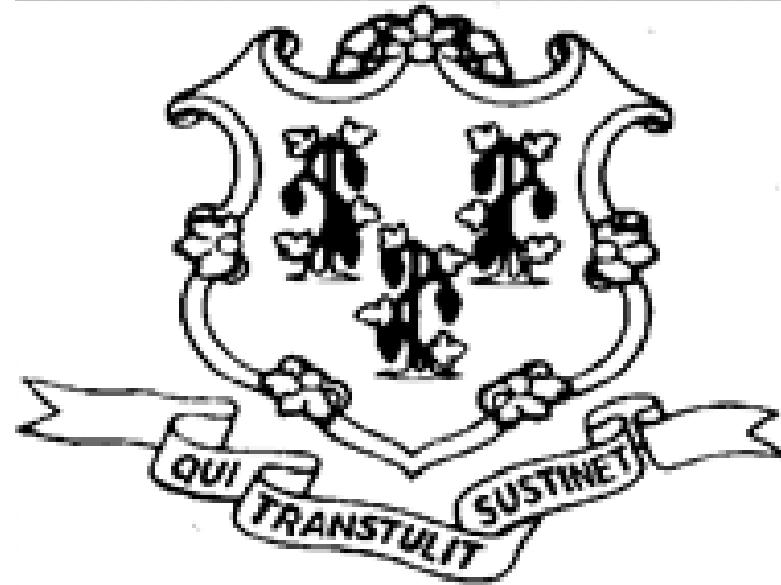


CONNECTICUT DEPARTMENT OF DEVELOPMENTAL SERVICES



COURSE CATALOG

JANUARY - JUNE 2023



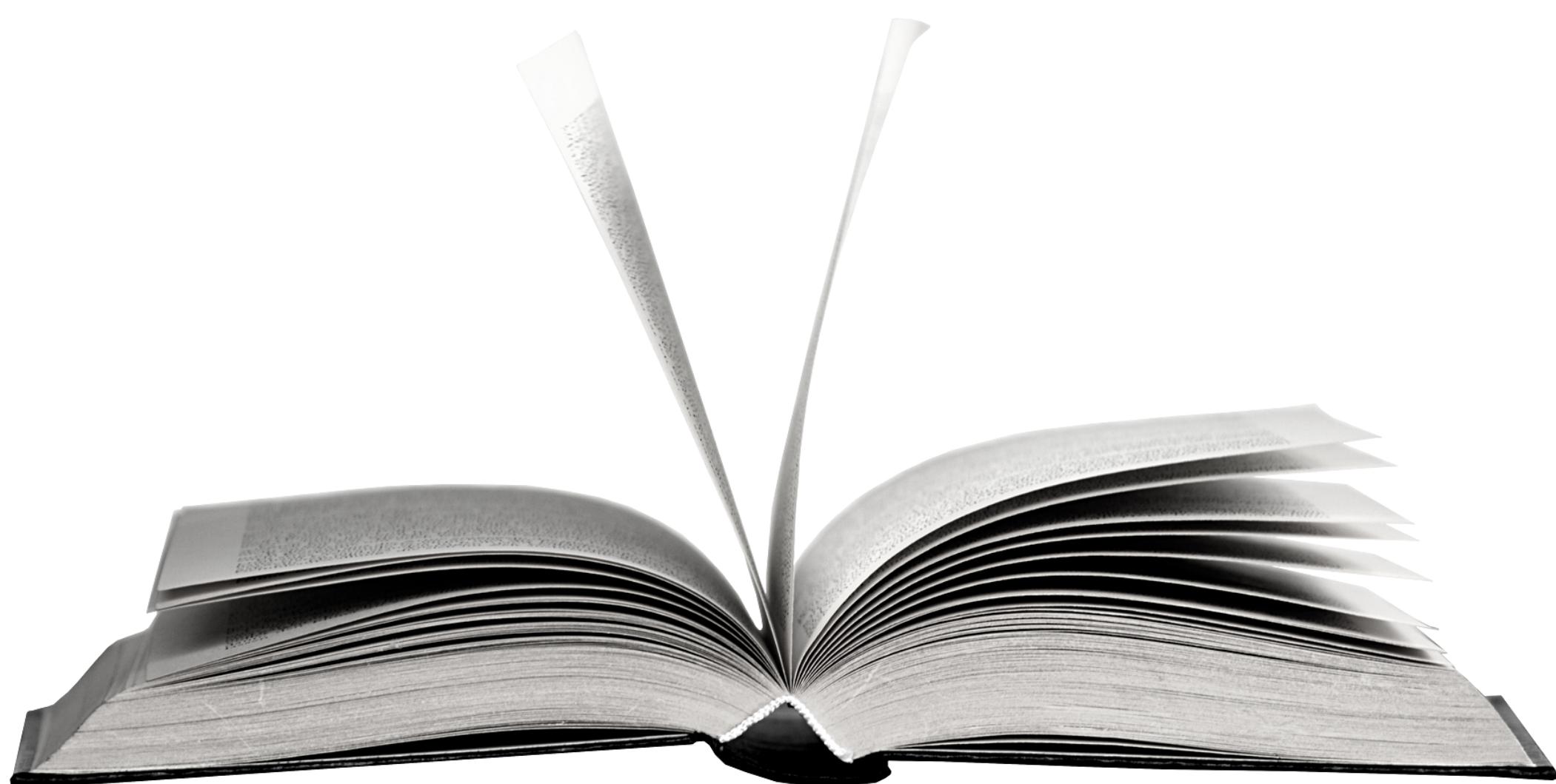
DEPARTMENT OF DEVELOPMENTAL SERVICES
MEDICATION ADMINISTRATION CERTIFICATION
AND TRAINING PROGRAM

DDS

DEPARTMENT OF DEVELOPMENTAL SERVICES
MEDICATION ADMINISTRATION TRAINING &
CERTIFICATION PROGRAM
61 WOODLAND STREET
HARTFORD, CT 06105

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DDS MEDICATION ADMINISTRATION DIVISION CONTACTS

Jessica Kelsey, RN, BSN
Nurse Consultant
Program Coordinator
Phone#: 860-616-2052
Fax#: 860-707-1861
E-mail: Jessica.Kelsey@ct.gov

Susan Watkins, RN
Nurse Clinical Instructor
Phone#: 860-616-2053
Fax#: 860-706-1444
Email: Susan.Watkins@ct.gov

Evette Rivera, Secretary 2
Phone#: 860-616-2054

INCLEMENT WEATHER POLICY

In 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 schedule for that day.

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

NOTE REGARDING FRAGRANCES

We request staff NOT wear any fragrances to the classes,
labs, or exams as we work to be a fragrance-free
environment due to the allergies which affect many people.

Please notify your staff of this request.

CLASS CODING INFORMATION

Recert exam request Responses:

A - Registration has been accepted

F - Registration is full

C - Registration is closed

Course/Exam Results:

CNS - Class no show

ENS - Exam no show

INC - Incomplete - if an employee does not complete the course in full, they must retake the course

FL - Failed lab - if an employee fails the lab, they must reregister for a Stand-Alone lab

Registrations for in person phase classes/SA exams and phase 2 classes for the online learner and for SA exams for option B's will be found on CT Train. Registration for the online course and recertification exam will be through office 365, links can be found in the email sent with this catalog and on the DDS Website.

For CT train registrations, responses will be sent to the employee after the request has been reviewed and processed. Submitting a request online does not automatically register an employee for a course or exam. For office 365 responses, the response will be sent to the med coordinator. Responses in office 365 would be for all recertification exams and for online class requests.

Cancellation forms must be submitted three business days prior to the event. On CT train to cancel the employee must withdraw from the class or exam. For recertification exam cancellations will be done through office 365.

WHAT GOES WHERE?

DDS.MEDADMIN@CT.GOV

Option B Course Requests
Exceeded initial test limit approval
Recertification third test request
Option B Attestation Forms
Option B labs and class final rosters
Renewal extension requests
Agency contact update

This inbox can also be reached via fax: 860-622-2738

DDS.MEDADMIN.GENERAL@CT.GOV

Recertification pins (fast track pins)
Log in information for employees with history
Uploaded deficiency notifications for renewal applications
Follow up on seat requests
General inquiries and information about the Medication Administration
Training Program or specifics about employees

OTHER

Option C request information should be sent to Jessica Kelsey
or Susan Watkins

PHASE 1 AND PHASE 2 IN PERSON COURSE AND EXAM OVERVIEW

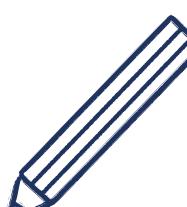
DPH, DCF, and DDS have come together to streamline the medication administration program across all three agencies. There has been 2 Phases developed. Phase 1 will be the same across all agencies. Phase 1 can be taken online or in person. After Phase 1 is complete the employee will then take a 100 question initial exam. After successful completion of the exam (**85% or higher**) the employee will take the Phase 2 class. Phase 2 is always an in person class. All 3 components are tied to 1 registration the listings in this section are for Phase 1 in person classes initial exam and Phase 2 these registrations will be done through CT Train.

