



**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](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. You are registered for your first choice unless otherwise notified. A new registration slip and additional money order is required if you fail to attend or if you reschedule your test.

NEW CASTLE COUNTY TESTING LOCATION →  
**DO NOT MAIL THIS REGISTRATION FORM TO THIS ADDRESS (SEE INSTRUCTIONS BELOW)**

BARLEY MILL PLAZA – GARRET MILL BUILDING #18  
4315 LANCASTER PIKE  
WILMINGTON, DELAWARE 19805

Monday, January 12, 2015	Monday, February 9, 2015 Monday, February 23, 2015	Monday March 16, 2015
Monday, April 13, 2015 Monday, April 27, 2015	Monday, May 11, 2015	Monday, June 1, 2015 Monday, June 22, 2015
Monday, July 27, 2015	Monday, August 10, 2015 Monday, August 24, 2015	Monday, September 21, 2015
Monday, October 5, 2015 Monday, October 26, 2015	Monday, November 30, 2015	Monday, December 14, 2015

REGISTRATION SLIP FOR NEW CASTLE COUNTY [PLEASE PRINT LEGIBLY]

NAME: (PRINT LEGIBLY)	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** ◀

**Detach and mail registration to:**

OFFICE OF CHILD CARE LICENSING  
1825 FAULKLAND ROAD  
WILMINGTON, DELAWARE 19805

**MONEY ORDER MUST BE COMPLETED IN FULL.  
INCOMPLETE MONEY ORDERS WILL BE RETURNED.**

**\$10.00 PER PERSON**