**TRAINER USE** of CT Early Childhood Professional Registry for individuals trained to deliver
2014 Medication Administration Curriculum

**Startup Registry process for Train-the-Trainer sessions** (not conducting the actual medication administration training to early childhood program staff):

1. Participant opens free Registry account; prints or makes note of Registry ID# (under My Resources: Membership Card). Questions regarding Registry use and submission of documents should be directed to your regional Registry staffer. Go to [www.ctcharts.org](http://www.ctcharts.org) and click on Registry then Staff for the list.
2. Participant gives Registry ID to medication administration trainer.
3. Medication administration trainer sends list of successful attendees with Registry ID #s to OEC c/o [margaret.gustafson@ct.gov](mailto:margaret.gustafson@ct.gov).
4. Participant requests medication administration trainer access.
5. OEC Registry staff process request.
6. Approved medication administration trainers access 2014 medication administration curriculum.
7. Approved medication administration trainers use Event Builder to report all use of curriculum per Agreement.
8. Approved medication administration trainers update Registry account annually, including sending renewal license information to their OEC Registry regional support staffer (see #1 for staff details).

**Process for individuals previously approved in Registry as medication administration trainers under original curriculum:**

- The OEC Registry unit will send information about “renewing” your account. At that time the previously approved trainer will need to update trainer profile questions.
- After the OEC Registry team receives information from the trainer regarding successful completion of the 2014 curriculum, the trainer will be granted access to the 2014 curriculum.

**Registry process for approved medication administration trainer conducting training to early childhood program staff:**

**Trainer:**

1. Enters event details in Registry.
2. Collects Registry ID #s for all attendees.
3. After event, enters all attendees with successful completions (using Registry ID#; without dashes) in Event, as well as evaluative summary data.

**Notes:**

(a) Registry ID #s can be located after logging in to the Registry under My Resources – Membership Card.
(b) If attendees are not members of the Registry, their attendance will not be recognized and verified in the Registry at the time of the training; these individuals will need to personally submit certificates of successful completion to the OEC Registry unit (see [www.ctcharts.org](http://www.ctcharts.org)) after opening an account. Trainers are strongly encouraged to require Registry ID#s prior to the training event.
www.ccacregistry homepage screen

Preferred browser details: Internet Explorer (Note that other browsers are not fully supported including Safari on Apple products); desktop; newer version

Note the Register Now button in yellow on the right side of screen, as well as the instructions underneath this. **Use the Instructions for opening an account if unsure.** Open only one account per person unless authorized by the Registry staff.

Note the Forgot Password button under the Login button. Utilize this function if the user has forgotten the password to an account.
When an individual logs in, they will see a screen similar to the one below. A person’s left menu options vary depending on the roles for which that person has been approved.

Medication administration trainer attendees do NOT need to send in all transcripts, just a valid and current professional license; disregard the career ladder level illustration in the center of the screen as this will not apply. Go to [http://www.ctcharts.org/index.cfm?module=29&navID=nav105](http://www.ctcharts.org/index.cfm?module=29&navID=nav105) (www.ctcharts.org Registry – Staff) to identify your regional Registry support staff member. **You will contact this person with questions regarding Registry use and send any documents to their attention.**

To request medication administration trainer access:
1. Log in
2. Click on Request trainer access on the left menu.
Review information

**Trainer Access Request**

Thank you for your interest in having access to the Trainer Part in the Registry. The Trainer Part allows a trainer to:

- Access curricula outlines and other materials needed for training.
- Set up training events and record participant attendance in the Registry for each CCAC Core Areas of Knowledge and/or Connecticut Medication Administration in Early Education and Child Care Settings training delivered.
- Receive messages from CT Charts-A-Course (CCAC).

You may request trainer access for the following:

1. Approval as a CT Charts-A-Course (CCAC) trainer for delivery of topics in the CCAC Core Areas of Knowledge. [CLICK HERE](#) for more details.
2. Approval as a trainer for delivery of the Connecticut Medication Administration in Early Education and Child Care Settings curriculum. [CLICK HERE](#) for more details.

Requirements include:

1. A current CT health professional license that meets CT DPH regulatory requirements for medication administration training.
2. Completion of the Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer Session.
3. Agreeing to the Trainer Agreement.

