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# DDS Contacts

## Medication Administration Program Coordinators

### State Coordinator

Valerie Vujs RN, Nurse Consultant  
61 Woodland Street  
Hartford, CT 06105  
860/616-2051  
e-mail: [valerie.vujs@ct.gov](mailto:valerie.vujs@ct.gov)

Evette Rivera, Clerical Support  
61 Woodland Street  
Hartford, CT 06105  
860/616-2054  
e-mail: [Evette.rivera@ct.gov](mailto:Evette.rivera@ct.gov)

DDS will mail appropriate paperwork related to course or exam directly to the agency contact following completion of course or exam.

Any questions regarding the seat request requirements or the certification program should be directed to the DDS State Coordinator.

Any general questions regarding processing of requests or applications should be directed to Clerical Support.



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# **Inclement Weather Policy**

## **(860) 616-2045 Ext 5**

### **Please read carefully**

In the case of inclement weather, a cancellation notice will be posted through voice mail by calling (860) 616-2045 Ext 5. This message will instruct the caller as to the status of the med admin activities for that day.

Cancellation or delayed start notices will be posted to voice mail up to 2 hours prior to the start of course session or exam.

Activities cancelled due to inclement weather will be rescheduled in a timely manner. If a course session is cancelled students should attend the next regularly scheduled session of their course unless otherwise noted on voice mail.



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# COURSES



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# Course and Exam Listings

**Course Programs:** Course includes the 21-hour classroom course, 4-hour laboratory practicum, and a certification exam seat in a designated exam. Course is limited to 24 participants unless otherwise noted. The course exam is limited to the course participants plus additional 20 participants not to exceed 40 participants unless otherwise noted.

**Stand-alone Exams:** Exam is limited to 40 participants unless otherwise noted.

Locations, dates, and times are subject to change based on need. Location changes will be posted. Students must arrive at least 15 minutes prior to the start of the course session or exam, by doing so students will avoid lateness due to room location changes.

## West Region Course Schedule –

<b>Course #</b>	W C – 16 01
<b>Session dates:</b>	July 6,7,13,14, 2015
<b>Class time:</b>	3:00 p.m. – 10:00 p.m.
<b>Lab date:</b>	July 14, 2015(follows session 7)
<b>Lab time:</b>	6:00 p.m. – 10:00 p.m.
<b>Location:</b>	DDS West, Cheshire Training Room
<b>Exam date:</b>	July 17, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	W C – 16 02
<b>Session dates:</b>	July 14,16,21,23, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	July 23, 2015(follows session 7)
<b>Lab time:</b>	12:00 p.m. – 5:00 p.m.
<b>Location:</b>	Southbury Training School, Roselle School, 2 <sup>nd</sup> Fl. Rm #204
<b>Exam date:</b>	July 27, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	W C – 16 03
<b>Session dates:</b>	August 3,4,10,11, 2015
<b>Class time:</b>	3:00 p.m. – 10:00 p.m.
<b>Lab date:</b>	August 11, 2015 (follows session 7)
<b>Lab time:</b>	6:00 p.m. – 10:00 p.m.
<b>Location:</b>	DDS West, Cheshire Training Room
<b>Exam date:</b>	August 13, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	W C – 16 04
<b>Session dates:</b>	August 11,13,18,20, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	August 20, 2015(follows session 7)
<b>Lab time:</b>	12:00 p.m. – 5:00 p.m.
<b>Location:</b>	Southbury Training School, Roselle School, 2 <sup>nd</sup> Fl. Rm #204
<b>Exam date:</b>	August 25, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202

