

**Certification Class Guidelines – must be signed for students to attend.**

- Prices:

Cert 1	\$100
Cert 2/Cert 3	\$80
Cert 1 Renewal	\$45
Cert 2/3 Renewal	\$35

- All classes open to the public will be posted on the DoDD website. Class sizes are limited to 10 people per class.
- Requirements: Staff must fill out the application listed on DoDD website & the Louisa Ridge Affidavit and return them to RN Trainer **no later than** one business week before start of class (Go to <http://dodd.ohio.gov/Pages/default.aspx> Click on “Health & Welfare” then “Medication Administration”. Under “Forms” select [Application for DD Personnel Medication Certification \(pdf\)](#)) Proof of age and a copy of high school diploma/GED are also required. Late applications and walk-ins will not be accepted.
- Payments & Cancellations: Please provide no later than five (5) business days before the first day of class. Cash, money order, and business checks are accepted. Please make checks out to “Louisa Ridge”. Receipts will be provided for all transactions. All payments are **nonrefundable**.

Life can be unpredictable. If you/your employee must cancel class attendance, Louisa Ridge will provide a credit for a future class as follows:

Before 5 business days	100% credit
4 business days to 48 hours	50% credit
Less than 48 hours/no show	No credit

- Please have students arrive **promptly** at the beginning of each class session. Students will not be admitted into the classroom after 15 minutes. Late students forfeit their class space and will have to reschedule. Students are **strongly encouraged** to pack a lunch. The closed book test will begin exactly at 3:15 pm on the second day of class. Participants **will not** be allowed to enter the testing room after **3:15 PM**, which will result in automatic failure of class.
- Participants with special testing needs must make their needs known **one business week** before class start to allow for reasonable accommodations to be made.
- Test results will be emailed to agency and student within **48 hours** from the end of class.
- Renewals: Agencies/participants must notify RN Trainer of which health related activities need to be retested and have participant fill out the DoDD application no later than **1 week** before renewal. Late applications will not be accepted.

I understand and will comply with the stated rules listed here and in the MA 1 Syllabus.

Attendee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_