- The employees must create an account on CT Train
- The employee must verify their email address on CT Train (Must use personal email address not a work email address.)
- The employee must write their CT Train ID # on their Initial paper application for E-license
- Once their initial paper application is filled out their Med Coordinator will complete the electronic application in E-license
- The employee must have an approved E-license application (valid for one year) before they can register for the courses on CT train

THINGS TO REMEMBER FOR PHASE 1 AND 2 ATTENDEES:



Course students must arrive at least 15 minutes early to each class. Students that arrive late will not be allowed into class. No exceptions will be made.



All students must bring a pen or pencil for check in each day.



A valid photo ID is required for check in. No pictures of an ID will be accepted.



Masks are currently optional in DDS Training Centers.

North Region Phase 1 and 2

N-PH 1-23 01 (Phase 1) ID Number: 1106758

HARTFORD

Phase 1, Session One Date: January 6, 2023

Phase 1, Session Two Date: January 10, 2023

Phase 1, Session Three Date: January 12, 2023

Phase 1, Session Four Date: January 13, 2023 (**Backup date January 17, 2023**)

Sessions 1-4 Times: 4:30PM-7:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: January 18, 2023, 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 01 (Phase 2)

HARTFORD

Phase 2, Session One Date: January 20, 2023

Phase 2, Session Two Date: January 23, 2023

Sessions 1 and 2 Times: 4:30PM-7:30PM

Phase 2, Session Three Date: January 26, 2023 9:00-4:00pm **Time assigned by instructor (Backup date January 27, 2023)**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

N-PH 1-23 02 (Phase 1) ID Number: 1106759

HARTFORD

Phase 1, Session One Date: January 6, 2023

Phase 1, Session Two Date: January 10, 2023 (**Backup date January 12, 2023**)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: January 13, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 02 (Phase 2)

HARTFORD

Phase 2, Session One Date: January 17, 2023

Session Time: 8:30AM-3:30PM

Phase 2, Session Two Date: January 18, 2023 (**Backup date January 19, 2023**)

Session Two Time: 8:30AM-3:30PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Region Phase 1 and 2

N-PH 1-23 03 (Phase 1) ID Number: 1106762

WILLIMANTIC

Phase 1, Session One Date: January 3, 2023

Phase 1, Session Two Date: January 5, 2023 (**Backup date January 6, 2023**)

Session 1 and 2 Times: 9:00AM-4:00PM

Class Location: DDS North, 90 South Park Street, Willimantic, CT Conference Room

Exam Date and Time: January 18, 2023, 10:00AM

Exam Location: DDS North, 90 South Park Street, Willimantic, CT Conference Room

N-PH 2-23 03 (Phase 2)

WILLIMANTIC

Phase 2, Session One Date: January 23, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: January 25, 2023 (**Backup date January 27, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 90 South Park Street, Willimantic, CT Conference Room

N-PH 1-23 04 (Phase 1) ID Number: 1106761

HARTFORD

Phase 1, Session One Date: February 1, 2023

Phase 1, Session Two Date: February 2, 2023

Phase 1, Session Three Date: February 3, 2023

Phase 1, Session Four Date: February 6, 2023 (**Backup date February 8, 2023**)

Sessions 1-4 Times: 4:30PM-7:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: February 10, 2023, 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 04 (Phase 2)

HARTFORD

Phase 2, Session One Date: February 23, 2023

Phase 2, Session Two Date: February 24, 2023

Sessions 1 and 2 Times: 4:30PM-7:30PM

Phase 2, Session Three Date: February 27, 2023, 9:00AM-4:00PM **Time assigned by instructor (Backup date February 28, 2023)**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Region Phase 1 and 2

N-PH 1-23 05 (Phase 1) ID Number: 1106763

HARTFORD

Phase 1, Session One Date: February 1, 2023

Phase 1, Session Two Date: February 3, 2023 (Backup date February 6, 2023)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: February 7, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 05 (Phase 2)

HARTFORD

Phase 2, Session One Date: February 8, 2023

Session Time: 8:30AM-3:30PM

Phase 2, Session Two Date: February 9, 2023 (Backup date February 10, 2023)

Session Two Time: 8:30AM-3:30PM Time assigned by instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

N-PH 1-23 06 (Phase 1) ID Number: 1106764

HARTFORD

Phase 1, Session One Date: March 7, 2023

Phase 1, Session Two Date: March 9, 2023 (Backup date March 10, 2023)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: March 13, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 06 (Phase 2)

HARTFORD

Phase 2, Session One Date: March 14, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: March 16, 2023 (Backup date March 17, 2023)

Session Two Time: 8:30AM-3:30PM Time assigned by instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Region Phase 1 and 2

N-PH 1-23 07 (Phase 1) ID Number: 1106765

HARTFORD

Phase 1, Session One Date: March 9, 2023

Phase 1, Session Two Date: March 10, 2023

Phase 1, Session Three Date: March 13, 2023

Phase 1, Session Four Date: March 15, 2023 (Backup date March 17, 2023)

Sessions 1-4 Times: 4:30PM-7:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: March 20, 2023, 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 07 (Phase 2)

HARTFORD

Phase 2, Session One Date: March 23, 2023

Phase 2, Session Two Date: March 24, 2023

Sessions 1 and 2 Times: 4:30PM-7:30PM

Phase 2, Session Three Date: March 28, 2023, 9:00AM-4:00PM Time assigned by instructor (Backup date March 29, 2023)

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

N-PH 1-23 08 (Phase 1) ID Number: 1106766

HARTFORD

Phase 1, Session One Date: April 3, 2023

Phase 1, Session Two Date: April 4, 2023

Phase 1, Session Three Date: April 6, 2023

Phase 1, Session Four Date: April 10, 2023 (Backup date April 12, 2023)

Sessions 1-4 Times: 4:30PM-7:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: April 14, 2023, 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 08 (Phase 2)

HARTFORD

Phase 2, Session One Date: April 19, 2023

Phase 2, Session Two Date: April 20, 2023

Sessions 1 and 2 Times: 4:30PM-7:30PM

Phase 2, Session Three Date: April 25, 2023, 9:00AM-4:00PM Time assigned by instructor (Backup date April 28, 2023)

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Region Phase 1 and 2

N-PH 1-23 09 (Phase 1) ID Number: 1106767

WILLIMANTIC

Phase 1, Session One Date: March 29, 2023

Phase 1, Session Two Date: April 3, 2023 (**Backup date: April 6, 2023**)

Session 1 and 2 Times: 9:00AM-4:00PM

Class Location: DDS North, 90 South Park Street, Willimantic, CT, Conference Room

Exam Date and Time: April 14, 2023, 10:00AM

Exam Location: DDS North, 90 South Park Street, Willimantic, CT, Conference Room

N-PH 2-23 09 (Phase 2)

WILLIMANTIC

Phase 2, Session One Date: April 24, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: April 26, 2023 (**Backup date April 27, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 90 South Park Street, Willimantic, CT Conference Room

N-PH 1-23 10 (Phase 1) ID Number: 1106768

HARTFORD

Phase 1, Session One Date: April 11, 2023

Phase 1, Session Two Date: April 13, 2023 (**Backup date April 14, 2023**)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: April 17, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 10 (Phase 2)

HARTFORD

Phase 2, Session One Date: April 18, 2023

Session Time: 8:30AM-3:30PM

Phase 2, Session Two Date: April 20, 2023 (**Backup date April 21, 2023**)

Session Two Time: 8:30AM-3:30PM **Time assigned by instructor**)

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Region Phase 1 and 2

N-PH 1-23 11 (Phase 1) ID Number: 1106769

HARTFORD

Phase 1, Session One Date: May 2, 2023

Phase 1, Session Two Date: May 4, 2023 (Backup date May 5, 2023)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

Exam Date and Time: May 8, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 11 (Phase 2)

HARTFORD

Phase 2, Session One Date: May 9, 2023

Session Time: 8:30AM-3:30PM

Phase 2, Session Two Date: May 10, 2023 (Backup date May 11, 2023)

Session Two Time: 8:30AM-3:30PM Time assigned by instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

N-PH 1-23 12 (Phase 1) ID Number: 1106770

WILLIMANTIC

Phase 1, Session One Date: May 30, 2023

Phase 1, Session Two Date: June 1, 2023 (Backup date June 2, 2023)

Session 1 and 2 Times: 9:00AM-4:00PM

Class Location: DDS North, 90 South Park Street, Willimantic, CT, Conference Room

Exam Date and Time: June 12, 2023, 10:00AM

Exam Location: DDS North, 90 South Park Street, Willimantic, CT, Conference Room

N-PH 2-23 12 (Phase 2)