## West Region Course Schedule –

<b>Course #</b>	W C – 16 05
<b>Session dates:</b>	September 1,4,10,11, 2015
<b>Class time:</b>	3:00 p.m. – 10:00 p.m.
<b>Lab date:</b>	September 11, 2015 (follows session 7)
<b>Lab time:</b>	6:00 p.m. – 10:00 p.m.
<b>Location:</b>	DDS West, Cheshire Training Room
<b>Exam date:</b>	September 15, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	W C – 16 06
<b>Session dates:</b>	September 14,17,22,24, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	September 24, 2015 (follows session 7)
<b>Lab time:</b>	12:00 p.m. – 5:00 p.m.
<b>Location:</b>	Southbury Training School, Roselle School, 2 <sup>nd</sup> Fl. Rm #204
<b>Exam date:</b>	September 25, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	WC- 16 07
<b>Session dates:</b>	October 5,6,13,15, 2015
<b>Class time:</b>	3:00 p.m. – 10:00 p.m.
<b>Lab date:</b>	October 15, 2015 (follows session 7)
<b>Lab time:</b>	6:00 p.m. – 10:00 p.m.
<b>Location:</b>	DDS West, Cheshire Training Room
<b>Exam date:</b>	October 21, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202
<b>Course #</b>	WC- 16 08
<b>Session dates:</b>	October 20, 22, 27, 29, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	October 29, 2015 (follows session 7)
<b>Lab time:</b>	12:00 p.m. – 5:00 p.m.
<b>Location:</b>	Southbury Training School, Roselle School, 2 <sup>nd</sup> Fl. Rm #204
<b>Exam date:</b>	November 3, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	Southbury Training School, Roselle School, 2nd Fl. Rm #202

## North Region – Course Schedule

(See South region for courses in the DDS North Willimantic office)

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**Course #** N C – 16 09  
**Session dates:** July 1,8,13,15,20,21,22, 2015  
**Class time:** 4:30 p.m. – 7:30 p.m.  
**Lab date:** July 23, 2015  
**Lab time:** 12:00 p.m. – 5:00 p.m.  
**Location:** DDS Hartford Training Room Woodland Street

**Exam date:** July 27, 2015  
**Exam time:** 10:00 a.m.  
**Exam location:** DDS Hartford Woodland Street Degnan

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**Course #** N C – 16 10  
**Session dates:** July 8, 10, 15, 17, 2015  
**Class time:** 8:30 a.m. – 3:30 p.m.  
**Lab date:** July 17, 2015 (follows session 7)  
**Lab time:** 11:30 a.m. – 4:30 p.m.  
**Location:** DDS Hartford Training Room Woodland Street

**Exam date:** July 22, 2015  
**Exam time:** 10:00 a.m.  
**Exam location:** DDS Hartford Woodland Street Degnan

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**Course #** N C – 16 11  
**Session dates:** August 3,5,10,12,17,18,20,2015  
**Class time:** 4:30 p.m. – 7:30 p.m.  
**Lab date:** August 21, 2015  
**Lab time:** 12:00 p.m. – 5:00 p.m.  
**Location:** DDS Hartford Training Room Woodland Street

**Exam date:** August 25, 2015  
**Exam time:** 10:00 a.m.  
**Exam location:** DDS Hartford Woodland Street Degnan Hall

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**Course #** N C – 16 12  
**Session dates:** August 26,28,31,September 2, 2015  
**Class time:** 8:30 a.m. – 3:30 p.m.  
**Lab date:** September 2, 2015  
**Lab time:** 11:30 a.m. – 4:30 p.m. (follows session 7)  
**Location:** DDS Hartford Training Room Woodland Street

**Exam date:** September 4, 2015  
**Exam time:** 10:00 a.m.  
**Exam location:** DDS Hartford Woodland Street Degnan Hall

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# North Region – Course Schedule

(See South region for courses in the DDS North Willimantic office)

<b>Course #</b>	N C – 16 13
<b>Session dates:</b>	September 2,9,14,15,16,17,21, 2015
<b>Class time:</b>	4:30 p.m. – 7:30 p.m.
<b>Lab date:</b>	September 22, 2015
<b>Lab time:</b>	12:00 p.m. – 5:00 p.m.
<b>Location:</b>	DDS Hartford Training Room Woodland Street
<b>Exam date:</b>	September 25 , 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS Hartford Woodland Street Degnan Hall
<b>Course #</b>	N C – 16 14
<b>Session dates:</b>	September 9,16,23,30, 2015
<b>Class time:</b>	8:30 a.m. – 3:30 p.m.
<b>Lab date:</b>	September 30, 2015 (follows session 7)
<b>Lab time:</b>	11:30 a.m. – 4:30 p.m.
<b>Location:</b>	DDS Hartford Training Room Woodland Street
<b>Exam date:</b>	October 5, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS Hartford Woodland Street Degnan Hall
<b>Course #</b>	NC – 16 15
<b>Session dates:</b>	October 14,16,19,21,26,27,29, 2015
<b>Class time:</b>	4:30 p.m. – 7:30 p.m.
<b>Lab date:</b>	October 30, 2015
<b>Lab time:</b>	12 p.m. – 5 p.m.
<b>Location:</b>	DDS Hartford Training Room Woodland Street
<b>Exam date:</b>	November 3, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS Hartford Woodland Street Degnan Hall
<b>Course #</b>	N C – 16 16
<b>Session dates:</b>	October 14,21,23,28, 2015
<b>Class time:</b>	8:30 a.m. – 3:30 p.m.
<b>Lab date:</b>	October 28, 2015 (follows session 7)
<b>Lab time:</b>	11:30 a.m. – 4:30 p.m.
<b>Location:</b>	DDS Hartford Training Room Woodland Street
<b>Exam date:</b>	October 30, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS Hartford Woodland Street Degnan Hall