3. Approval for BOTH a CT Charts-A-Course (CCAC) trainer for delivery of topics in the CCAC Core Areas of Knowledge AND as a trainer for delivery of the Connecticut Medication Administration in Early Education and Child Care Settings curriculum. Information on each can be accessed by clicking the links above.
For the Click Here for Medication Administration (#2 in screen shot above):

Thank you for your interest becoming a trainer for the Connecticut Medication Administration Training in Early Education and Child Care Settings curriculum and participating in the Connecticut Early Childhood Professional Registry's support of medication administration trainers.

The Connecticut Medication Administration in Early Education and Child Care Settings curriculum was created in 2011 and revised in 2014. A recent study indicated that in routine unannounced visits, many programs were non-compliant with medication administration regulations. Furthermore, many providers were not trained and had difficulty accessing a quality medication training program. This curriculum was created to address these issues and ultimately to ensure the healthy and safe inclusion of children who require medications while in care.

By applying for access to the Connecticut Medication Administration in Early Education and Child Care Settings curriculum through the Registry, health professionals (RN, APRN, MD/DO, PA) who are eligible to train in medication administration will be able to download the curriculum and be notified of updates and supports.

**STEP 1: Agree to Trainer Agreement and Terms:**
Read the Trainer Agreement and Terms. It contains all of the information you need to know as a Connecticut Medication Administration in Early Education and Child Care Settings trainer.

Download or print a copy of the Trainer Agreement and Terms by clicking [here].

**STEP 2: Meet the CT Office of Early Childhood (OEC) Trainer Requirement and Training Criteria:**
- Trainers must meet both the license and Train-the-Trainer (TTT) session requirements detailed in the table below in order to deliver the Connecticut Medication Administration in Early Education and Child Care Settings curriculum.
  - OEC CCAC will check the State of Connecticut’s Licensing Website to verify that your license is current. You do not need to send in a copy of your current license.
  - If you have not yet completed the Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer session but wish to do so,
(Continuation of Trainer Access information)

please contact Robin Scribner at robin.scribner@yale.edu regarding future training sessions.

<table>
<thead>
<tr>
<th>Competency Topic(s)</th>
<th>License Requirement</th>
<th>ECE Credit Requirement</th>
<th>TTT Session Requirement</th>
<th>Exception</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT Medication Administration in Early Education and Child Care Settings:</td>
<td>A current CT health professional license that meets CT OEC regulatory requirements for medication administration training.</td>
<td>No ECE credit required</td>
<td>The Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer Session (2014 curriculum).</td>
<td>N/A</td>
</tr>
<tr>
<td>Module 1 - General Principles of Medication Administration, Oral, Topical and Inhalant Medications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CT Medication Administration in Early Education and Child Care Settings:</td>
<td>A current CT health professional license that meets CT OEC regulatory requirements for medication administration training.</td>
<td>No ECE credit required</td>
<td>The Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer Session (2014 curriculum).</td>
<td>N/A</td>
</tr>
<tr>
<td>Module 2 - Anaphylaxis and Emergency Medications</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**STEP 3: Confirmation:**
Upon verification of your current CT health professional license via the State of Connecticut’s eLicensing Website and notification of completion of the Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer session, OEC-CCAC will review your request for trainer approval and access to the trainer section of the Registry. You will receive an email when your request is approved or denied. Upon receipt of the award letter, you will then have access to the Connecticut Medication Administration in Early Education and Child Care Settings - 2014 curriculum and training materials. Note Videos are not stored on the Registry; you will receive separate instructions during your train-the-trainer about video access.

**STEP 4: Submission of Request:**
Please close this information window and proceed with your trainer access request.
Trainer Agreement

CT Medication Administration in Early Education and Child Care Settings

Trainer Agreement

As a trainer approved to deliver the Connecticut Medication Administration in Early Education and Child Care Settings training, I will:

- **LICENSE:**
  - Maintain a current CT health professional license (E license; Must be RN, APRN, DO/MD, PA).

- **REGISTRY:**
  - Join the Connecticut Early Childhood Professional Registry (the Registry; www.ccacregistry.org), request trainer approval via the Registry, and submit proper documentation to the OEC-CCAC Registry staff for approval.
  - Complete and annually update my profile and Trainer professional Summary in the Registry.
  - Notify Registry staff if my license is no longer active.
  - Notify Registry staff if I no longer wish to participate and will not continue to teach this curriculum.
  - Set up a training event and record participant attendance in the Registry for each Connecticut Medication Administration in Early Education and Child Care Settings training delivered.