WILLIMANTIC

Phase 2, Session One Date: June 27, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: June 29, 2023 (Backup date June 30, 2023)

Session Two Time: 9:00AM-4:00PM Time assigned by instructor

Class Location: DDS North, 90 South Park Street, Willimantic, CT Conference Room

North Region Phase 1 and 2

N-PH 1-23 13 (Phase 1) ID Number: 1106771

HARTFORD

Phase 1, Session One Date: June 12, 2023

Phase 1, Session Two Date: June 13, 2023

Phase 1, Session Three Date: June 14, 2023

Phase 1, Session Four Date: June 16, 2023 (**Backup date June 22, 2023**)

Sessions 1-4 Times: 4:30PM-7:30PM

Class Location: DDS North, 61 Woodland Street, Hartford, CT, Room 169

Exam Date and Time: June 23, 2023, 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 13 (Phase 2)

HARTFORD

Phase 2, Session One Date: June 26, 2023

Phase 2, Session Two Date: June 28, 2023

Sessions 1 and 2 Times: 4:30PM-7:30PM

Phase 2, Session Three Date: June 29, 2023, 9:00AM-4:00PM **Time assigned by instructor (Backup date June 30, 2023)**

Class Location: DDS North, 61 Woodland Street, Hartford, CT, Room 169

N-PH 1-23 14 (Phase 1) ID Number: 1106772

HARTFORD

Phase 1, Session One Date: June 13, 2023

Phase 1, Session Two Date: June 15, 2023 (**Backup date June 16, 2023**)

Session 1 and 2 Times: 8:30AM-3:30PM

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

Exam Date and Time: June 20, 2023, 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer lab

N-PH 2-23 14 (Phase 2)

HARTFORD

Phase 2, Session One Date: June 21, 2023

Session Time: 8:30AM-3:30PM

Phase 2, Session Two Date: June 23, 2023 (**Backup date June 27, 2023**)

Session Two Time: 8:30AM-3:30PM **Times assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford, CT, Room 171

South Region Phase 1 and 2

S-PH 1-23 15 (Phase 1) ID Number: 1106843

WALLINGFORD

Phase 1, Session One Date: January 3, 2023

Phase 1, Session Two Date: January 4, 2023 (**Backup date January 9, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 35 Thorpe Ave – 3rd floor, Wallingford, CT

Exam Date and Time: January 10, 2023 10:00AM

Exam Location: DDS South, 35 Thorpe Ave – 3rd floor, Wallingford, CT

S-PH 2-23 15 (Phase 2)

WALLINGFORD

Phase 2, Session One Date: January 18, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: January 19, 2023 (**Backup date January 24, 2023**)

Session Two Time: 9:00AM-4:00PM **Times assigned by instructor**

Class Location: DDS South, 35 Thorpe Ave – 3rd floor, Wallingford, CT

S-PH 1-23 16 (Phase 1) ID Number: 1106844

NEW HAVEN

Phase 1, Session One Date: January 5, 2023

Phase 1, Session Two Date: January 6, 2023 (**Backup date January 11, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 370 James Street, New Haven, CT

Exam Date and Time: January 13, 2023, 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

S-PH 2-23 16 (Phase 2)

NEW HAVEN

Phase 2, Session One Date: January 24, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: January 25, 2023 (**Backup date January 27, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, Training Room

South Region Phase 1 and 2

S-PH 1-23 17 (Phase 1) ID Number: 1106845

NORWICH

Phase 1, Session One Date: February 28, 2023

Phase 1, Session Two Date: March 2, 2023 (**Backup date March 3, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT, Room 339

Exam Date and Time: March 8, 2023, 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

S-PH 2-23 17 (Phase 2)

NORWICH

Phase 2, Session One Date: March 28, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: March 30, 2023 (**Backup date March 31, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT, Room 339

S-PH 1-23 18 (Phase 1) ID Number: 1106846

NEW HAVEN

Phase 1, Session One Date: April 3, 2023

Phase 1, Session Two Date: April 5, 2023 (**Backup date April 11, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 370 James Street, New Haven, CT

Exam Date and Time: April 13, 2023, 2:30PM

Exam Location: DDS South, 370 James Street, New Haven, CT

S-PH 2-23 18 (Phase 2)

NEW HAVEN

Phase 2, Session One Date: April 21, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: April 24, 2023 (**Backup date April 26, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, Training Room

South Region Phase 1 and 2

S-PH 1-23 19 (Phase 1) ID Number: 1106847

NORWICH

Phase 1, Session One Date: May 2, 2023

Phase 1, Session Two Date: May 4, 2023 (**Backup date May 5, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Exam Date and Time: May 10, 2023, 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT, Room 339

S-PH 2-23 19 (Phase 2)

NORWICH

Phase 2, Session One Date: May 23, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: May 25, 2023 (**Backup date May 26, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT, Room 339

S-PH 1-23 20 (Phase 1) ID Number: 1106919

NEW HAVEN

Phase 1, Session One Date: June 2, 2023

Phase 1, Session Two Date: June 5, 2023 (**Backup date June 6, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS South, 370 James Street, New Haven, CT

Exam Date and Time: June 8, 2023, 2:30PM

Exam Location: DDS South, 370 James Street, New Haven, CT

S-PH 2-23 20 (Phase 2)

NEW HAVEN

Phase 2, Session One Date: June 21, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: June 22, 2023 (**Backup date June 27, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, Training Room

West Region Phase 1 and 2

W-PH 1-23 21 (Phase 1) ID Number: 1106922

SOUTHBURY

Phase 1, Session One Date: January 5, 2023

Phase 1, Session Two Date: January 9, 2023 (**Backup date January 10, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

Exam Date and Time: January 13, 2023 9:30AM

Exam Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Computer lab

W-PH 2-23 21 (Phase 2)

SOUTHBURY

Phase 2, Session One Date: January 18, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: January 19, 2023 (**Backup date January 23, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

W-PH 1-23 22 (Phase 1) ID Number: 1106923

CHESHIRE

Phase 1, Session One Date: February 6, 2023

Phase 1, Session Two Date: February 7, 2023 (**Backup date February 8, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS West, 25 Creamery Road, Cheshire, CT

Exam Date and Time: February 14, 2023, 2:30PM

Exam Location: DDS West, 25 Creamery Road, Cheshire, CT

W-PH 2-23 22 (Phase 2)

CHESHIRE

Phase 2, Session One Date: February 21, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: February 22, 2023 (**Backup date February 27, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS West, 25 Creamery Road, Cheshire, CT

West Region Phase 1 and 2

W-PH 1-23 23 (Phase 1) ID Number: 1106924

SOUTHBURY

Phase 1, Session One Date: March 13, 2023

Phase 1, Session Two Date: March 15, 2023 (**Backup date March 16, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

Exam Date and Time: March 20, 2023 12:00PM

Exam Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Computer lab

W-PH 2-23 23 (Phase 2)

SOUTHBURY

Phase 2, Session One Date: March 27, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: March 30, 2023 (**Backup date March 31, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

W-PH 1-22 24 (Phase 1) ID Number: 1106925

SOUTHBURY

Phase 1, Session One Date: May 1, 2023

Phase 1, Session Two Date: May 4, 2023 (**Backup date May 5, 2023**)

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

Exam Date and Time: May 8, 2023 12:00PM

Exam Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Computer lab

W-PH 2-22 24 (Phase 2)

SOUTHBURY

Phase 2, Session One Date: May 16, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: May 19, 2023 (**Backup date May 22, 2023**)

Session Two Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS West, 1461 South Britain Road, Southbury, CT, Roselle Training room

West Region Phase 1 and 2

W-PH 1-23 25 (Phase 1) ID Number: 1106926

CHESTER

Phase 1, Session One Date: June 7, 2023

Phase 1, Session Two Date: June 9, 2023

Session 1 and 2 Time: 9:00AM-4:00PM

Class Location: DDS West, 25 Creamery Road, Cheshire, CT

Exam Date and Time: June 13, 2023, 10:00AM

Exam Location: DDS West, 25 Creamery Road, Cheshire, CT

W-PH 2-23 25 (Phase 2)

CHESTER

Phase 2, Session One Date: June 26, 2023

Session Time: 9:00AM-4:00PM

Phase 2, Session Two Date: June 28, 2023 (Backup date June 29, 2023)

