Transforming Lives

Home Care Aide Certification and 75 Hour Training Overview

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Washington State Department of Social & Health Services

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Information Contained in this Overview:

- Long-Term Care Worker and Home Care Aide definitions.
- Home Care Aide certification requirements.
- Certification checklist.
- What classes make up the 75 hour training.
- 75 hour Home Care Aide certification training exemptions.
- Training and certification requirements for newly hired non-credentialed long-term care workers.
- Additional training requirements.

Long-Term Care Worker and Home Care Aide Definitions

Long-Term Care Workers

All persons who provide paid, personal care services for the elderly or persons with disabilities, including but not limited to the following:

- Individual Providers paid to provide in-home care services to DSHS clients.
- Direct care workers employed by home care agencies.
- Providers of home care services to persons with developmental disabilities under Title 71A RCW.
- All direct care workers in state-licensed assisted living facilities, adult family homes, as well as respite care providers, and community residential service providers.
- Any other direct care staff who provide home or community-based services to the elderly or persons with functional disabilities or developmental disabilities.

Home Care Aides

A **Home Care Aide** is a professional credential issued by the Department of Health (DOH). All newly hired long-term care workers who do not have another professional credential or meet specific exemptions are required to become a certified Home Care Aide.

WAC links for Home Care Aides:

Who is required to complete the seventy-hour long-term care worker basic training and by when?

Who is required to obtain home care aide certification and by when?

For information about exemptions see slide 12

Requirements for Home Care Aide Certification

1. Complete the fingerprint-based background check.
2. Submit a completed home care aide application to the Department of Health, including the Employment Verification form, within 14 days of hire.
3. Complete the 75-hour long-term care worker basic training.
4. Pass the Prometric Knowledge and Skills Certification Exam

You must complete all training within **120** calendar days of the date of hire. The deadline to become **certified** as a home care aide is **200** days from date of hire. If you do not meet these time frames, you are no longer eligible to provide care. You must **stop** working until you receive a home care aide certification.

Certification Checklist

Download the Certified Home Care Aide Checklist for detailed information about background checks, fingerprinting, training, and the DOH application requirements.