- **CURRICULUM:**
  - Not alter the curriculum in any way and teach the course exactly as described in the trainer's guide.
  - Use a comprehensive Medication Demonstration Kit as described in the trainer guide and keep the kit stocked with sufficient materials.
  - Maintain confidentiality of teaching materials as well as test results.
  - Not share/copy materials for other trainers.
  - Not use any of the curriculum (video, related materials, post-tests) for other courses which are not designated as this course.
  - Verify that every provider/trainee reviewed materials during training and have access to materials post-training.

- **CLASS LOGISTICS:**
  - In advance of the training, request the employer submit all attendee Registry ID numbers.
  - Include no more than 12 providers for Module 1: General Principles of Medications Administration and Oral, Topical and Inhalant Medications for initial and renewal training.
  - Include no more than 18 providers for Module 2: Anaphylaxis/Emergency Medications for initial and renewal training.

- **TRAINING REPORT:**
  - Via the Registry, electronically submit a Training Report within 7 days of training.

I request approval as a trainer for the Connecticut Medication Administration Training in Early Education and Child Care Settings curriculum. I agree to the Trainer Agreement and terms. Please process my request for trainer approval and access.

_____________________________          _________________________
PRINT NAME                     DATE

SIGN NAME

Please print a copy of this trainer agreement for your records.

N.B. All health professionals, who train in medication administration, are strongly advised to carry malpractice insurance commensurate with their license.
When finished reviewing the Trainer Request and Trainer Agreement items: 
On the main application page: Click on the second request for approval as a trainer for Connecticut Medication Administration Training in Early Education and Child Care Settings.

Doing so will open several fields that are required to complete the application. Note that your responses to certain questions may further expand the answer sets, as in the option below for a Master’s Degree in Nursing:
Are you a current medication administration trainer in Connecticut?

- Yes  - No

Do you now or have you served as a health consultant for an early childhood program?

- Yes  - No

Are you a public/private school nurse who provides care to preschool classrooms?

- Yes  - No

Have you attended a course or training to prepare for your role as a health consultant?

- Yes  - No

Are you currently affiliated with a Connecticut School of Nursing?

- Yes  - No

The next two questions are important for system planning. Please remember the information will be kept confidential and will only be reported in aggregate form; that is, trainers’ names will not be linked to responses.

Please indicate what you plan to charge for the *Connecticut Medication Administration in Early Education and Child Care Settings: General principles in medication administration and oral, topical and inhalant medications* training that must be renewed every 3 years.

<table>
<thead>
<tr>
<th>Per person: Cost:</th>
<th>[Blank]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per group: Cost:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Per hour: Cost:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>I do not plan to charge. Reason:</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>

Please indicate what you plan to charge for the *Connecticut Medication Administration in Early Education and Child Care Settings: Anaphylaxis/ Emergency Medications* training that must be renewed annually.

<table>
<thead>
<tr>
<th>Per person: Cost:</th>
<th>[Blank]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per group: Cost:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>Per hour: Cost:</td>
<td>[Blank]</td>
</tr>
<tr>
<td>I do not plan to charge. Reason:</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>
In the final section of questions, the applicant is asked about service regions, delivery language, and whether or not the individual wishes to be publicly listed in a searchable database of trainers. If the individual checks no to the final question and is approved as a medication administration trainer, they will not show up on the public list. Checking yes allows Registry participants to use the Search Trainer function on the main page and view basic information about the trainer including contact information.

After completing the delivery information, applicant clicks Submit Trainer Request. A message will indicate when the application has been submitted successfully. A follow up email is logged under My Messages as well as being sent to the individual’s login email.
Medication Administration Trainer Access of Curriculum

After receiving approval, participant can access curriculum:

1. Log in
2. Click on Trainer Resources form the left menu bar and then View / Print Curriculum

3. Individual scrolls to appropriate documents and clicks to open folder:

4. Individual clicks on appropriate item to open, review and/or print
Trainer Event, Successful Attendee, and Evaluative Data Entry

Trainer delivering the 2014 medication administration curriculum will:

1. Log into Registry
2. Click on My Training Events from the left menu and then Add Training Event

The Trainer will see a list of curricula for which she is approved to deliver and chooses the training or course from the list:

3. The medication administration trainer chooses from the 2014 curricula and the specific content:
4. Trainer builds the event within the fields and options, and clicks Submit. Note that answering “yes” for the “Open Registration” field means the training is open to the public; “no” means it is not.