Session Two Time: 9:00AM-4:00PM Time assigned by instructor

Class Location: DDS West, 25 Creamery Road, Cheshire, CT

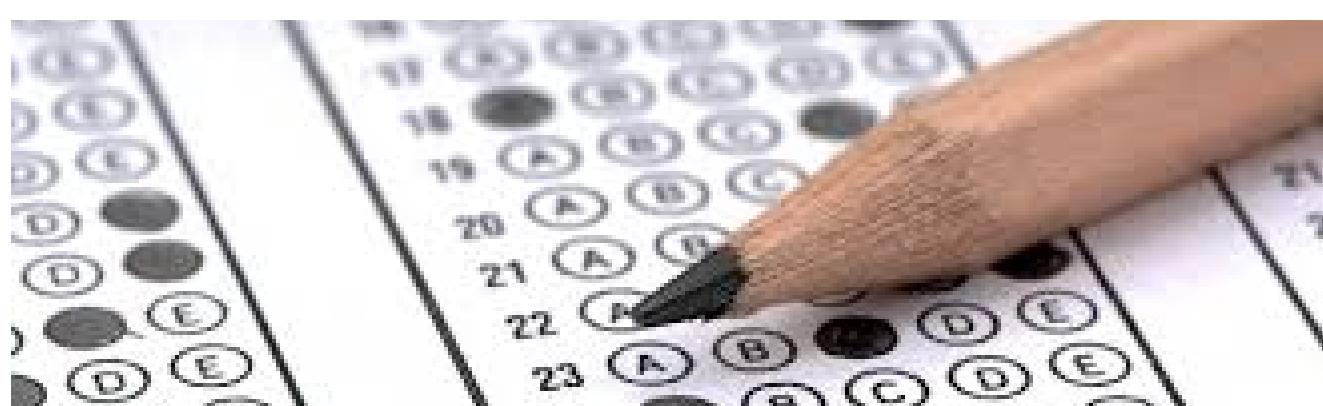
STAND ALONE PHASE 1 EXAM AND/OR PHASE 2 CLASS

OVERVIEW

Stand-alone Phase 1 Initial exam and Phase 2 classes are designed for the online Phase 1 learner or someone that has previously failed the initial exam (84% or lower). If the employee already completed the online course, you simply need to register for the stand alone exam and phase 2 class.

- The employees must create an account on CT Train
- The employee must verify their email address on CT Train (Must use personal email address not a work email address.)
- The employee must write their CT Train ID # on their Initial paper application for E-license
- Once their initial paper application is filled out their Med Coordinator will complete the electronic application in E-license
- The employee must have an approved E-license application (valid for one year) before they can register for the courses on CT train

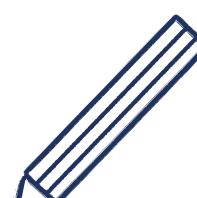
You will register for the online course through office 365, once you're approved, the online course code and the class number will be sent for you to begin the online course. Your employee will have 21 days to complete the online course.



THINGS TO REMEMBER ATTENDEES:



Exam attendees must arrive at least 15 minutes early. Registered attendees that arrive late will not be allowed into the exam. There will be no exceptions.



All exam participants must bring a pen for check in and a pencil for the exam.



A valid photo ID is required for check in. No pictures of an ID will be accepted.



Masks are currently options in DDS Training Centers.

North Stand Alone Exam and Phase 2

NSA-PH 2-23 01 ID Number: 1106947

HARTFORD

Stand Alone Exam Date: January 4, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 01

HARTFORD

Stand Alone Phase 2 Session 1: January 10, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: January 11, 2023 (**Backup date January 17, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

NSA-PH 2-23 02 ID Number: 1106774

HARTFORD

Stand Alone Exam Date: January 19, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 02

HARTFORD

Stand Alone Phase 2 Session 1: January 25, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: January 30, 2023 (**Backup date January 31, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Stand Alone Exam and Phase 2

NSA-PH 2-23 03 ID Number: 1106948

HARTFORD

Stand Alone Exam Date: January 23, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 03

HARTFORD

Stand Alone Phase 2 Session 1: January 26, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: January 30, 2023 (**Backup date January 31, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

NSA-PH 2-23 04 ID Number: 1106775

HARTFORD

Stand Alone Exam Date: February 6, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 04

HARTFORD

Stand Alone Phase 2 Session 1: February 9, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: February 10, 2023 (**Backup date February 14, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Stand Alone Exam and Phase 2

NSA-PH 2-23 05 ID Number: 1106957

HARTFORD

Stand Alone Exam Date: February 15, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 05

HARTFORD

Stand Alone Phase 2 Session 1: February 21, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: February 23, 2023 (**Backup date March 1, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

NSA-PH 2-23 06 ID Number: 1106776

HARTFORD

Stand Alone Exam Date: February 22, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 06

HARTFORD

Stand Alone Phase 2 Session 1: February 28, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: March 2, 2023 (**Backup date March 3, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford, CT, Room 169

North Stand Alone Exam and Phase 2

NSA-PH 2-23 07 ID Number: 1106956

HARTFORD

Stand Alone Exam Date: March 1, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 07

HARTFORD

Stand Alone Phase 2 Session 1: March 7, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: March 10, 2023 (**Backup date March 14, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM **Times assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

NSA-PH 2-23 08 ID Number: 1106778

HARTFORD

Stand Alone Exam Date: March 15, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 08

HARTFORD

Stand Alone Phase 2 Session 1: March 20, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: March 22, 2023 (**Backup date March 28, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM **Times assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

North Stand Alone Exam and Phase 2

NSA-PH 2-23 09 ID Number: 1106779

HARTFORD

Stand Alone Exam Date: March 21, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 09

HARTFORD

Stand Alone Phase 2 Session 1: March 27, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: March 30, 2023 (**Backup date March 31, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

NSA-PH 2-23 10 ID Number: 1106780

HARTFORD

Stand Alone Exam Date: April 19, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 10

HARTFORD

Stand Alone Phase 2 Session 1: April 24, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: April 26, 2023 (**Backup date April 27, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

North Stand Alone Exam and Phase 2

NSA-PH 2-23 11 ID Number: 1106782

HARTFORD

Stand Alone Exam Date: April 20, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 11

HARTFORD

Stand Alone Phase 2 Session 1: April 25, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: April 27, 2023 (Backup date April 28, 2023)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM Time assigned by the instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

NSA-PH 2-23 12 ID Number: 1106783

HARTFORD

Stand Alone Exam Date: April 26, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 12

HARTFORD

Stand Alone Phase 2 Session 1: May 2, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: May 4, 2023 (Backup date May 5, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by the instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

North Stand Alone Exam and Phase 2

NSA-PH 2-23 13 ID Number: 1106784

HARTFORD

Stand Alone Exam Date: May 11, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 13

HARTFORD

Stand Alone Phase 2 Session 1: May 17, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: May 19, 2023 (**Backup date May 22, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by the instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

NSA-PH 2-23 14 ID Number: 1106785

HARTFORD

Stand Alone Exam Date: May 18, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 14

HARTFORD

Stand Alone Phase 2 Session 1: May 23, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: May 25, 2023 (**Backup date May 26, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM **Time assigned by the instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Stand Alone Exam and Phase 2

NSA-PH 2-23 15 ID Number: 1106952

HARTFORD

Stand Alone Exam Date: May 30, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 15

HARTFORD

Stand Alone Phase 2 Session 1: June 7, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: June 8, 2023 (**Backup date June 14, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by the instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 171

NSA-PH 2-23 16 ID Number: 1106958

HARTFORD

Stand Alone Exam Date: June 5, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 16

HARTFORD

Stand Alone Phase 2 Session 1: June 9, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM - 3:30PM

Stand Alone Phase 2 Session 2 Date: June 12, 2023 (**Backup date June 16, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM **Time assigned by the instructor**

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

North Stand Alone Exam and Phase 2

NSA-PH 2-23 17 ID Number: 1106786

HARTFORD

Stand Alone Exam Date: June 15, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 17

HARTFORD

Stand Alone Phase 2 Session 1: June 21, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: June 23, 2023 (Backup date June 27, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by the instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

NSA-PH 2-23 18 ID Number: 1106787

HARTFORD

Stand Alone Exam Date: June 21, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSA-PHC 2-23 18

HARTFORD

Stand Alone Phase 2 Session 1: June 26, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: June 28, 2023 (Backup date June 29, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by the instructor

Class Location: DDS North, 61 Woodland Street, Hartford CT, Room 169

South Stand Alone Exam and Phase 2

SSA-PH 2-23 19 ID Number: 1106848

NEW HAVEN

Stand Alone Exam Date: January 19, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 19

NEW HAVEN

Stand Alone Phase 2 Session 1: January 30, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: January 31, 2023 **(Backup date February 2, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, CT

SSA-PH 2-23 20 ID Number: 1106849

NEW HAVEN

Stand Alone Exam Date: February 6, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 20

NEW HAVEN

Stand Alone Phase 2 Session 1: February 16, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: February 17, 2023 **(Backup date February 24, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Sessions Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 21 ID Number: 1106850

NEW HAVEN

Stand Alone Exam Date: February 8, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 21

NEW HAVEN

Stand Alone Phase 2 Session 1: February 22, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: February 27, 2023 **(Backup date February 28, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, CT

SSA-PH 2-23 22 ID Number: 1106851

NEW HAVEN

Stand Alone Exam Date: March 2, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 22

NEW HAVEN

Stand Alone Phase 2 Session 1: March 8, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: March 9, 2023 **(Backup date March 13, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Sessions Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 23 ID Number: 1106983

