



**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 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.
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) after opening an account. Trainers are strongly encouraged to require Registry ID#s prior to the training event.

Participant Medication Administration Trainer Application in Registry

www.cacregistry 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.

The screenshot shows the homepage of the Connecticut Charts-A-Course Early Childhood Professional Development System and Registry. The header features the organization's logo and name, along with navigation links for 'Return Home' and 'Login Now', and a note 'Powered by RegistryOne™'. A left sidebar menu includes 'Awaiting Login...', 'Letter of Welcome', 'Career Ladder', 'Terms of Use', 'Privacy Policy', and 'Register Now'. The main content area has a blue header with the text 'Welcome to Connecticut's Early Childhood Professional Registry'. Below this, a yellow box contains an announcement: 'CT Charts-A-Course has moved to the new Office of Early Childhood! Please note our new contact information below and make changes to your contact lists.' The contact information provided is: 'Office of Early Childhood, CT Charts-A-Course, 165 Capitol Avenue, Hartford, CT 06106, Phone number: 800-832-7784, Fax number: 860-713-7040'. At the bottom of this box is a table with four columns: 'Staff Member', 'Direct dial', 'Email address', and 'Location at:'. To the right of the main content is a login section with fields for 'Email Address:' and 'Password:', a 'Login' button, and a 'Forgot your password?' link. Below the login section is a prominent yellow 'Register Now' button and three links: 'Instructions - English', 'Instrucciones - Español', and 'Instructions - Administrators'.

CONNECTICUT CHARTS-A-COURSE
EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT SYSTEM AND REGISTRY

Return Home Login Now
Powered by RegistryOne™

Awaiting Login...
Letter of Welcome
Career Ladder
Terms of Use
Privacy Policy
Register Now

Welcome to Connecticut's Early Childhood Professional Registry

CT Charts-A-Course has moved to the new Office of Early Childhood!
Please note our new contact information below and make changes to your contact lists.

Office of Early Childhood, CT Charts-A-Course
165 Capitol Avenue, Hartford, CT 06106
Phone number: 800-832-7784
Fax number: 860-713-7040

Staff Member	Direct dial	Email address	Location at:
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Email Address:
Password:
Login
Forgot your password?

Register Now

[Instructions - English](#)
[Instrucciones - Español](#)
[Instructions - Administrators](#)

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> (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.

The screenshot displays the user interface of the Connecticut Charts-A-Course system. At the top left is the logo for Connecticut Charts-A-Course, Early Childhood Professional Development System and Registry. At the top right, the user is identified as 'Howdy Doody!' with 'Return Home' and 'Logout' links. Below the logo is a vertical navigation menu with options such as 'Request Trainer Access', 'Request MSA Access', 'Request ECTC', 'Request Head Teacher', 'Consultant Approval', 'Search for Consultants', 'Search for Trainers', 'My Resources', 'My Scholarships', 'Program Administration', 'My Training Events', 'Trainer Resources', 'My Tools & Settings', and 'My Completed Training'. The main content area is titled 'My Career Ladder' and shows a vertical list of levels from 1 to 15. Level 11 is highlighted in green, indicating the user's current level. To the right of the ladder, text states: 'You are currently at career ladder **Level 11**. This means you have completed: Bachelor Degree including 12 ECE credits.' A tooltip box with a mouse cursor icon says 'Roll your mouse over the number to the left to view its requirements'.

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.

SUBMISSION OF REQUEST FOR TRAINER APPROVAL

For the Click Here for Medication Administration (#2 in screen shot above):



Connecticut Office of
Early Childhood

TRAINER ACCESS REQUEST FOR APPROVAL AS A CT CONNECTICUT MEDICATION ADMINISTRATION IN EARLY EDUCATION AND CHILD CARE SETTINGS TRAINER AND DELIVERY OF THE *CONNECTICUT MEDICATION ADMINISTRATION IN EARLY EDUCATION AND CHILD CARE SETTINGS* CURRICULUM.

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 can 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 [eLicensing 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.

