

## **POLICIES AND PROCEDURES**

The University of Central Oklahoma, through the OKC Downtown College, offers the 2010 Summer semester classes for Residential Care Facilities Administrators Certification Program. **These hours will apply toward a 50-Hour Certificate. The Renewal program is offered on a separate day. It is recommended that the Renewal program (8 hours) be completed in its entirety.** After the program, certificates of completion will be mailed to participants at the address indicated on their registration forms. If you are transferring hours to UCO for initial certification, other than MAT training or MAT update, there will be a \$30.00 processing fee for each transfer of 1-6 hours and a \$40.00 processing fee for each transfer of 7-12 hours). (Maximum transfer for renewal is six hours; for initial, 12 hours). In the event the sessions do not have sufficient enrollment, UCO reserves the right to cancel the class and a full refund will be made. **If you are transferring hours from an outside entity into UCO's program at the OKC Downtown College, please complete that request for transfer prior to the Initial or Renewal class. No transfers can be processed the day of class.**

**POLICY:** Qualification for Certification: To receive the 50-hour certificate, training must be accumulated within the two-year time period. Management and Supervision (included in Rules & Regulations) and approved Medication Administration Technicians (MAT) Training are two courses required by the Oklahoma State Department of Health for certification, and the remaining hours can be in any of the elective courses offered. After the 50-hour certificate is received, an additional sixteen hours of renewal training must be taken each year before the anniversary date on the initial 50-hour certificate. MAT Update is required **AS PART OF** the sixteen-hours of classroom training required by Law for renewal certification.

## **MAT TRAINING AND MAT UPDATE**

The Medication Administration Technicians (MAT) Training and Medication Administration Technicians (MAT) Update would be an additional cost and can be obtained through the cooperative technical education institutions at a reasonable price.

MAT Training (15 hours) is required for the initial certification and the MAT Update (8 hours) is required for the renewal certification. Both of these courses can be transferred to UCO (no transfer fee will be assessed on the MAT Training or MAT Update). If MAT Training has been completed, please bring a copy of that certificate to the Residential Care classes.

**PLEASE DO NOT BRING LAPTOPS TO CLASS & SILENCE ALL CELL PHONES DURING CLASS.**

**LOCATION OF CLASSES:** The Summer, 2010 Residential Care Facilities Administrators Certification Program will be held on the fourth floor of the new Downtown Library, 300 Park Avenue, Oklahoma City, OK 73102. Please see map for location of Downtown Library, and call 405-232-3382 for additional information and directions.

***PARKING IS INCLUDED IN ENROLLMENT FEE!***

**REGISTRANTS WILL BE ISSUED PARKING VOUCHERS FOR THE SHERIDAN/WALKER PARKING GARAGE ONLY ([SEE MAP](#)).**

Parking is included in your enrollment fee. When you check in at the OKC Downtown College and pay the fees for your session(s), you will be given a voucher for use in the Sheridan/Walker Parking Garage **ONLY**. Please obtain a ticket to the garage when you enter and give the ticket and voucher to the Parking Attendant when you exit the garage.

Convenient hotel accommodations are available in or near Downtown OKC.  
Please contact Jimmie Sue Baker at 405-232-3382 for hotel information.

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For further information call the OKC Downtown College & speak to Jimmie Sue at (405)232-3382.  
You may also find information at [www.downtowncollege.com](http://www.downtowncollege.com)

In compliance with Title VI and Title VII of The Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1973, The Americans with Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, the University of Central Oklahoma does not discriminate on the basis of race, color national origin, sex, age, religion, handicap, disability, status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services.