



FAMILY SERVICES

Policy & Procedure for Administering Medication Online Training

CK Family Services has developed an online training course to deliver important information regarding the Administration of Medications.

Please complete the training online at CK University: www.ckuniversity.org *

At the end on your online training, you will be required to take and pass a test before you can generate a certificate and print it out. Toward the end of the video, a button will appear that will take you to the online test.

Each certificate may only bear 1 name and individuals will receive 0.5 hours of training for completing this course. Please submit the certificate to your Family Development Specialist.

Please ensure this training is completed **prior to licensing of your home**. If you should have any questions or problems concerning this training, please contact your Family Development Specialist.

***CK University:**

For CK Family Services on-going training classes, you will need to enroll in our online platform, CK University. Once you have created an account and are approved you will not have to complete this process again.

To initiate this process please go to www.ckuniversity.org:

1. Click "sign in" on the top right hand corner of your screen.
2. It will ask you to sign in or create an account, and you will choose create an account with your email and a password. Creating the account will prompt CK to enroll you in all relevant courses.
3. The approval process can take up to 1 business day, so please plan accordingly for this process.
4. Once you have created an account you will receive an email notifying you that you have been enrolled.

Once approved you will be able to log into CK University at any time and view the content of the courses. We currently have our Behavior Management* and CK P&P Medication Administration trainings on the CK University site. The rest of the annual required trainings are still listed on our CK website on the Family Portal at <https://www.ckfamilyservices.org/ck-family-portal/> at this time.