Requirements to deliver the *CT Medication Administration in Early Education and Child Care Settings* curriculum

COMPETENCY TOPIC(S)	LICENSE REQUIREMENT	ECE CREDIT* REQUIREMENT	TTT SESSION REQUIREMENT	EXCEPTION
CT Medication Administration Training in Early Education and Child Care Settings: Module 1 - General Principles of medication Administration, Oral , Topical and Inhalant Medications	A current CT health professional license that meets CT OEC regulatory requirements for medication administration training.	No ECE credit required	The Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer Session (2014 curriculum).	N/A
CT Medication Administration in Early Education and Child Care Settings: Module 2 - Anaphylaxis and Emergency Medications	A current CT health professional license that meets CT OEC regulatory requirements for medication administration training.	No ECE credit required	The Connecticut Medication Administration in Early Care and Education Settings Train-the-Trainer Session (2104 curriculum).	N/A

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 this 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.

SUBMISSION OF REQUEST FOR TRAINER APPROVAL:

Please indicate the appropriate request below by checking all that apply.

- I request approval as a CT Charts-A-Course approved trainer for delivery of the CCAC Core Areas of Knowledge. I agree to the Training Approval Board Policies and Procedures. Please process my request for trainer approval and access.
- 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.

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:

Please indicate which medical licenses you have. Check all that apply.

- RN
- APRN
- MD/DO
- PA

What is your educational background? Check all that apply.

- Nursing Diploma
- Associate degree
- Bachelor's degree

Was the major Nursing?

- Yes No

- Master's degree

Was this a Nursing or Non-Nursing Degree?

- Nursing Non-Nursing

Please select specialty/specialties. Check all that apply.

- Pediatrics
- Family
- Adult Health
- Women's Health/ Midwifery
- Community/ Public Health
- Education
- Policy
- Other

- Doctorate

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.

Per person: Cost:

Per group: Cost:

Per hour: Cost:

I do not plan to charge. Reason:

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.

Per person: Cost:

Per group: Cost:

Per hour: Cost:

I do not plan to charge. Reason:

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.

LIST OF APPROVED TRAINERS:

The Registry posts a list of trainers approved to deliver the CCAC Core Areas of Knowledge and/or the Connecticut Medication Administration in Early Education and Child Care Settings curriculum. The information is limited to the trainer's name, email address, the geographic areas served and the curriculum topics for which the trainer has approval to deliver. It is available to early care and education directors and providers to use in searching for a trainer. Please answer the following questions for this listing then indicate whether you'd like to be included on the public listing.

I am able to deliver training in the following areas of the State. Check all that apply.

Click [here](#) for a map of the current DSS regions.

Northwest
 Southwest
 North Central
 South Central
 Northeast
 Southeast

I am able to deliver training in the following languages. Check all that apply.

English
 Spanish

Please indicate one:

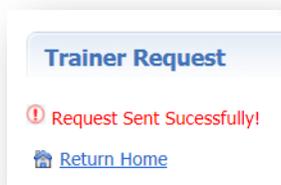
Yes, include me in the list of trainers approved to deliver the CCAC Core Areas of Knowledge and/or the Connecticut Medication Administration in Early Education and Child Care Settings curriculum.

No, do not include me in the list of trainers approved to deliver the CCAC Core Areas of Knowledge and/or the Connecticut Medication Administration in Early Education and Child Care Settings curriculum.

If you have any questions regarding the trainer approval and/or trainer process, contact CT Charts-A-Course by email at ctchartsregistry@ct.gov.

[Submit Trainer Request»](#)

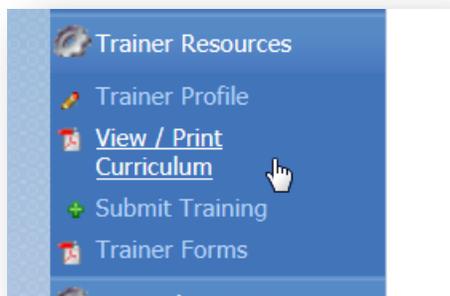
After completing the delivery information, applicant clicks Submit Trainer Request. A message will indicate when the application has been submitted successfully. A follow up email is logged under My Messages as well as being sent to the individual's login email.



