



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



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 85% may administer medication in child care. Prior to taking the test, you must study the *Administration of Medication Self-Study* packet located at: <https://kids.delaware.gov/occl/pdf/administration-of-medication-selfstudy-guide.pdf>

You may arrive 15 minutes before your test is scheduled to begin. A registered nurse will be available during most evening testing sessions to answer questions before the test begins. 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.** The average time it takes someone to complete the test is 30 minutes. Wait times for grading the test vary.

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, have prepaid, and are pre-registered will be permitted to attend. Please select two choices. **You will receive an email confirming your testing date and time.** A new registration slip and money order is required if you fail to attend.

NEW CASTLE COUNTY TESTING LOCATION →

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

Monday, February 24, 2020 Spanish Version - 6 p.m. or 7:30 p.m.	Monday, July 13, 2020 - 6:30 p.m.
Tuesday, February 25, 2020 - 6:30 p.m.	Monday, July 20, 2020 - 6:30 p.m.
Monday, March 2, 2020 -12:00 p.m.	Monday, August 10, 2020 - 6:30 p.m.
Monday, March 2, 2020 - 6:30 p.m.	Monday, August 24, 2020 - 6:30 p.m.
Monday, March 9, 2020 - 6:30 p.m.	Monday, September 14, 2020 - 6:30 p.m.
Tuesday March 10, 2020 - 12:00 p.m.	Monday, September 21, 2020 - 6:30 p.m.
Wednesday, April 15, 2020 - 6:30 p.m.	Monday, October 5, 2020 - 6:30 p.m.
Monday, April 20, 2020 - 6:30 p.m.	Monday, October 12, 2020 - 6:30 p.m.
Monday, May 11, 2020 - 6:30 p.m.	Monday, November 9, 2020 - 6:30 p.m.
Monday May 18, 2020 - 6:30 p.m.	Monday, November 16, 2020 - 6:30 p.m.
Monday, June 8, 2020 - 6:30 p.m.	Monday, December 14, 2020 - 6:30 p.m.
Monday, June 22, 2020 - 6:30 p.m.	

REGISTRATION SLIP FOR NEW CASTLE COUNTY – PLEASE PRINT LEGIBLY

NAME: (PRINT LEGIBLY)	YOUR PHONE #:	DOB:
YOUR EMAIL ADDRESS:		
STREET ADDRESS:	CITY/STATE/ZIP:	
NAME OF CENTER AS IT APPEARS ON THE LICENSE (IF APPLICABLE):	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**

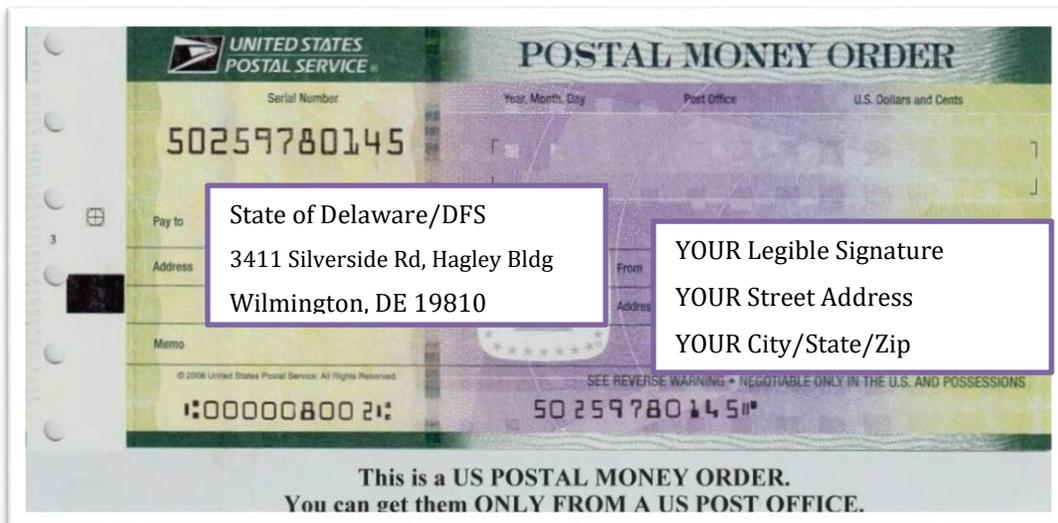
COMPLETING MONEY ORDERS - PRINT LEGIBLY!

\$10.00 PER PERSON

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