## South Region Course Schedule – Norwich Area

(See below for courses held at the DDS North Willimantic office)

<b>Course #</b>	S C – 16 17
<b>Session dates:</b>	July 8,10,15,17, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	July 17, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m. – 5:00 p.m.
<b>Location:</b>	DDS North, Willimantic Office
<b>Exam date:</b>	July 24, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS Norwich Office 4 <sup>th</sup> floor Library
<b>Course #</b>	S C – 16 18
<b>Session dates:</b>	August 4,7,11,13, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	August 13, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m. – 4:00 p.m.
<b>Location:</b>	DDS South, Norwich Office Training Rm.
<b>Exam date:</b>	August 18, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS Norwich Office 4 <sup>th</sup> floor Library
<b>Course #</b>	S C – 16 19
<b>Session dates:</b>	September 1,3,9,11, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	September 11, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m. – 5:00 p.m.
<b>Location:</b>	DDS North, Willimantic Office
<b>Exam date:</b>	September 14, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS Norwich Office 4 <sup>th</sup> floor Library
<b>Course #</b>	S C – 16 20
<b>Session dates:</b>	October 5,6,8,9,13,14,15, 2015
<b>Class time:</b>	5:30 p.m. – 8:30 p.m.
<b>Lab date:</b>	October 16, 2015
<b>Lab time:</b>	5:30 p.m. – 9:30 p.m.
<b>Location:</b>	Alternative Services INC 84 Linwood Ave Colchester CT
<b>Exam date:</b>	October 20, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS Norwich Office 4 <sup>th</sup> floor Library



## South Region Course Schedule-New Haven Area

<b>Course #</b>	S C – 16 22
<b>Session dates:</b>	July 7,9,14,16, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	July 16, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m.- 5:00 p.m.
<b>Location:</b>	DDS South, James St New Haven
<b>Exam date:</b>	July 21, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS South, James St New Haven
<b>Course #</b>	S C – 16 23
<b>Session dates:</b>	July 13,14,16,17,20,21,23, 2015
<b>Class time:</b>	5:30pm-8:30pm
<b>Lab date:</b>	July 24, 2015
<b>Lab time:</b>	5:30 p.m. - 9:30 p.m.
<b>Location:</b>	The Tuxis Harbor, 433 Boston Post Rd, Westbrook
<b>Exam date:</b>	July 29, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS South, James St New Haven
<b>Course #</b>	S C – 16 24
<b>Session dates:</b>	August 4,6,11,13, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	August 13, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m.- 5:00 p.m.
<b>Location:</b>	DDS South, James St New Haven
<b>Exam date:</b>	August 18, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS South, James St New Haven
<b>Course #</b>	S C – 16 25
<b>Session dates:</b>	September 1,3,8,10, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	September 10, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m.- 5:00 p.m.
<b>Location:</b>	DDS South, James St New Haven
<b>Exam date:</b>	September 16, 2015
<b>Exam time:</b>	1:00 p.m.
<b>Exam location:</b>	DDS South, James St New Haven

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## South Region Course Schedule-New Haven Area

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<b>Course #</b>	S C – 16 26
<b>Session dates:</b>	September 8,10,11,14,15,17,18, 2015
<b>Class time:</b>	5:30pm-8:30 pm
<b>Lab date:</b>	September 19, 2015
<b>Lab time:</b>	10:00a.m.- 2:00 p.m.
<b>Location:</b>	The Tuxis Harbor, 433 Boston Post Rd, Westbrook
<b>Exam date:</b>	September 23, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS South, James St New Haven