NORWICH

Stand Alone Exam Date: March 6, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

SSA-PHC 2-23 23

NEW HAVEN

Stand Alone Phase 2 Session 1: March 20, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: March 23, 2023 **(Backup date March 24, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

SSA-PH 2-23 24 ID Number: 1106953

NORWICH

Stand Alone Exam Date: March 7, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

SSA-PHC 2-23 24

NORWICH

Stand Alone Phase 2 Session 1: March 22, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: March 23, 2023 **(Backup date March 28, 2023)**

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Sessions Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 25 ID Number: 1106852

NEW HAVEN

Stand Alone Exam Date: March 14, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 25

NEW HAVEN

Stand Alone Phase 2 Session 1: March 20, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: March 21, 2023 (Backup date March 29, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by instructor

Class Location: DDS South, 370 James Street, New Haven, CT

SSA-PH 2-23 26 ID Number: 1106853

NEW HAVEN

Stand Alone Exam Date: April 12, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 26

NEW HAVEN

Stand Alone Phase 2 Session 1: April 20, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: April 25, 2023 (Backup date April 27, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by instructor

Sessions Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 27 ID Number: 1106954

NEW HAVEN

Stand Alone Exam Date: May 1, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 27

NEW HAVEN

Stand Alone Phase 2 Session 1: May 17, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: May 18, 2023 (Backup date May 23, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by
instructor

Class Location: DDS South, 370 James Street, New Haven, CT

SSA-PH 2-23 28 ID Number: 1106985

NORWICH

Stand Alone Exam Date: May 3, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

SSA-PHC 2-23 28

NORWICH

Stand Alone Phase 2 Session 1: May 19, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: May 22, 2023 (Backup date May 24, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by
instructor

Sessions Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 29 ID Number: 1106854

NEW HAVEN

Stand Alone Exam Date: May 10, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 29

NEW HAVEN

Stand Alone Phase 2 Session 1: May 22, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: May 24, 2023 (Backup date May 30, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by
instructor

Class Location: DDS South, 370 James Street, New Haven, CT

SSA-PH 2-23 30 ID Number: 1106855

NEW HAVEN

Stand Alone Exam Date: June 1, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 30

NEW HAVEN

Stand Alone Phase 2 Session 1: June 12, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: June 14, 2023 (Backup date June 15, 2023)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM Time assigned by
instructor

Sessions Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam and Phase 2

SSA-PH 2-23 31 ID Number: 1106955

NEW HAVEN

Stand Alone Exam Date: June 20, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, Training Room

SSA-PHC 2-23 31

NEW HAVEN

Stand Alone Phase 2 Session 1: June 26, 2023

Stand Alone Phase 2 Session 1 Time: 9:00AM-4:00PM

Stand Alone Phase 2 Session 2 Date: June 28, 2023 (**Backup date June 29, 2023**)

Stand Alone Phase 2 Session 2 Time: 9:00AM-4:00PM **Time assigned by instructor**

Class Location: DDS South, 370 James Street, New Haven, CT

West Stand Alone Exam and Phase 2

WSA-PH 2-23 32 ID Number: 1106976 CHESHIRE

Stand Alone Exam Date: January 10, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT

WSA-PHC 2-23 32 CHESHIRE

Stand Alone Phase 2 Session 1: January 20, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: January 27, 2023 (**Backup update January 28, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (**Times will be assigned by instructor**)

Sessions Location: 25 Creamery Road, Cheshire, CT

WSA-PH 2-23 33 ID Number: 1106977 CHESHIRE

Stand Alone Exam Date: January 24, 2023

Exam Time: 1:00PM

Exam Location: 25 Creamery Road, Cheshire, CT

WSA-PHC 2-23 33 CHESHIRE

Stand Alone Phase 2 Session 1: February 3, 2023

Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM

Stand Alone Phase 2 Session 2 Date: February 10, 2023 (**Backup date February 11, 2023**)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (**Times will be assigned by instructor**)

Sessions Location: 25 Creamery Road, Cheshire, CT

West Stand Alone Exam and Phase 2

WSA-PH 2-23 34 ID Number: 1106978 CHESHIRE

Stand Alone Exam Date: February 24, 2023
Exam Time: 10:00am
Exam Location: 25 Creamery Road, Cheshire CT

WSA-PHC 2-23 34 CHESHIRE

Stand Alone Phase 2 Session 1: March 3, 2023
Stand Alone Phase 2 Session 1 Time: 8:30AM-3:30PM
Stand Alone Phase 2 Session 2 Date: March 10, 2023 (**Backup date March 11, 2023**)
Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (**Times will be assigned by instructor**)
Sessions Location: 25 Creamery Road, Cheshire CT

WSA-PH 2-23 35 ID Number: 1106979 CHESHIRE

Stand Alone Exam Date: April 6, 2023
Exam Time: 9:00AM
Exam Location: 25 Creamery Road, Cheshire, CT

WSA-PHC 2-23 35 CHESHIRE

Stand Alone Phase 2 Session 1: April 17, 2023
Stand Alone Phase 2 Session 1 Time: 8:30am-3:30PM
Stand Alone Phase 2 Session 2 Date: April 19, 2023 (**Backup date April 27, 2023**)
Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (**Times will be assigned by instructor**)
Sessions Location: 25 Creamery Road, Cheshire, CT

West Stand Alone Exam and Phase 2

WSA-PH 2-23 36 ID Number: 1106980

CHESHIRE

Stand Alone Exam Date: May 3, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT

WSA-PHC 2-23 36

CHESHIRE

Stand Alone Phase 2 Session 1: May 12, 2023

Stand Alone Phase 2 Session 1 Time: 8:30am-3:30PM

Stand Alone Phase 2 Session 2 Date: May 19, 2023 (Backup date May 20, 2023)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (Times will be assigned by instructor)

Sessions Location: 25 Creamery Road, Cheshire, CT

WSA-PH 2-23 37 ID Number: 1106982

CHESHIRE

Stand Alone Exam Date: June 5, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT

WSA-PH 2-23 37

CHESHIRE

Stand Alone Phase 2 Session 1: June 16, 2023

Stand Alone Phase 2 Session 1 Time: 8:30am-3:30PM

Stand Alone Phase 2 Session 2 Date: June 17, 2023 (Backup date June 23, 2023)

Stand Alone Phase 2 Session 2 Time: 8:30AM-3:30PM (Times will be assigned by instructor)

Sessions Location: 25 Creamery Road, Cheshire, CT

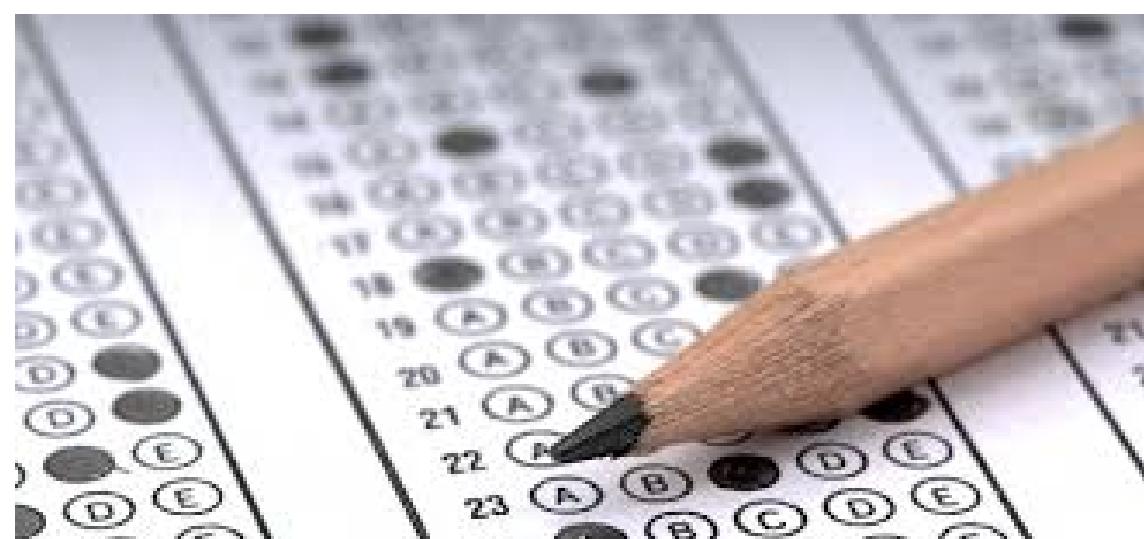
STAND ALONE EXAMS (FOR OPTION B CLASSES)

OVERVIEW

These exams are intended for employees who have completed the option B phase 1 class at their agency.

