

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 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	0731A: Intro Safe Med Administration	<input type="checkbox"/>	\$10
2	0731B: How to Read Medication Labels	<input type="checkbox"/>	\$10
TOTAL DUE			

*Nurses, including LPNs cannot take the "Delegation for Lay Caregivers." RNs can access the RN Delegation Self-study at <https://tinyurl.com/RN-Delegation-Div47>

Test results are e-mailed from AFHtraining.SPD@dhsosha.state.or.us
Add to your contact list for proper delivery

Instructions

Multiple tests can be ordered on one test order form for a single individual. However, multiple individuals must complete their own order form. Course materials and test order forms are available at: 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).

ORDER FORM MUST BE LEGIBLE

FIRST NAME: _____ LAST NAME: _____

list former last name(s) below

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

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____

EMAIL: _____

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

All self-study course materials are available online. For training hours, you will need to order a test as indicated above. Once the test is completed all test results are sent to you via email from AFHtraining.SPD@dhsosha.state.or.us. Course materials and the test order form can be found at: www.tinyurl.com/DHS-AFHTraining . It is best to search for the course using the course number listed in the order form.

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 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: www.tinyurl.com/DHS-AFHTraining. 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. Fees and approved training hours are listed on the order form for each self-study course.

Additional Information:

- **All communication regarding tests, test results, questions and inquiries are via email from AFHtraining.SPD@dhsoha.state.or.us.**
- Once course 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 mails or emails the tests. Do not order more than you can complete in a 30-day period.
- ***It can take up to six weeks for test results.*** Tests are graded in the order they are received. Graded tests are not returned.
- Tests are online utilizing the Survey Monkey testing tool. The URL for each test ordered will be emailed. Make sure the email address on the order form is legible.
- 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.
- Training certificates are issued via email upon successful completion. ***Test results are released only to the individual taking the test.***
- Checks made out for more than the amount due will be voided and shredded. You will be notified via email from AFHtraining.SPD@dhsoha.state.or.us :
 - If a test is ordered for a course the individual has already completed another test will be substituted if available.
 - If unable to fill the order the individual will be notified, and the check destroyed.
- Tests can only be ordered via US mail only. No phone, fax, e-mail or walk-in orders accepted.
- It is the individual's responsibility to maintain a record of all completed training. All training certificates must be saved for a minimum of three years and made available upon request.