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<b>Course #</b>	S C – 16 27
<b>Session dates:</b>	October 13,15,20,22, 2015
<b>Class time:</b>	9:00 a.m. – 4:00 p.m.
<b>Lab date:</b>	October 22, 2015 (follows session 7)
<b>Lab time:</b>	1:00 p.m.- 5:00 p.m.
<b>Location:</b>	DDS South, James St New Haven
<b>Exam date:</b>	October 26, 2015
<b>Exam time:</b>	10:00 a.m.
<b>Exam location:</b>	DDS South, James St New Haven

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# EXAMS



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## Exam Schedule – Woodland Street

**Exam #:** NCE – 16 10  
**Date:** July 22, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 09  
**Date:** July 27, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NSAE – 16 100  
**Date:** August 12, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 11  
**Date:** August 25, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 12  
**Date:** September 4, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NSAE – 16 101  
**Date:** September 17, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 13  
**Date:** September 25, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 14  
**Date:** October 5, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

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## Exam Schedule – Woodland Street Community Room

**Exam #:** NSAE – 16 102  
**Date:** October 16, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 16  
**Date:** October 30, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

**Exam #:** NCE – 16 15  
**Date:** November 3, 2015  
**Time:** 10 a.m.  
**Location:** DDS Hartford Woodland Street

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## Exam Schedule – Norwich DDS Office

<b>Exam #:</b>	S SAE – 16 103
<b>Date:</b>	July 9, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S CE – 16 17
<b>Date:</b>	July 24, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S SAE – 16 104
<b>Date:</b>	August 6, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S CE – 16 18
<b>Date:</b>	August 18, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S SAE – 16 105
<b>Date:</b>	September 4, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S CE – 16 19
<b>Date:</b>	September 14, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S SAE – 16 106
<b>Date:</b>	October 8, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library
<b>Exam #:</b>	S CE – 16 20
<b>Date:</b>	October 20, 2015
<b>Time:</b>	1:00 PM
<b>Location:</b>	DDS Office 4 <sup>th</sup> Floor Library

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## Exam Schedule – Norwich DDS Office

**Exam#:** SCE – 16 21  
**Date:** October 22, 2015  
**Time:** 1:00 PM  
**Location:** DDS Office 4<sup>th</sup> Floor Library

## Exam Schedule – New Haven James St.

**Exam #:** SSAE – 16 107  
**Date:** July 8, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

**Exam #:** SCE – 16 22  
**Date:** July 21, 2015  
**Time:** 1:00 p.m. (Note time difference)  
**Location:** DDS South, James St New Haven

**Exam #:** SCE – 16 23  
**Date:** July 29, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

**Exam #:** SSAE – 16 108  
**Date:** August 3, 2015  
**Time:** 1:00 p.m. (Note time difference)  
**Location:** DDS South, James St New Haven

**Exam #:** SCE – 16 24  
**Date:** August 18, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

**Exam #:** SSAE – 16 109  
**Date:** September 9, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

**Exam #:** SCE – 16 25  
**Date:** September 16, 2015  
**Time:** 1:00 p.m. (Note time difference)  
**Location:** DDS South, James St New Haven

**Exam #:** SCE 16 26  
**Date:** September 23, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

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## Exam Schedule – New Haven James St.

**Exam #:** SSAE – 16 110  
**Date:** October 7, 2015  
**Time:** 1:00 p.m. (Note time difference)  
**Location:** DDS South, James St New Haven

**Exam #:** SCE 16 27  
**Date:** October 26, 2015  
**Time:** 10:00 a.m.  
**Location:** DDS South, James St New Haven

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## Exam Schedule – Southbury Training School

**Exam #:** WSAE – 16 111  
**Date:** July 9, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 01  
**Date:** July 17, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 02  
**Date:** July 27, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WSAE – 16 112  
**Date:** August 7, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 03  
**Date:** August 13, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 04  
**Date:** August 25, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WSAE – 16 113  
**Date:** September 9, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 05  
**Date:** September 15, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

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## Exam Schedule – Southbury Training School

**Exam #:** WCE – 16 06  
**Date:** September 25, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WSAE – 16 114  
**Date:** October 8, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 07  
**Date:** October 21, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202

**Exam #:** WCE – 16 08  
**Date:** November 3, 2015  
**Time:** 10:00 a.m.  
**Location:** Southbury Training School, Roselle Room 202



