



TO: Area Providers
FROM: Shirley Elchert, RN

DATE: October 17, 2016

SUBJECT: 2017 Medication Administration Certification 1 Class Schedule and Certification 1 renewal

LOCATION: All classes will be held E.C.I., Inc. corporate office at 2036 Township Rd. 122, Tiffin OH 44883. Please park at the front of the building and enter through the main entrance.

Fee: \$150.00 per registration

Registration: Contact Administrative Assistant
 Email: adminassistant@eciinc.net (Email is the preferred method to register)
 Phone: 419-443-0767 Extension 100

Registration must be completed by Friday before 2:00pm to be enrolled in class the following week.

An Employer and Employee application must be completed for each employee enrolled in the class. It is preferred that the applications be emailed upon registration confirmation. Class attendance will not be permitted without applications.

Cancellations: Billing will include all registered employees. Cancellations will not be accepted.

Lunch: There will be a 15 minute lunch break. Due to time constraints, employees should bring their lunch with them. A refrigerator, microwave, and coffee will be provided. Snack and soda vending machines are also available.

2017 Medication Administration Certification 1 Class schedule:

Class Time: 8:30 am to 1:30 pm

January:	10,11,12	and	24, 25, 26
February:	7, 8, 9	and	21, 22, 23
March:	7, 8, 9	and	21, 22, 23
April:	4, 5, 6	and	18, 19, 20
May:	2, 3, 4	16, 17, 18 and	30, 31, 1 (June)
June:	13, 14, 15	and	27, 28, 29
July:	11, 12, 13	and	25, 26, 27
August:	8, 9, 10	and	22, 23, 24
September:	5, 6, 7	and	19, 20, 21
October:	3, 4, 5	17, 18, 19 and	31, 1, 2 (Nov)
November:	14, 15, 16	and	28, 29, 30
December:	12, 13, 14	and	26, 27, 28

Certification Renewals: Annual medication certificate renewals are offered. You may contact Shirley Elchert at s.elchert@eciinc.net to obtain secretarial access to the MAIS. The cost is \$25.00 per certificate provided secretarial access in the MAIS has been obtained and the employer has completed updating the employee's personal information including training and skills in the MAIS. For employees requiring personal, training, and skills information to be entered in the MAIS, the cost is \$40.00 per certificate.