

To order DHS Self-Study Tests check the boxes below.

TRAINING HOURS*	COURSE TITLE	CHECK HERE	FEE
4	0716A: Pressure Sores	<input type="checkbox"/>	\$10
2	0723A: Aspiration	<input type="checkbox"/>	\$5
2	0723C: Constipation	<input type="checkbox"/>	\$5
2	0723D: Daily Oral Care	<input type="checkbox"/>	\$10
2	0723E: Dehydration	<input type="checkbox"/>	\$5
2	0723F: Challenging Behaviors Part 1	<input type="checkbox"/>	\$5
2	0723G: Challenging Behaviors Part 2	<input type="checkbox"/>	\$5
2	0723H: Documentation	<input type="checkbox"/>	\$5
2	0723I: Medical Terminology	<input type="checkbox"/>	\$5
2	0723J: Fall Prevention	<input type="checkbox"/>	\$5
2	0723K: Pain Management	<input type="checkbox"/>	\$5
2	0723L: Quality Care without Restraints	<input type="checkbox"/>	\$5
2	0723M: Your Body	<input type="checkbox"/>	\$5
2	0723N: Delegation for Lay Caregivers	<input type="checkbox"/>	\$10
2	0724A: Intro Infectious Diseases	<input type="checkbox"/>	\$10
2	0724B: Hand and Respiratory Hygiene	<input type="checkbox"/>	\$10
2	<i>Coming end of 2018</i> 0724C: Intro Standard Precautions	<input type="checkbox"/>	\$10
2	0731A: Intro Safe Med Administration	<input type="checkbox"/>	\$10
2	0731B: How to Read Medication Labels	<input type="checkbox"/>	\$10
2	<i>Coming end of 2018</i> 0731D: MAR Basics	<input type="checkbox"/>	\$10
2	0732RN: RN Delegation in CBC Settings (RNs Only)*	<input type="checkbox"/>	\$20
<b>TOTAL DUE</b>			

\*RN Delegation in CBC Settings meets AFH training requirements for RNs only. Nurses cannot take the "Delegation for Lay Caregivers."

## Instructions

Multiple tests can be ordered on one test order form for a single individual. However, each individual must complete their own order form. Course materials and test order forms are available at: [www.tinyurl.com/DHS-AFHTraining](http://www.tinyurl.com/DHS-AFHTraining). **Tests are valid for 30 days. Do not order more than you plan on completing within 30 days. Once a self-study test is ordered is it not transferable to another individual. No refunds will be given.**

*See Self-study Program Policies for additional information (located on the second page).*

**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 are e-mailed from [spd.hsu@state.or.us](mailto:spd.hsu@state.or.us)**

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

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

**To Order Tests: Safety, Oversight and Quality Unit  
PO Box 14530  
Salem, OR 97309-0435  
Attention: Self-Study Program**

**NEW** – You can find all the self-study course materials online. For training credit you will need to order a test as indicated above. Once the test is completed all test results are sent by email from [spd.hsu@state.or.us](mailto:spd.hsu@state.or.us). Course materials and the test order form can be found at: [www.tinyrule.com/DHS-AFHTraining](http://www.tinyrule.com/DHS-AFHTraining). It is best to search for the course using the course number listed in the order form.

**Department of Human Services'  
Safety, Oversight and Quality Unit**

**DHS|OHA Self-study Program Policy**

The self-study program is designed to provide basic (entry level) training and provide a convenient way for Adult Foster Home (AFH) providers to meet their training requirements. However, any of these self-study courses can be used by caregivers working in other community based settings.

Not all self-study courses are approved for all foster homes. To verify approval for AMH, DD and APD settings and download additional order forms go to: [www.tinyurl.com/DHS-AFHTraining](http://www.tinyurl.com/DHS-AFHTraining)

**A self-study course can only be completed once in a lifetime.** Fees and approved training hours are listed on the order form for each self-study course.

**Additional Information:**

- **All communications regarding the self-study program are from [spd.hsu@state.or.us](mailto:spd.hsu@state.or.us)** Types of communication include how to access purchased tests, test result(s), certificates, questions and inquiries. **Add [spd.hsu@state.or.us](mailto:spd.hsu@state.or.us) to your contacts to ensure proper delivery.**
- Testing is online. Once tests are ordered the tests are ***not transferable*** meaning *someone else cannot take the course test*. Tests are valid for 30 days, excluding the grading period, from the date SOQ emails the test links. **Do not order more than you can complete in a 30 day period.**
- ***It can take up to six weeks to receive test results.*** Tests are graded in the order they are received. Graded tests are not returned.
- Tests are open book. All answers can be found in the course materials. ***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 test. If the individual is unable to achieve 100 percent accuracy on the first test, a second test is available for a fee.
- ***Test results are sent to the email address supplied on the order from. Test results are released only to the individual taking the test.***
- Checks for more than the amount due will be voided and shredded. You will be notified by email:
  - If unable to fill the order; or
  - If a test is ordered for a course the individual has already completed another test of equal value will be substituted if available.
- Tests can only be ordered through US mail. No phone, fax, e-mail or walk-in orders accepted.
- Once a certificate is issued, it is the individual's responsibility to maintain their training records for all completed training. All training certificates must be saved for a minimum of three years and made available upon request.