## SEAT REQUEST FAX FORM

<b>PRINT Participant Name</b> (Last Name, First Name) SS#	Add	Cancel	Course # or Test # (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
_____/_____ SS# ____ - ____ - _____			__ __ -- <b>16</b> __ __			
_____/_____ SS# ____ - ____ - _____			__ __ -- <b>16</b> __ __			
_____/_____ SS# ____ - ____ - _____			__ __ -- <b>16</b> __ __			
_____/_____ SS# ____ - ____ - _____			__ __ -- <b>16</b> __ __			
_____/_____ SS# ____ - ____ - _____			__ __ -- <b>16</b> __ __			

Agency Name: \_\_\_\_\_ Agency Contact: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Fax to: Med Admin Unit 860/616-2081**

### Registration Codes

<b>A</b> Registration ACCEPTED	<b>F</b> Course or exam FULL	<b>C</b> Registration CLOSED
<b>L</b> Agency has met 5 person LIMIT	<b>SB</b> STANDBY - will be allowed in based on no shows at start.	

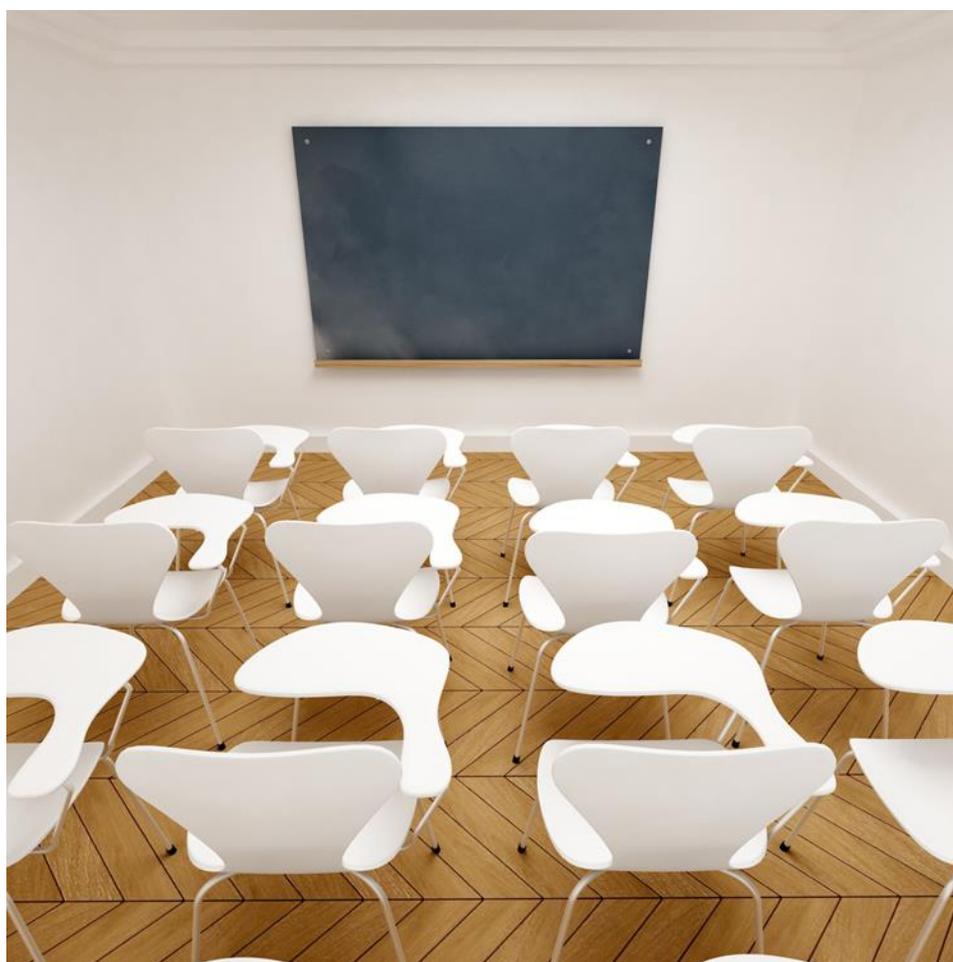
- **PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
- Seat requests will be accepted up to 5 business days prior to date of activity. Requests received after the deadline will not be accepted. Cancellations will be reflected on the registration sheet up to 3 business days prior to date of activity. After that time, cancellations will be considered no-shows.
- One course or exam seat substitution will be accepted per agency per activity, providing the activity is not full. If full, staff will be added to stand-by list. Substitutions received after the deadline will not be accepted.
- A new seat request form must be submitted for each change.
- Please fax all seat requests to DDS Central Office. Fax to Med Admin Unit at 860/616-2081.
- You will receive return fax confirmation (accepted or denied).
- All course participants are guaranteed an exam seat in the specific exam session. **Do not** register a course participant for the corresponding course exam seat, or for a different exam seat.