What Classes Make up the 75 Hour Training

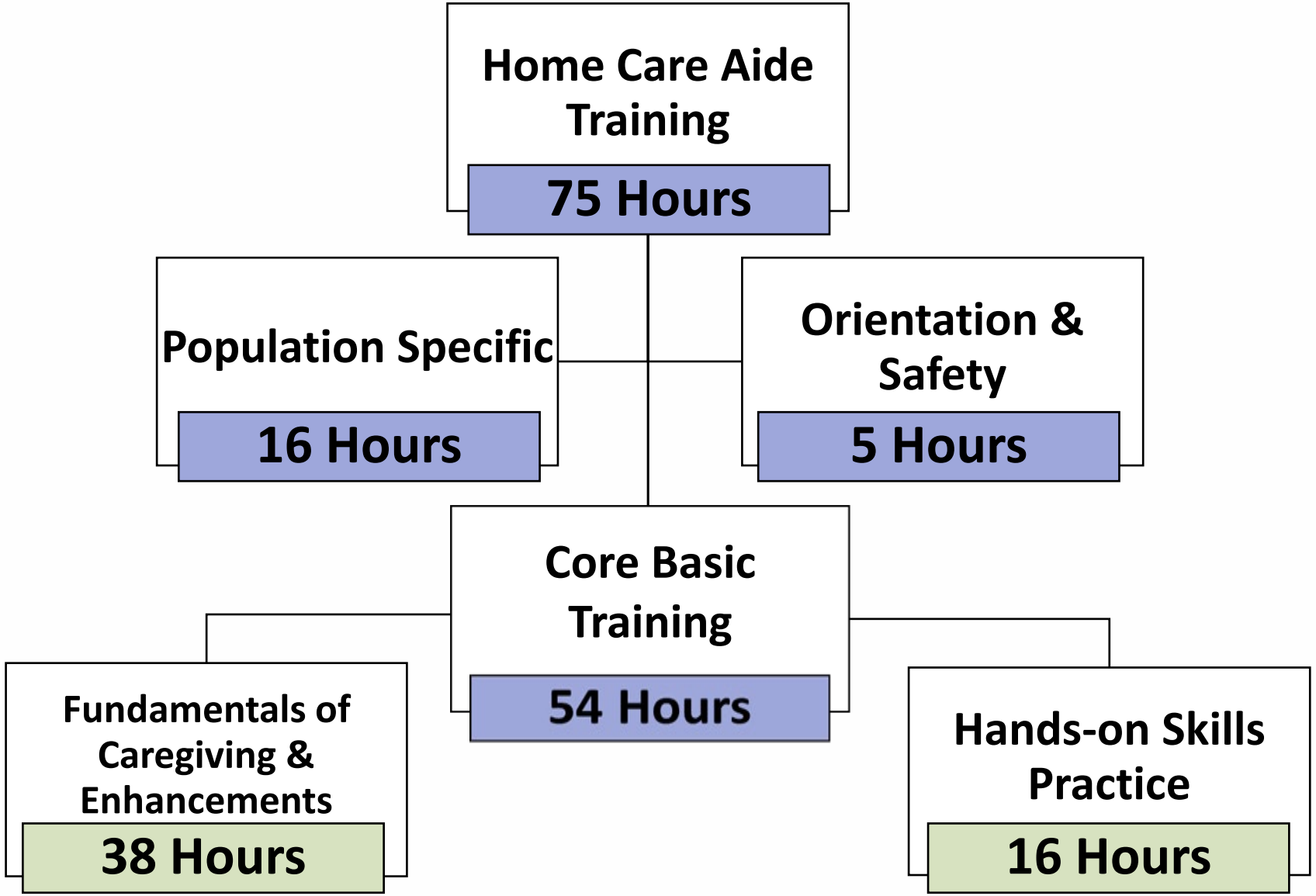
75 Hour Training Breakdown

Orientation Training: 2 hours of introductory information orienting new workers to the care setting and job.

Safety Training: 3 hours of introductory information on safety practices.

Basic Training: 70 hours of training that combines:

- **Core basic training** – Training covering the basic skills and information needed to provide hands on care.
- **Population specific training** – Training on topics unique to the care needs of the population served.


Home Care Aide Training
75 Hours
Population Specific
16 Hours
Orientation & Safety
5 Hours
Core Basic Training
54 Hours
Fundamentals of Caregiving & Enhancements
38 Hours
Hands-on Skills Practice
16 Hours

75 hour Home Care Aide Certification Training Exemptions

Who is exempt from the 75 Hour Training and Certified HCA requirement?

- RNs, LPNs, NACs, nurse technicians, or advanced registered nurse practitioners.
- Persons with special education training and endorsement granted by the Superintendent of Public Instruction (OSPI).
- A Long-Term Care Worker who worked in Washington State between January 1, 2011-January 6, 2012 **and** completed all basic training requirements in effect at the time.

For more exemption information please see WAC 388-112A-0090

Summary of Training and Certification Requirements for Newly Hired Non-credentialed Long Term Care Workers.

Training	Hours	Timeline
Orientation	**2**	Must be completed prior to providing direct care.
Safety Training	**3**	
70 hour Basic Training Core Basic + Population Specific	**70**	Basic training covers the core competencies and skills that long-term care workers need to provide personal care services efficiently and safely. The training also includes hours devoted to student practice and demonstration of skills. Population specific training is training on topics unique to the care needs of the population that the facility or provider serves. You must complete all training within **120** calendar days of the date of hire. The deadline to become **certified** as a home care aide is **200** days from date of hire.
Dementia Specialty	**8**	Specialty training can be used as the population specific component of the 70 hour basic training. Specialty training utilizes DSHS curricula that provides basic core knowledge and skills to provide care effectively and safely to residents living with mental illness, dementia, or developmental disabilities.
Mental Health Specialty	**8**	
Developmental Disability Specialty	**16**	

Additional Training Requirements

Training	Hours	Timeline
Nurse Delegation Core	**9**	Nurse delegation core training is required before certified or registered nursing assistants or certified home care aides may be delegated a nursing task.
Nurse Delegation Diabetes	**3**	Nurse delegation diabetes training is the required training for certified or registered nursing assistants or certified home care aides, who will be delegated the task of insulin injection.
Continuing Education	**12 Annually**	CE is due by birthday each year beginning one year after home care aide certification.

Need additional information? Please visit:

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[DSHS Training Requirements and Classes]

[DOH Home Care Aide]

For questions send us an email at:

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