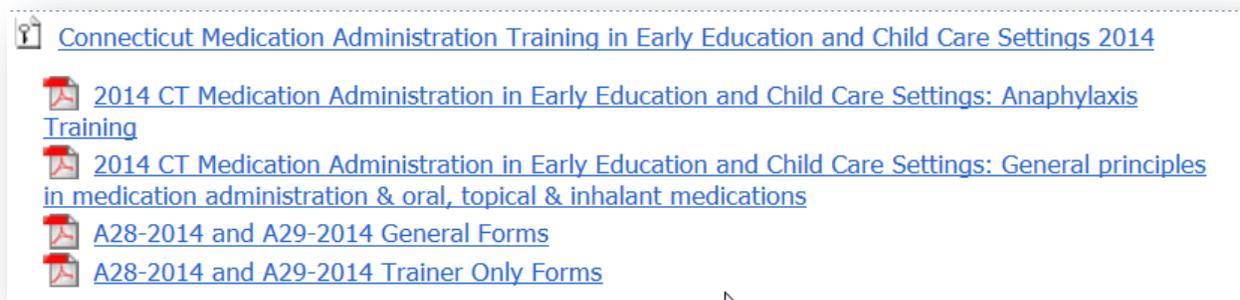
Medication Administration Trainer Access of Curriculum

After receiving approval, participant can access curriculum:

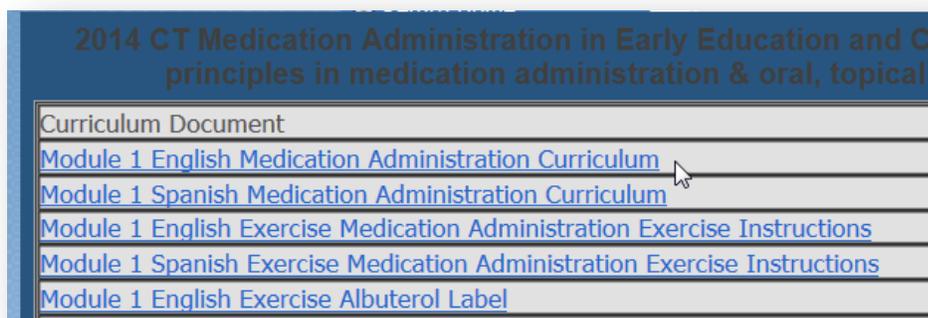
1. Log in
2. Click on Trainer Resources form the left menu bar and then View / Print Curriculum



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



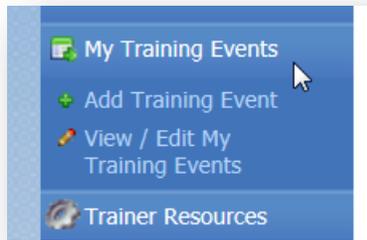
4. Individual clicks on appropriate item to open, review and/or print



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.

The screenshot shows a web form titled "Enter Training Event". The form is divided into several sections by horizontal dashed lines. The fields are as follows:

- Instructor:** Howdy Doody
- Training:** Module 1 English Medication Administration Curriculum
- Training Organization:** Yale University School of Nursing (dropdown menu)
- If Other, Please Specify:** (empty text box)
- Event Date:** 05/01/2014 (calendar icon)
- Open Registration:** No (dropdown menu)
- Event Location Address:** 123 address way
- Event City:** hartford (with a clear 'x' button)
- Event Zip:** 06106
- Event State:** CONNECTICUT (dropdown menu)

A "Submit" button is located at the bottom left of the form.

5. Trainer receives success screen:

The screenshot shows a success screen titled "Enter Training Event". It features a green checkmark icon followed by the text "Training Event Inserted Successfully!". Below this message are three blue hyperlinks:

- [Return Home](#)
- [Edit Training Event\(s\)](#)
- [Complete Training Event \(Enter Attendees\)](#)

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:

Training Event Viewer

Group(s): OUTLINE G Course: G5 CT's Preschool Assessment Framework (prerequisite to G 6) Date: 09/21/2013 Location: CCAC CCAC, CT 06106	 Edit Event  Complete Event (Set Attendance)
Group(s): Course: A29 CT Medication Administration in Early Education and Child Care Settings: Anaphylaxis/ EpiPen™ training Date: 10/21/2013 Location: test address test city, CT 55555	 Edit Event  Complete Event (Set Attendance)
Group(s): Course: A-28 2014 E Module 1 English Medication Administration Curriculum Date: 05/01/2014 Location: 123 address way hartford, CT 06106	 Edit Event  Complete Event (Set Attendance)

Enter Training Event Attendance

Note: Setting Attendance is to be done only after completion of the event and will set the training event status to "completed".