**IMPORTANT:** Participants must arrive at least 15 minutes before the start of the course or exam and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.



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# RETRAINING





**REMINDER;** This is not a course for staff who are struggling with the recertification exam, that retraining needs to be handled by the RN in your agency. The retraining course is for those folks who are making medication administration **errors** that have **reached a serious level**.

The retraining course will be held over two full days for a total of 12 retraining hours and will be offered every other month. This class may be cancelled due to low enrollment.

Registration for the retraining will be sent to the med admin unit in Central Office. As with the initial course, the med coordinator for your agency should be the only person registering staff for this retraining course. One of the major differences in the registration process for this course is the requirement to include the name of the RN who oversees the staff's certification, along with a contact number. The nurse will be contacted and information must be received from the RN prior to the staff being admitted to the class.

**Please note that the location for the retraining class varies.**

**Course #** RT- 16 100  
**Session dates:** July 14 and 22 , 2015  
**Class time:** 9:00 a.m. – 4:00 p.m. ( 1 hour lunch)  
**Location:** DDS Hartford Office  
61 Woodland St, Hartford CT

**Course #** RT – 16 101  
**Session dates:** September 29 and 30, 2015  
**Class time:** 9:00 a.m. – 4:00 p.m. ( 1 hour lunch)  
**Location:** DDS Cheshire Office  
25 Creamery Rd, Cheshire CT

**Please use the registration form following this page to register. Do not use the initial course registration form.**



## Retraining Course Registration

<b>PRINT Participant Name</b> (Last Name, First Name) SS#	Add	Cancel	<b>Retraining Course</b> (Do not list dates)	For DDS Use Only		
				Code	Date of contact	DDS Initials
_____, _____  SS#    _ _ _ - _ _ - _ _ _  Supervising RN _____  RN Contact Number _____			_ _ _ - _ _ - _ _			

Agency Name: \_\_\_\_\_ Agency Contact: \_\_\_\_\_  
 Date: \_\_\_ / \_\_\_ / \_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Fax to: Med Admin Unit 860/616-2081

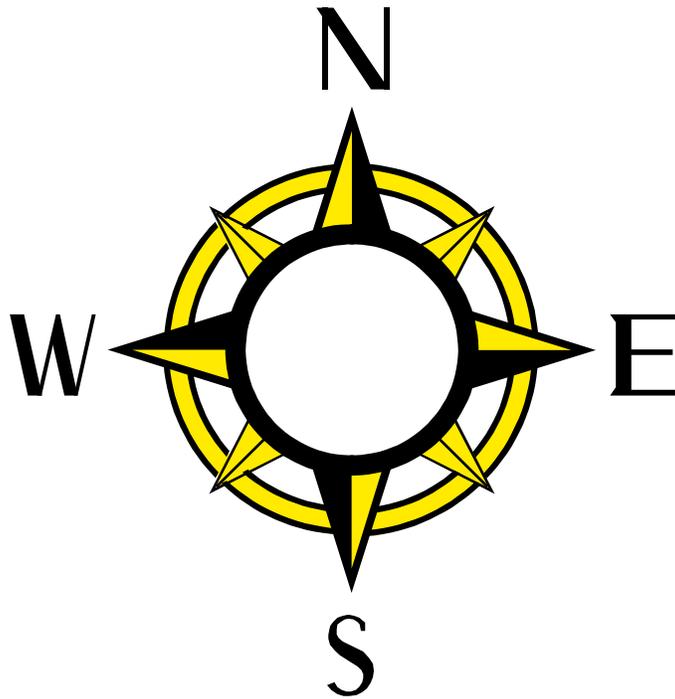
Registration Codes		
<b>A</b> Registration ACCEPTED	<b>F</b> Course FULL	<b>C</b> Registration CLOSED