5. Trainer receives success screen:
6. After event completion, trainer enters Registry and chooses specific training event under My Training Events - View / Edit My Training Events, then enters Registry IDs and checks names of individuals who have successfully completed event:
7. When attendees are successfully entered, trainer then enters the evaluative summary data by clicking on Complete Event Evaluative Summary.
Sample of Individual’s Education and Training Report illustrating the verified event completion:

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**REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT**  
08/27/2014

<table>
<thead>
<tr>
<th>Participant Name:</th>
<th>Snowflake, Suzy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registry Participant ID:</td>
<td>100013651</td>
</tr>
<tr>
<td>Employer Name:</td>
<td>DOODY CAMP</td>
</tr>
<tr>
<td>Employer Registry ID:</td>
<td>1514</td>
</tr>
<tr>
<td>Participant Role:</td>
<td>Classroom Teacher</td>
</tr>
<tr>
<td>Career Ladder Level:</td>
<td>12</td>
</tr>
<tr>
<td>Career Ladder Level Description:</td>
<td>Bachelor Degree in ECE or School Age</td>
</tr>
<tr>
<td>ECE Student Status:</td>
<td>Yes</td>
</tr>
<tr>
<td>Total Number of ECE credits:</td>
<td>12.0</td>
</tr>
<tr>
<td>Meets School Readiness Teacher Requirement:</td>
<td>Yes</td>
</tr>
<tr>
<td>QSM:</td>
<td>Yes</td>
</tr>
<tr>
<td>QSM Expiration Date:</td>
<td>12/31/2099</td>
</tr>
</tbody>
</table>

**Degrees and Certifications:**

<table>
<thead>
<tr>
<th>TITLE</th>
<th>LOCATION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelors Degree [ECE/ASE] - Human Development and Family Relations</td>
<td>University of Connecticut</td>
<td>05/15/1992</td>
</tr>
</tbody>
</table>

**Other Education and Training:**

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>DATE</th>
<th>COURSE HOURS</th>
<th>HOUR/CREDIT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for Young Children Language, Math and Science</td>
<td>University of Connecticut</td>
<td>05/15/1992</td>
<td>3.0</td>
<td>Semester Credits</td>
</tr>
<tr>
<td>Activities Young Children Play Art Music</td>
<td>University of Connecticut</td>
<td>05/15/1992</td>
<td>3.0</td>
<td>Semester Credits</td>
</tr>
<tr>
<td>Adult Child CPR with Mask and Adult Child AED and Infant CPR with Mask</td>
<td>training</td>
<td>05/31/2014</td>
<td>3.0</td>
<td>Clock Hours</td>
</tr>
<tr>
<td>CPR AED and First Aid for Children Infants and Adults</td>
<td>training</td>
<td>05/31/2014</td>
<td>3.0</td>
<td>Clock Hours</td>
</tr>
<tr>
<td>CT's Preschool Assessment Framework (prerequisite to G 6)</td>
<td>CCAC</td>
<td>09/21/2013</td>
<td>2.0</td>
<td>Clock Hours</td>
</tr>
<tr>
<td>Early Childhood Programs</td>
<td>University of Connecticut</td>
<td>05/10/1992</td>
<td>3.0</td>
<td>Semester Credits</td>
</tr>
<tr>
<td>Human Development Infancy through Adolescent</td>
<td>University of Connecticut</td>
<td>05/19/1992</td>
<td>3.0</td>
<td>Semester Credits</td>
</tr>
<tr>
<td><strong>Module 1 English Medication Administration Curriculum</strong></td>
<td>Central Training Center</td>
<td>05/01/2014</td>
<td>4.0</td>
<td>Clock Hours</td>
</tr>
</tbody>
</table>
8. After entering the evaluative summary data, trainer clicks Submit Evaluation. Event is complete!

(Evaluative Summary partial screen shot below)