- The employees must create an account on CT Train
- The employee must verify their email address on CT Train (Must use personal email address not a work email address.)
- The employee must write their CT Train ID # on their Initial paper application for E-license
- Once their initial paper application is filled out their Med Coordinator will complete the electronic application in E-license
- The employee must have an approved E-license application (valid for one year) before they can register for the courses on CT train

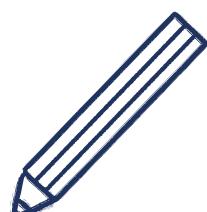
If the employee fails the exam (**84% or lower**) they will need to register for another Option B Stand alone exam. **Employees should select exams that are at least 2 weeks (10 business days) prior to their phase 2 class dates.**



THINGS TO REMEMBER ATTENDEES:



Exam attendees must arrive at least 15 minutes early. Registered attendees that arrive late will not be allowed into the exam. There will be no exceptions.



All exam participants must bring a pen for check in and a pencil for the exam.



A valid photo ID is required for check in. No pictures of an ID will be accepted.



Masks are currently options in DDS Training Centers.

North Stand Alone Exam

NSAE-23 100 ID Number: 1106803

HARTFORD

Stand Alone Exam Date: January 3, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 101 ID Number: 1106804

HARTFORD

Stand Alone Exam Date: January 9, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 102 ID Number: 1106805

WILLIMANTIC

Stand Alone Exam Date: January 24, 2023

Exam Time: 12:30PM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

NSAE-23 103 ID Number: 1106806

HARTFORD

Stand Alone Exam Date: January 27, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 104 ID Number: 1106807

HARTFORD

Stand Alone Exam Date: February 2, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 105 ID Number: 1106808

WILLIMANTIC

Stand Alone Exam Date: February 16, 2023

Exam Time: 12:30PM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

North Stand Alone Exam

NSAE-23 106 ID Number: 1106809

HARTFORD

Stand Alone Exam Date: February 16, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 107 ID Number: 1106811

HARTFORD

Stand Alone Exam Date: February 24, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 108 ID Number: 1106812

HARTFORD

Stand Alone Exam Date: March 6, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 109 ID Number: 1106813

HARTFORD

Stand Alone Exam Date: March 14, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 110 ID Number: 1106814

WILLIMANTIC

Stand Alone Exam Date: March 23, 2023

Exam Time: 10:00AM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

NSAE-23 111 ID Number: 1106815

HARTFORD

Stand Alone Exam Date: March 31, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

North Stand Alone Exam

NSAE-23 112 ID Number: 1106816

HARTFORD

Stand Alone Exam Date: April 6, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 113 ID Number: 1106817

HARTFORD

Stand Alone Exam Date: April 11, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 114 ID Number: 1106818

WILLIMANTIC

Stand Alone Exam Date: April 19, 2023

Exam Time: 11:00AM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

NSAE-23 115 ID Number: 1106819

HARTFORD

Stand Alone Exam Date: April 24, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 116 ID Number: 1106835

HARTFORD

Stand Alone Exam Date: May 3, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 117 ID Number: 1106836

WILLIMANTIC

Stand Alone Exam Date: May 15, 2023

Exam Time: 10:00AM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

North Stand Alone Exam

NSAE-23 118 ID Number: 1106837

HARTFORD

Stand Alone Exam Date: May 24, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 119 ID Number: 1106838

HARTFORD

Stand Alone Exam Date: May 31, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 120 ID Number: 1106839

HARTFORD

Stand Alone Exam Date: June 2, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 121 ID Number: 1106840

HARTFORD

Stand Alone Exam Date: June 7, 2023

Exam Time: 10:00AM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

NSAE-23 122 ID Number: 1106841

WILLIMANTIC

Stand Alone Exam Date: June 20, 2023

Exam Time: 10:00AM

Exam Location: 90 South Park Street, Willimantic, CT Training Room

NSAE-23 123 ID Number: 1106842

HARTFORD

Stand Alone Exam Date: June 28, 2023

Exam Time: 1:00PM

Exam Location: DDS North, 61 Woodland Street, Hartford CT, Computer Lab

South Stand Alone Exam

Ssae-23 124 ID Number: 1106877

NORWICH

Stand Alone Exam Date: January 3, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 125 ID Number: 1106878

NEW HAVEN

Stand Alone Exam Date: January 12, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 126 ID Number: 1106879

NORWICH

Stand Alone Exam Date: January 26, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 127 ID Number: 1106880

NEW HAVEN

Stand Alone Exam Date: January 26, 2023

Exam Time: 9:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 128 ID Number: 1106881

NORWICH

Stand Alone Exam Date: February 7, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

South Stand Alone Exam

Ssae-23 129 ID Number: 1106882

NEW HAVEN

Stand Alone Exam Date: February 9, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 130 ID Number: 1106883

NORWICH

Stand Alone Exam Date: February 21, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 131 ID Number: 1106884

NEW HAVEN

Stand Alone Exam Date: February 23, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 132 ID Number: 1106885

NORWICH

Stand Alone Exam Date: March 1, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 133 ID Number: 1106886

NEW HAVEN

Stand Alone Exam Date: March 16, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam

Ssae-23 134 ID Number: 1106887

NORWICH

Stand Alone Exam Date: March 17, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 135 ID Number: 1106888

NEW HAVEN

Stand Alone Exam Date: March 30, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 136 ID Number: 1106889

NORWICH

Stand Alone Exam Date: April 6, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 137 ID Number: 1106890

NEW HAVEN

Stand Alone Exam Date: April 13, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 138 ID Number: 1106891

NORWICH

Stand Alone Exam Date: April 17, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

South Stand Alone Exam

Ssae-23 139 ID Number: 1106892

NEW HAVEN

Stand Alone Exam Date: April 27, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 140 ID Number: 1106893

NORWICH

Stand Alone Exam Date: May 1, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 141 ID Number: 1106894

NEW HAVEN

Stand Alone Exam Date: May 11, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 142 ID Number: 1106895

NORWICH

Stand Alone Exam Date: May 18, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 143 ID Number: 1106896

NEW HAVEN

Stand Alone Exam Date: May 25, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 370 James Street, New Haven, CT

South Stand Alone Exam

Ssae-23 144 ID Number: 1106897

NORWICH

Stand Alone Exam Date: June 5, 2023

Exam Time: 1:00PM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 145 ID Number: 1106898

NEW HAVEN

Stand Alone Exam Date: June 8, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

Ssae-23 146 ID Number: 1106899

NORWICH

Stand Alone Exam Date: June 13, 2023

Exam Time: 10:00AM

Exam Location: DDS South, 401 West Thames Street, Campbell Building
Norwich, CT

Ssae-23 147 ID Number: 1106900

NEW HAVEN

Stand Alone Exam Date: June 22, 2023

Exam Time: 12:00PM

Exam Location: DDS South, 370 James Street, New Haven, CT

West Stand Alone Exam

WSAE-23 148 ID Number: 1106901

SOUTHBURY

Stand Alone Exam Date: January 13, 2023

Exam Time: 12:00PM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 149 ID Number: 1106902

SOUTHBURY

Stand Alone Exam Date: January 23, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 150 ID Number: 1106903

CHESHIRE

Stand Alone Exam Date: January 24, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

WSAE-23 151 ID Number: 1106904

SOUTHBURY

Stand Alone Exam Date: February 6, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 152 ID Number: 1106905

CHESHIRE

Stand Alone Exam Date: February 14, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

West Stand Alone Exam

WSAE-23 153 ID Number: 1106906

SOUTHBURY

Stand Alone Exam Date: February 17, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 154 ID Number: 1106907

SOUTHBURY

Stand Alone Exam Date: March 6, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 155 ID Number: 1106908

CHESHIRE

Stand Alone Exam Date: March 14, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

WSAE-23 156 ID Number: 1106909

SOUTHBURY

Stand Alone Exam Date: March 20, 2023

Exam Time: 9:30AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 157 ID Number: 1106910

SOUTHBURY

Stand Alone Exam Date: April 3, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

West Stand Alone Exam

WSAE-23 158 ID Number: 1106911

SOUTHBURY

Stand Alone Exam Date: April 17, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 159 ID Number: 1106912

CHESHIRE

Stand Alone Exam Date: April 18, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

WSAE-23 160 ID Number: 1106913

SOUTHBURY

Stand Alone Exam Date: May 8, 2023

Exam Time: 9:30AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 161 ID Number: 1106914

CHESHIRE

Stand Alone Exam Date: May 10, 2023

Exam Time: 10:00AM

Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

WSAE-23 162 ID Number: 1106915

SOUTHBURY

Stand Alone Exam Date: May 15, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

West Stand Alone Exam

WSAE-23 163 ID Number: 1106916

SOUTHBURY

Stand Alone Exam Date: June 5, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 164 ID Number: 1106917

SOUTHBURY

Stand Alone Exam Date: June 12, 2023

Exam Time: 10:00AM

Exam Location: 1461 South Britain Road, Southbury, CT, Roselle Computer lab

WSAE-23 165 ID Number: 1106918

CHESHIRE

Stand Alone Exam Date: June 27, 2023

Exam Time: 10:00AM

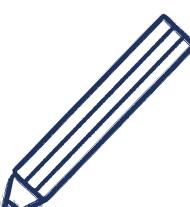
Exam Location: 25 Creamery Road, Cheshire, CT, Training Room

RECERTIFICATION REVIEW CLASS AND EXAM

OVERVIEW

The Medication Administration Recertification Review Class and Exam is a two hour refresher course directly followed by the recertification exam. This is intended **only for employees at agencies that do not give the recertification exam at their agency and test with DDS**. It is recommended that all employees attend a review course before taking the recertification exam; however, on page 61, you can find information regarding stand alone recertification exams if the employee does not wish to attend the two hour review before testing. The recertification review course and exam registration form can be found on the DDS website.