- **PRINT LEGIBLY. PLEASE LIST NAME IN LAST NAME, FIRST NAME FORMAT. SOCIAL SECURITY NUMBER MUST BE INCLUDED.**
  - Be sure to identify the RN responsible for supervising the staff's med admin status and RN's phone number.
  - A new seat request form must be submitted for each change.
  - Please fax all seat requests to DDS Central Office. Fax to 860/616-2081.
  - You will receive return fax confirmation (accepted or denied) within 2 business days.
- IMPORTANT:** Participants must arrive at least 15 minutes before the start of the course and must arrive with a photo ID. Participants must attend 100% of the course. There will be no exceptions.



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# DIRECTIONS





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# Directions

DDS South Region: Norwich Office

DDS South Region: James St Office

DDS South Region: Willimantic Office

DDS North Region: Hartford Training Room

DDS South Region: Wallingford Office

DDS West Region: Cheshire Office

DDS West Region: Southbury Training School

The Tuxis Harbor

Alternative Services Inc



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## **DDS South Region: Norwich Office**

### **Training Room**

**Staff Development Office**

**401 West Thames Street**

**Norwich, CT**

Take interstate 395 to Exit 79A onto Route 2A East. Take Exit 1 for Route 32. Take left off ramp onto Rte. 32 North. Stay Rte 32 for 1.7 miles. Go past Norwich Inn and Spa on left. Take left at "STATE OF CONNECTICUT Uncas on Thames" sign (across from car dealership). Follow road up the hill looking for signs for Campbell Building. Bear right at fork. Pass the State Police Eastern District headquarters and DMH. Campbell Building is at top of the hill. Training Room is located on the third floor – Room # 341.

## **DDS South – James St Office**

**370 James St**

**New Haven, CT**

### **From the North**

Take I-91 South toward NEW HAVEN. Take the WILLOW ST exit- EXIT 6- toward US-5 / Blatchley Ave. 0.2 miles. Turn LEFT onto WILLOW ST. 0.1 miles. Turn RIGHT onto State St/ US-5 0.1 miles. Turn LEFT onto JAMES ST 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

### **From the South**

Take I-95 North toward Hartford. Take the STATE St/ US-5 exit- EXIT 5- toward FAIR HAVEN. 0.1 miles. Turn RIGHT onto JAMES St. 0.2 miles. Turn RIGHT after 370 James St. The parking lot and entrance are behind the building.

The entrance to the DDS office is on the third floor. The training room is the first room on the left after entering the DDS South Region Office.

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## **DDS North Region: Willimantic Office**

**90 South Park Road  
Willimantic, CT**

### **From Danielson:**

Take Route 395 South. Take Exit 91 to Route 6 West. Follow Route 6 to Route 66 in North Windham. Take Route 66 West to the South Street intersection in Willimantic. Turn left at the "Frog bridge". Go across the bridge and straight through the light. Take 1st right onto South Park Street. The office is located at the intersection of South Street and South Park Street. Entrance is on South Park Street. Parking is on the right side of the building.

### **From Norwich:**

Take Route 395 North to Exit 81 West. At the end of the exit ramp take a left onto Route 2. Take Exit 25 towards Willimantic. Merge onto Route 32. Take a left onto South Street at the "Frog" bridge. The office is located at the intersection of South Street and South Park Street. The entrance is on South Park Street. Parking is on the right side of the building.

### **From Hartford:**

Take Route 84 East towards Boston to Route 384 East. Route 384 to Route 6 East. Route 6 East for 12 miles. At intersection of Routes 6 and 66 go straight onto Route 66 East. Route 66 East towards Willimantic onto Main Street (Gas station and Stop and Shop on left). Stay on Main Street until Dunkin Donuts. Take a right onto Bridge Street, go over the railroad tracks and bear left up the hill. Take a left at the stop sign. Take a right onto John Street. At the stop sign you will be facing the office. Take a right at the stop sign onto South Park Street. Parking is on the right side of the building.

## **DDS Hartford Training Room** (The old Capital Community College Building)

**61 Woodland Street  
Hartford, CT 06105**

### **From All Points:**

Take Route 84 to Exit 46 - Sisson Avenue. Keep right at the fork in the ramp.

