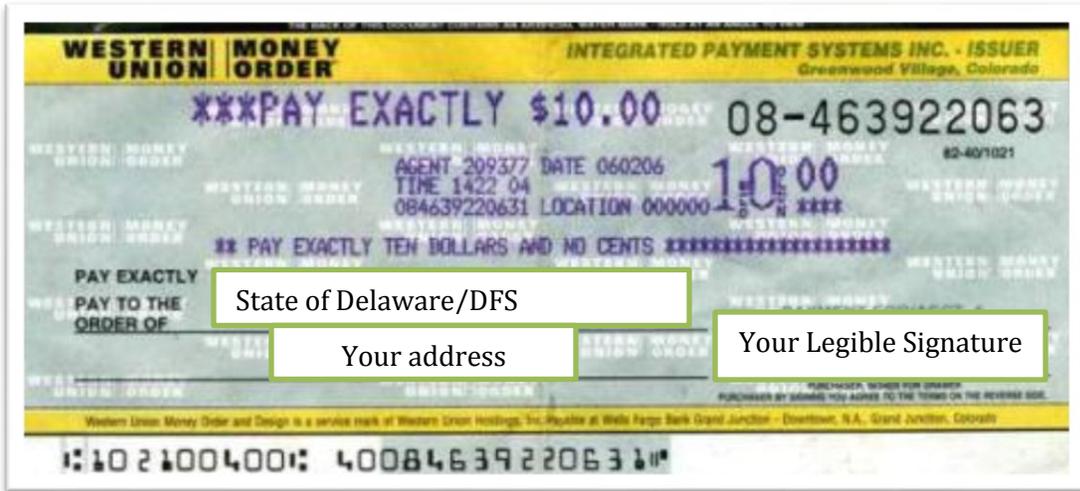
**MONEY ORDER MUST BE COMPLETED IN FULL
INCOMPLETE MONEY ORDERS WILL BE RETURNED
SEE BACK OF THIS FORM FOR INSTRUCTIONS**

**DETACH & MAIL REGISTRATION TO:
OFFICE OF CHILD CARE LICENSING
3411 SILVERSIDE ROAD – HAGLEY BUILDING
WILMINGTON, DELAWARE 19810**

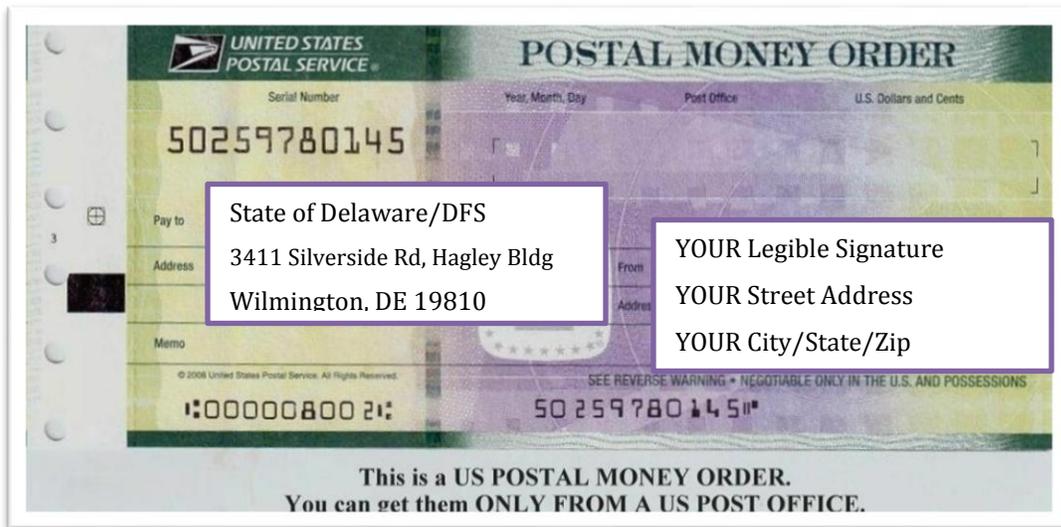
\$10.00 PER PERSON

COMPLETING MONEY ORDERS - PRINT LEGIBLY!

Western Union Money Order



United States Postal Service Money Order



MoneyGram Money Order