THINGS TO REMEMBER FOR EXAM ATTENDEES:

-  **Exam attendees must arrive at least 15 minutes early. Registered attendees that arrive late will not be allowed into the exam.**
-  **All exam participants must bring a pen for the exam.**
-  **A valid photo ID is required for check in. No pictures of an ID will be accepted.**
-  **A mask must be worn properly covering mouth and nose while in all DDS training centers, regardless of vaccination status.**

North Region Recertification Review Class and Exam

WI-23 01-CE

Date: January 10, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 02-CE

Date: January 11, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 03-CE

Date: January 26, 2023

Time: 10:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 04-CE

Date: February 2, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

WI-23 05-CE

Date: February 14, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 06-CE

Date: February 23, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

WI-23 07-CE

Date: March 7, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 08-CE

Date: March 8, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 09-CE

Date: March 29, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 10-CE

Date: April 12, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

North Region Recertification Review Class and Exam

WI-23 11-CE

Date: April 18, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 12-CE

Date: April 26, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

WI-23 13-CE

Date: May 9, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 14-CE

Date: May 11, 2023

Time: 10:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 15-CE

Date: May 24, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

WI-23 16-CE

Date: June 13, 2023

Time: 10:00AM

Location: DDS North, 90 South Park
Road, Willimantic, CT

HT-23 17-CE

Date: June 1, 2023

Time: 10:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

HT-23 18-CE

Date: June 20, 2023

Time: 9:00AM

Location: DDS North, 61 Woodland
Street, Hartford, CT

South Region Recertification Review Class and Exam

NH-23 19-CE

Date: January 3, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 20-CE

Date: January 12, 2023

Time: 10:00AM

Location: DDS South, 401 West Thames Street, (Campbell Building), Norwich, CT

NH-23 21-CE

Date: January 23, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NH-23 22-CE

Date: February 2, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 23-CE

Date: February 16, 2023

Time: 10:00AM

Location: DDS South, 401 West Thames Street, (Campbell Building), Norwich, CT

NH-23 24-CE

Date: February 21, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NH-23 25-CE

Date: March 3, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 26-CE

Date: March 16, 2023

Time: 10:00AM

Location: DDS South, 401 West Thames Street, (Campbell Building), Norwich, CT

NH-23 27-CE

Date: March 27, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NH-23 28-CE

Date: April 10, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

South Region Recertification Review Class and Exam

NO-23 29-CE

Date: April 20, 2023

Time: 10:00AM

Location: DDS South, 401
West Thames Street,
(Campbell Building), Norwich, CT

NH-23 31-CE

Date: May 8, 2023

Time: 10:00AM

Location: DDS South, 370 James
Street, New Haven, CT

NH-23 33-CE

Date: May 31, 2023

Time: 10:00AM

Location: DDS South, 370 James
Street, New Haven, CT

NO-23 35-CE

Date: June 15, 2023

Time: 10:00AM

Location: DDS South, 401 West
Thames Street, (Campbell Building),
Norwich, CT

NH-23 30-CE

Date: April 28, 2023

Time: 10:00AM

Location: DDS South, 370 James
Street, New Haven, CT

NO-23 32-CE

Date: May 12, 2023

Time: 10:00AM

Location: DDS South, 401 West Thames
Street, (Campbell Building), Norwich, CT

NH-23 34-CE

Date: June 9, 2023

Time: 10:00AM

Location: DDS South, 370 James
Street, New Haven, CT

NH-23 36-CE

Date: June 27, 2023

Time: 10:00AM

Location: DDS South, 370 James
Street, New Haven, CT

West Region Recertification Review Class and Exam

CH-23 37-CE

Date: January 4, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

CH-23 38-CE

Date: February 15, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

CH-23 39-CE

Date: March 6, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

CH-23 40-CE

Date: April 27, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

CH-23 41-CE

Date: May 9, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

CH-23 42-CE

Date: June 21, 2023
Time: 10:00AM
Location: 25 Creamery Road
Cheshire, CT

RECERTIFICATION STAND ALONE EXAMS

EXAM OVERVIEW

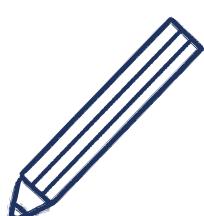
The Medication Administration Recertification Stand Alone Exams are **only for employees at agencies that do not give the recertification exam at their agency and test with DDS**. It is recommended that all employees take a review course before taking the recertification exam, see page 55 for additional details on the recertification review course prior to the exam. If the employee does not wish to attend the two hour review before testing, available stand alone recertification exams can be found in this section.

The recertification exam registration form can be found on the DDS website.

THINGS TO REMEMBER FOR EXAM ATTENDEES:



Exam attendees must arrive at least 15 minutes early. Registered attendees that arrive late will not be allowed into the exam.



All exam participants must bring a pencil for the exam.



A valid photo ID is required for check in. No pictures of an ID will be accepted.



A mask must be worn properly covering mouth and nose while in all DDS training centers, regardless of vaccination status.

North Region Recertification Stand Alone Exam

HT-23 100-EO

Date: January 13, 2023

Time: 1:00PM

Location: DDS North, 61 Woodland Street, Hartford, CT

HT-23 101-EO

Date: February 27, 2023

Time: 1:00PM

Location: DDS North, 61 Woodland Street, Hartford, CT

HT-23 102-EO

Date: March 23, 2023

Time: 10:00AM

Location: DDS North, 61 Woodland Street, Hartford, CT

HT-23 103-EO

Date: April 28, 2023

Time: 1:00PM

Location: DDS North, 61 Woodland Street, Hartford, CT

HT-23 104-EO

Date: May 2, 2023

Time: 1:00PM

Location: DDS North, 61 Woodland Street, Hartford, CT

HT-23 105-EO

Date: June 1, 2023

Time: 10:00AM

Location: DDS North, 61 Woodland Street, Hartford, CT

South Region Recertification Stand Alone Exam

NH-23 106-EO

Date: January 12, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 107-EO

Date: January 26, 2023

Time: 3:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

NH-23 108-EO

Date: February 9, 2023

Time: 10:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 109-EO

Date: February 21, 2023

Time: 2:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

NH-23 110-EO

Date: March 16, 2023

Time: 9:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 111-EO

Date: March 17, 2023

Time: 1:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

NH-23 112-EO

Date: April 13, 2023

Time: 9:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 113-EO

Date: April 17, 2023

Time: 3:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

NH-23 114-EO

Date: May 11, 2023

Time: 9:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 115-EO

Date: May 18, 2023

Time: 2:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

NH-23 116-EO

Date: June 8, 2023

Time: 9:00AM

Location: DDS South, 370 James Street, New Haven, CT

NO-23 117-EO

Date: June 13, 2023

Time: 1:00PM

Location: DDS South, 401 West Thames Street, Campbell Building Norwich, CT

West Region Recertification Stand Alone Exam

CH-23 118-EO

Date: January 17, 2023

Time: 10:00AM

Location: 25 Creamery Road
Cheshire, CT

CH-23 119-EO

Date: February 14, 2023

Time: 1:00PM

Location: 25 Creamery Road
Cheshire, CT

CH-23 120-EO

Date: March 21, 2023

Time: 10:00AM

Location: 25 Creamery Road
Cheshire, CT

CH-23 121-EO

Date: April 5, 2023

Time: 10:00AM

Location: 25 Creamery Road
Cheshire, CT

CH-23 122-EO

Date: May 17, 2023

Time: 10:00AM

Location: 25 Creamery Road
Cheshire, CT

CH-23 123-EO

Date: June 22, 2023

Time: 10:00AM

Location: 25 Creamery Road
Cheshire, CT

RETRAINING

OVERVIEW

The Retraining Course is intended for employees who have made multiple medication administration errors and have already been retrained on site by their delegating RN, but continue to make medication administration errors. The course will be held over two full days, for a total of 12 retraining hours.

Registration for the retraining should be completed through the online registration link that can be found on the DDS website. In addition to the registration form completed by the agency Med Coordinator, the delegating RN that oversees the employee must provide documentation of the staff's med errors and retraining history. The RN needs to provide this information through the online form. Everything should be submitted at one time.

The employee will not be registered in the class without documentation of all errors and retraining history from the RN.

