



**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, have prepaid, and are pre-registered will be permitted to attend. Please select an alternate date. 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 8, 2018	Monday, February 12, 2018 Monday, February 26, 2018	Monday, March 12, 2018
Monday, April 9, 2018 Monday, April 23, 2018	Monday, May 14, 2018	Monday, June 11, 2018 Monday, June 25, 2018
Monday, July 9, 2018	Monday, August 13, 2018 Monday, August 27, 2018	Monday, September 10, 2018
Monday, October 8, 2018 Monday, October 22, 2018	Tuesday, November 13, 2018	Monday, December 10, 2018

**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 <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  
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**