Add Training Attendees (up to 10 at a time). Enter the participant's ID, then press tab. The participant's name will be shown to confirm his/her identity.

Enter ID: 123123123

Attendee 1
Enter the participant ID

Attendee 2
Enter the participant ID

7. When attendees are successfully entered, trainer then enters the evaluative summary data by clicking on Complete Event Evaluative Summary.

Enter Training Event Attendance

Note: Setting Attendance is to be done only after completion of the event and will set the training event status to "completed".

Add Training Attendees (Results)

✔ User's training event (100-116-128) was added successfully!

Training Event Details

Subject: A-28 2014 E Module 1 English Medication Administration Curriculum
Event Date: 05/01/2014
Event Location Address:
123 address way
hartford, CT 06106
Status: Pending

Training Attendees Reported (0)

Finished Entering Attendees:

- [Complete Event Evaluation Summary](#)
- [Return Home](#)
- [Edit Training Event Details](#)
- [Edit Another Training Event](#)

Sample of Individual's Education and Training Report illustrating the verified event completion:



Registry Participant Education And Training Report - Suzy Snowflake - 100013651

REGISTRY PARTICIPANT EDUCATION AND TRAINING REPORT

08/27/2014

Participant Name: Snowflake, Suzy
Registry Participant ID: 100013651
Employer Name: DOODY CAMP
Employer Registry ID: 1914
Participant Role: Classroom Teacher
Career Ladder Level: 12
Career Ladder Level Description: Bachelor Degree in ECE or School Age
ECE Student Status: Yes
Total Number of ECE credits: 12.0
Meets School Readiness Teacher Requirement: Yes
QSM: Yes
QSM Expiration Date: 12/31/2099

Degrees and Certifications:

TITLE	LOCATION	DATE
Bachelors Degree [ECE/ASE] - Human Development and Family Relations	University of Connecticut	05/15/1992

Other Education and Training:

COURSE TITLE	LOCATION	DATE	COURSE HOURS	HOUR/CREDIT TYPE
Activities for Young Children Language Math and Science	University of Connecticut	05/15/1992	3.0	Semester Credits
Activities Young Children Play Art Music	University of Connecticut	05/15/1992	3.0	Semester Credits
Adult Child CPR with Mask and Adult Child AED and Infant CPR with Mask	training	05/31/2014	3.0	Clock Hours
CPR AED and First Aid for Children Infants and Adults	training	05/31/2014	3.0	Clock Hours
CT's Preschool Assessment Framework (prerequisite to G 6)	CCAC	09/21/2013	2.0	Clock Hours
Early Childhood Programs	University of Connecticut	05/19/1992	3.0	Semester Credits
Human Development Infancy through Adolescent	University of Connecticut	05/19/1992	3.0	Semester Credits
Module 1 English Medication Administration Curriculum	Central Training Center	05/01/2014	4.0	Clock Hours

8. After entering the evaluative summary data, trainer clicks Submit Evaluation. Event is complete!

(Evaluative Summary partial screen shot below)

Event Evaluation Summary

Trainer Instructions: Please use the data from your post-training evaluation forms to answer the questions below.

Average the responses to your user post-training survey and input the average scores.

Total # of participants that attended training:

For this section of questions, average the scores from your post-training evaluation forms and enter the averages for each question.

1. The training objectives were clear to me	<input type="text"/>
2. The instructor was well-prepared and familiar with the material	<input type="text"/>
3. The instructor presented the information clearly	<input type="text"/>
4. There was adequate time for discussion and comments	<input type="text"/>
5. The instructor encouraged participants to ask questions	<input type="text"/>
6. The instructor responded appropriately to participants	<input type="text"/>
7. After taking this course, I feel prepared to give medications	<input type="text"/>

Please enter the average scores that the participants gave the following teaching techniques:

8. Video	<input type="text"/>
9. Group discussion	<input type="text"/>
10. Handouts	<input type="text"/>
11. Exercise	<input type="text"/>
12. Return demonstrations	<input type="text"/>