

Instructions

An order form must be filled out for each individual ordering self-study courses. Tests are valid for 12 months from date of purchase. **Once a self-study course is ordered is it not transferable to another individual. No refunds will be given.**

To order DHS/OHA Self-Study Courses check the boxes below.

TRAINING HOURS*	COURSE TITLE	CHECK HERE	FEE
2	Aspiration		\$5.00
2	Constipation		\$5.00
2	Dehydration		\$5.00
2	Delegation for Lay Caregivers **		\$10.00
4	RN Delegation in CBC Settings* (RNs ONLY)		\$20.00
2	Documentation		\$5.00
2	Fall Prevention		\$5.00
2	Infection Control		\$5.00
2	Medical Terminology		\$5.00
2	Medication Safety***		\$5.00
2	Pain Management		\$5.00
2	Pneumonia		\$5.00
4	Pressure Sores**		\$10.00
2	Quality Care w/o Restraints		\$5.00
2	Challenging Behaviors, Part 1		\$5.00
2	Challenging Behaviors, Part 2		\$5.00
2	Your Body: Changes Through the Years		\$5.00
TOTAL DUE			

NOTE: Tests are open book. To receive credit you will need to answer all questions correctly and without assistance from others.

*RN Delegation in CBC Settings meets AFH training requirements for RNs only.

- Nurses cannot take the "Delegation for Lay Caregivers."
- Lay Caregivers cannot take the "RN Delegation in CBC Settings."

** These courses are valid for ALF & RLF Administrators.

***This does not meet the training requirement under OAR 411-050-0625.

FIRST NAME: _____ LAST NAME: _____

Include your former last name below if changed since the last time you ordered

_____ DATE OF BIRTH: ____/____/____
FORMER LAST NAME MO DAY YEAR

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL: _____

Test results can be e-mailed if an email address is provided

ENCLOSE A CHECK OR MONEY ORDER PAYABLE TO "STATE OF OREGON"

NO CASH Accepted. No phone, fax or walk-in orders accepted

MAIL TO: OLRO – Self-study Program

NEW ADDRESS → **PO BOX 14530**
Effective 12/09/13 **Salem, OR 97309**

It can take up to 6-8 weeks to process orders and tests. Do not wait until your license renewal deadline to return tests. All orders and tests are processed in the order they are received. No exceptions.

To verify approval for AMH, DD and APD settings, Self-study Program Policies and order forms go to: <http://goo.gl/5tNbmE>

DHS | OHA Self-study Program Policy

The self-study program is designed to provide basic (entry level) health care training needs and provide a convenient way for Adult Foster Home (AFH) providers to meet their training requirements. However; all of the self-study courses can be used by any caregiver working in community based settings.

Not all self-study courses are approved for all AFH training requirements. To verify approval for AMH, DD and APD settings go to: <http://goo.gl/5tNbmE>. The Self-study Program Policies and additional order forms can also be found through the above link.

A self-study course can only be completed once in a lifetime. Once all available self-study courses have been completed the individual must seek approved training hours through other sources. Fees and approved training credits are listed on the order form for each self-study course.

Additional Information:

- Send all questions and inquiries to spd.hsu@state.or.us.
- Once ordered courses are not transferable meaning *someone else cannot take the course instead*.
- ***It can take up to six – eight weeks for test results.*** Tests are graded in the order they are received. Graded tests are not returned.
- Training certificates will be issued upon successful completion. Tests results are emailed if an email address is provided. Otherwise test results will be mailed to the address provided.
- Tests are open book and all answers can be found in the course materials. ***All tests must be completed by the student without assistance from anyone.*** Each test requires 100 percent accuracy to receive a training certificate.
- There are only two opportunities to successfully complete the self-study test. If the individual is unable to achieve 100 percent accuracy on the first test, a second test is available.
- If an order includes a courses the individual has already completed another course will be substituted if available.
- Checks made out for over the amount due will be voided and returned.
- Only original tests are accepted. ***Copies or faxed copies of tests will not be accepted.***
- Courses are ordered via US mail. No phone, fax, e-mail or walk-in orders accepted.
- If an individual hand delivers completed tests, clearly mark the envelope with the following information: OLRO – Self-study Program, PO BOX 14530; Salem Oregon 97309. Hand-delivering tests will not guarantee faster processing of completed tests. Tests will not be graded the same date of delivery. ***No exceptions.***
- It is the individual's responsibility to maintain a record of completed training. All training certificates must be saved for a minimum of three years and made available upon request.
- Self-study tests must be completed within 12 months of receiving course materials. If the individual is unable to complete the test within a 12-month period another test can be purchased.