At the light at the end of the exit ramp, turn right onto Sisson Avenue and go to Farmington Avenue (second traffic light).

Turn right onto Farmington Avenue and go to Woodland Street (first traffic light).

Turn left onto Woodland Street and go to Asylum Avenue (first traffic light).

Turn left onto Asylum Avenue. The entrance to the parking area is the second driveway on the left.

Turn left into the **second** driveway. **Bear right after entering the driveway and park in the lower lot. Parking in the upper lot is by permit only – Security will require all others to move to the lower lot.**

1. Security officers are located right inside the door, and will assist you when you arrive.
2. **You will be required to present a photo ID in order to enter the building.**

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## **DDS South Region - Wallingford Office**

**35 Thorpe Ave  
Wallingford, CT**

### **From Route 91 (South)**

Exit 15 ( CT-68 Durham/Yalesville) - turn left at end of ramp onto Barnes RD- CT-68 - go 0.3 mile turn left onto Research Parkway. Go 0.2 miles and turn left onto unnamed road. Go to end and turn right onto Thorpe Ave office will be on the left

### **From Route 91 (North)**

Exit 15 ( CT-68 Durham/Yalesville) - turn right at end of ramp onto Barnes RD- CT-68 - go 0.2 mile turn left onto Research Parkway. Go 0.2 miles and turn left onto unnamed road. Go to end and turn right onto Thorpe Ave office will be on the left

## **DDS West Region: Cheshire Office**

**Cheshire Training Room  
25 Creamery Road  
Cheshire, CT**

### **Hartford:**

Take Route 84 West to exit #27 (Route 691). Take Route 691 to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

### **New Haven:**

Take Route 91 North to Route 15. Take Meriden-Waterbury exit to Route 691 West.  
\*\*Take 691 W to exit #3. Take a left off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

### **Middletown:**

Take Route 691W to exit #3. Follow from \*\* above

### **Waterbury:**

Take Route 84 East to Route 691 East to Exit #3 Cheshire. Take a right off the exit onto Route 10. At the fifth traffic light take a left onto Creamery Road (Paul's Restaurant and car wash will be on your right) Take an immediate right into the drive way of the Cheshire Center. Parking is available in the lower lot to the left of the buildings. The training room is located at the top of the hill.

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## **DDS West Region: Southbury Training School, Roselle School**

From **84-West** to Exit 14 and take a right off of the exit.

From **84-East** to Exit 14 and take a left off of the exit.

Keep straight through the traffic light (this is route 172 North)

Follow approx. 3 miles You will see Southbury Training School campus on the left

There is a sign at the entrance of a small white house that reads "Gatehouse Café"

Turn left into Constitution Hill before the Gatehouse Cafe. You will see a large brick building with a clock tower, this is Roselle School.

Follow straight up passing a split in the road (keep to the left going straight)

After the split, **Roselle School** will be on the right, use the 3<sup>rd</sup> driveway behind the building to park, if no spots are available then go to the next paved driveway and park.

You will enter at the rear of Roselle School and go up to the second floor and follow the signs to room #202.

## **The Tuxis Harbor 433 Boston Post Road, Westbrook, CT 06498**

Take I-95 to Exit 64 Horse Hill Road

**Driving I-95 North**, Take a Right off the ramp onto CT-145 S.

**Driving I-95 South**, Take a left off the ramp onto CT-145 S.

At the stop sign, take a Right onto CT-145/Old Clinton Road. Drive 1/2 mile (over a creek) until you take your 2nd left onto Grove Beach Road. Drive 1 mile and take a Left at the Intersection/Light for US-1/Boston Post Road. #433/TheTuxis Harbor (Gray with white trim) is a 1/2 mile on your right across from Louis Marina.

**PARKING:** Please park in the Upper Deck Sports Bar & Grill Parking lot (In the lot closest to the Tuxis Harbor/away from the Upper Deck Restaurant). **Do NOT park** in front of the house between the Upper Deck Restaurant and Tuxis Harbor.

You may enter the Tuxis Harbor Training Center, by walking through an iron gate into the courtyard.

## **Alternative Services Inc 84 Linwood Ave Colchester CT**

### **Route 2 heading East or West:**

Take exit 18 (Route 16). Take a right off the exit, go approx. .3 of a mile. Alternative Services is on the left, immediately after the light at the Stop and Shop plaza