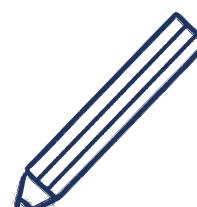
REMINDER: This is NOT a course for employees who are struggling with the recertification exam. Recertification exam review or retraining must be handled by the delegating RN at the agency. The Retraining courses offered through DDS are for employees who have made multiple medication administration errors and have already been retrained by their delegating nurse and are still struggling with med errors.

Retraining classes may be cancelled due to low enrollment. Agency Med Coordinators will be notified of cancellations.

THINGS TO REMEMBER FOR RETRAINING COURSE ATTENDEES:



Retraining course attendees must arrive at least 15 minutes early. Registered attendees that arrive late will not be allowed into the course.



All participants must bring a pen or pencil.



A valid photo ID is required for check in. No pictures of an ID will be accepted.



A mask must be worn properly covering mouth and nose while in all DDS training centers, regardless of vaccination status.

Retraining Class Dates

RT-23-200

Dates: February 1 & 3, 2023 (Snow Date: February 10, 2023)

Time: 9:00AM-4:00PM (1 hour lunch)

Location: DDS South, 370 James Street, New Haven CT

RT-23-201

Dates: April 14 & 17, 2023 (Snow Date: April 21, 2023)

Time: 9:00AM-4:00PM (1 hour lunch)

Location: DDS North, 61 Woodland Street, Hartford CT

RT-23-202

Dates: May 31 & June 2, 2023 (Snow date: June 19, 2023)

Time: 9:00AM-4:00PM (1 hour lunch)

Location: DDS West, 25 Creamery Road, Cheshire CT

The registration form and rationale for the Retraining course can be found on the DDS website.

DDS will no longer accept the paper fax registration form and rationale form.

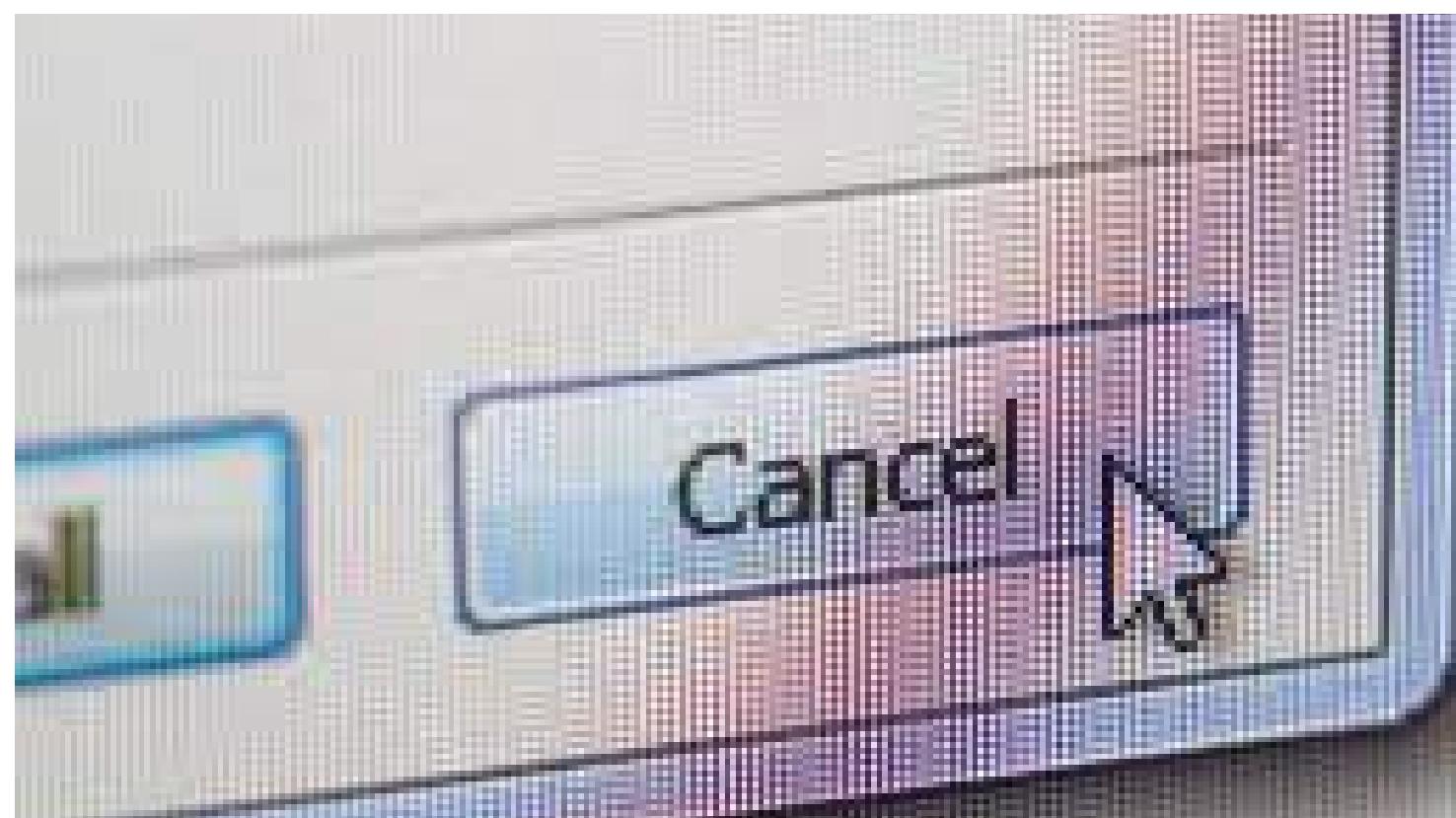
CANCELLATION INFORMATION

OVERVIEW

If an employee would like to withdraw from the in-person course or the option B standalone exam, they would need to go to CT-Train, log in, enter the ID number, and select withdraw. This must be done three business days prior to the event. If this does not occur, they will be counted as a no show.

If you need to submit a cancellation for the online course exam and phase two dates email the general mailbox.

Recertification exam cancellations will still be done on forms on office 365. The links will be on the DDS website and in the original email we sent with the catalog.



DIRECTIONS



DDS WEST REGION

Cheshire Office
Southbury Training School

DDS NORTH REGION

Hartford Training Office
Willimantic Office

DDS SOUTH REGION

New Haven Office
Norwich Office
Wallingford Office

Directions to All Course/Lab/Exam Locations

DDS West Cheshire Office

**25 Creamery Road
Cheshire, CT 06410**

To Cheshire from 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. Training room is located at the top of the hill.

To Cheshire from 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. Training room is located at the top of the hill.**

To Cheshire from Middletown:

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

To Cheshire from 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.

DDS West Southbury Training School

**1461 South Britain Road
Southbury, CT 06488**

To Southbury Training School From All Points:

Interstate 84 to Exit 14. At the end of the exit ramp take a right(westbound) or a left(eastbound). Proceed north straight on Route 172, for 2.6 miles.

Enter at Constitution Ave (which is the main driveway), Roselle School is on the right. Training room is room 210. Use parking lot in the rear.

DDS Training Office, Hartford
(The old Capital Community College Building)
61 Woodland Street
Hartford, CT 06105

To DDS Hartford 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.

DDS North, Willimantic Satellite Office

90 South Park Street
Willimantic, CT 06226

To Willimantic 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.

To Willimantic 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.

To Willimantic From Hartford:

Take Route 84 East towards Boston merge onto Route 6 East take Exit 59. Merge onto Route 384 East Route 384 becomes Route 6 East. Take the Route 32 Exit towards Willimantic. Turn right at the end of the exit ramp. Route 32 becomes Route 66/Main St continue on Main Street. 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 South Wallingford Office

35 Thorpe Ave – 3rd floor
Wallingford, Ct 06492

Traveling South on Interstate 91 (I-91 S)

Take Exit 15.

Turn left at the end of the exit onto CT-68/Barnes Road.

Turn left onto Research Parkway.

Take the first left onto Joseph Carini Drive.

Turn left onto Thorpe Avenue.

35 Thorpe Avenue is on the right.

Traveling North on Interstate 91 (I-91 N)

Take Exit 15.

Turn right at the end of the exit onto CT-68/Barnes Road.

Take the first left onto Research Parkway.

Take the first left onto Joseph Carini Drive.

Turn left onto Thorpe Avenue.

35 Thorpe Avenue is on the right.

DDS South – James St Office

370 James St
New Haven, CT

To New Haven 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.

To New Haven 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.**

DDS South Region: Norwich Office

Staff Development Office

401 West Thames Street, Campbell Building

Norwich, CT 06360

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 on Rt. 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. Library is on the 4th floor.

PLEASE NOTE: 21 HOUR COURSE IS IN THE CAMPBELL BUILDING ON THE THIRD FLOOR IN ROOM 341 INITIAL EXAMS ARE GIVEN IN THE SAME PLACE.

