



Procedure for Medication Certification 1 (Initial) 2/3

1. View classes on Starkdd.org Training Calendar and choose class you would like to attend.
2. Obtain Medication Administration Application (link supplied) and complete it in its entirety.
3. Email Nurse Educator at swansonc@starkdd.org with completed application (both page one and two), copy of High School diploma or GED (not needed for Med Cert 2 or 3) and date(s) of requested class. Applications may be sent via postal service or left with the clerk at the front desk as well.
4. Nurse Educator will notify applicants of acceptance via email.
5. You will receive an email approximately one week prior to class requesting confirmation of attendance. If confirmation is not received by date requested in the email your position in the class will be forfeited.
6. Applications of those that cancel or do not show will be destroyed and must be resubmitted to be considered for a later class.
7. All applicants are expected to be in the lobby at Whipple-Dale Centre by 8:05 AM. No late comers will be accepted.
8. It is expected that all applicants will return to class after breaks and lunch at the time the RN Trainer has indicated. Those that are late will not be permitted to return to class.

Procedure for registering for First Aid and CPR

1. View classes on Starkdd.org Training Calendar and choose class you would like to attend.
2. Email Nurse Educator at swansonc@starkdd.org with request for class.
3. Nurse educator will notify applicants of acceptance via email.

Procedure for online Med Cert 1/2/3 CE class

1. Obtain Medication Administration Application (link supplied) and complete it in its entirety (this includes signature from applicant and a personal email).
2. Email completed application to Nurse Educator at swansonc@starkdd.org.
3. Applicants will receive notification the course has been assigned to them along with a username and password (will only be assigned to those who submit a personal email address).
4. Once applicant has completed assignment(s) they will email a certificate to the Nurse Educator.
5. Once certificate is received Nurse Educator will email applicant with a date and time to receive a skill check at Whipple-Dale Centre.