



Eric Holcomb, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*  
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**To:** Division of Disability and Rehabilitative Services Providers  
**From:** Kylee Hope, Director, Division of Disability and Rehabilitative Services  
**Re:** Train-the-Trainer Core A/B Medication Administration  
**Date:** October 16, 2018

The Division of Disability and Rehabilitative Services Bureau of Developmental Disabilities Services will host a Train-the-Trainer Core A/B Medication Administration training session on December 7, 2018, at the Indiana Government Center South in Indianapolis. The training session will be held in Conference Room 19 from 9 a.m. - 4 p.m. EDT and is for agency nurses who work for approved BDDS providers. Once the training is completed, agency nurses will be approved to train agency staff.

Attendees must register for the training, as there is a 40 person limit for the session. Register by clicking on the link below and filling out the appropriate information. You will then receive a confirmation email. Additional questions about the training may be directed to Sondra Tarter at [Sondra.Tarter@fssa.in.gov](mailto:Sondra.Tarter@fssa.in.gov).

#### Train-the-Trainer Core A/B Medication Administration Registration and Reminders

- [Click here](#) to register for the December 7, 2018, training.
- Attendee must bring a copy of the "Living in the Community: Medication Administration Manual", which is [available by clicking here](#) and on the DDRS announcement web page. Please duplex when printing as it is a 327 page document.
- Attendee **MUST** bring proper identification showing that you are an employee of a BDDS approved provider of developmental disabilities services and identification showing that you are a current licensed LPN or RN. Without the identification, you will not be able to attend the training session.
- If you are a BDDS approved provider and registering for a nurse please make sure they understand they will need the "Living in the Community: Medication Administration Manual", a current LPN or RN license, and identification showing that they are an employee of a BDDS approved provider.

The Indiana Government Center South is located at 402 W. Washington St. Indianapolis, IN 46204. The Government Center parking garage is located on the south side of Washington St., but parking is subject to availability. To access the garage, please pull into garage number 1 and take a ticket from the ticket machine. **DO NOT LEAVE YOUR PARKING TICKET IN YOUR CAR.** Please bring parking ticket into the training so the ticket can be validated.

