75-Hour Training and Home Care Aide Certification Overview

Revised September 2019
This overview contains information about...

- What is a long-term care worker?
- What is a Home Care Aide?
- Requirements for Home Care Aide Certification
- DSHS Resources and Home Care Aide Certification Checklist
- What classes make up the 75 hours of training?
- Who must take the 75 hours of Home Care Aide certification training and who is exempt?
- Summary of training and certification requirements for newly hired non-credentialed (not exempt) long-term care workers
- Additional training requirements
What is a Long-Term Care Worker?

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 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 and adult family homes, as well as respite care providers, and community residential service providers.
  – Note: Developmental Disabilities Administration (DDA) has specialized training requirements for Community Residential Services. The training requirements can be found in WAC 388-829 and differ slightly from the requirements listed in this training.
• Any other direct care staff who provide home or community-based services to the elderly or persons with functional disabilities or developmental disabilities.
What is a Home Care Aide?

A Home Care Aide is a long-term care worker who obtains a professional certification through the Department of Health, after completing 75 hours of required training and successful completion of the exam. All newly hired long-term care workers who do not have another professional credential or meet specific exemptions are required to obtain Home Care Aide certification.

- **Who is required to complete the seventy-hour long-term care worker basic training and by when?**
- **Which long-term care workers are exempt from the seventy-hour long-term care worker basic training requirement?**
- **Who is required to obtain home care aide certification and by when?**
Requirements for Home Care Aide Certification

1. Complete the Department of Social and Health Services (DSHS) fingerprint-based background check.
2. Submit the completed Home Care Aide Application to the Department of Health, including the Employment Verification form, with 14 days of hire.
3. Complete the 75-hour long-term care worker basic training, including Orientation and Safety training approved by DSHS.
4. Pass the home care aide knowledge and skills certification examinations.

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. LTCWs who are limited-English proficient and obtain a DOH-issued provisional certification have 260 days from the 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.
DSHS Resources and Home Care Aide Certification Checklist

Additional information and resources are on DSHS Aging and Long-Term Support Administration Training Requirements and Classes.

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 hours of training?

**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 the following:

- **Core basic training** – Training covering the basic skills and information needed to provide hands-on personal care.
- **Population-specific training** – Training on topics unique to the care needs of the population served. See slide 9 for more information.
Who is **exempt** from the 75-Hour Training and Certified HCA requirement?

- A person employed as a long-term care worker on January 6, 2012 who completed the basic training requirements in effect on the date of his or her hire.
- Washington state DOH RNs, LPNs, NACs, and ARNPs licensed under chapter [18.79](#) RCW.
- A person with special education training and endorsement granted by the Office of 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.

This list above details only four types of long-term care workers who are exempt from the 75-hour training requirements. Additional information is in *Which long-term care workers are exempt from the seventy-hour long-term care worker basic training requirement?*
Summary of training and certification requirements for newly hired non-credentialed (not exempt) long-term care workers

<table>
<thead>
<tr>
<th>Training</th>
<th>Hours</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td>Orientation</td>
<td>2</td>
<td>Before providing care</td>
</tr>
<tr>
<td>Safety</td>
<td>3</td>
<td>Before providing care</td>
</tr>
<tr>
<td>Long-Term Care Worker Basic Training</td>
<td>70</td>
<td>Completed within 120 days of hire. You must have your Home Care Aide certification within 200 days of your date of hire or 260 days with a provisional certification. If you do not meet these deadlines, you cannot provide care. See Slide 5.</td>
</tr>
<tr>
<td>Dementia Specialty Training*</td>
<td>8</td>
<td>All long-term care workers including those exempt from basic training who work in an assisted living facility, enhanced services facility, or adult family home who serve residents with special needs must take a class approved as specialty training. Additional information can be found <a href="#">here</a>.</td>
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<tr>
<td>Mental Health Specialty Training*</td>
<td>8</td>
<td>All long-term care workers including those exempt from basic training who work in an assisted living facility, enhanced services facility, or adult family home who serve residents with special needs must take a class approved as specialty training. Additional information can be found <a href="#">here</a>.</td>
</tr>
<tr>
<td>Developmental Disability Specialty Training*</td>
<td>16</td>
<td>All long-term care workers including those exempt from basic training who work in an assisted living facility, enhanced services facility, or adult family home who serve residents with special needs must take a class approved as specialty training. Additional information can be found <a href="#">here</a>.</td>
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*Specialty training may be used to meet the requirements for the basic training population-specific component if completed within 120 days of the date of hire.
# Additional Training Requirements

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<tr>
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<tbody>
<tr>
<td><strong>Nurse Delegation Core</strong></td>
<td>9</td>
<td>Nurse delegation trainings are only required before performing any nurse-delegated tasks.</td>
</tr>
<tr>
<td><strong>Nurse Delegation Special Focus on Diabetes</strong></td>
<td>3</td>
<td>Nurse delegation training hours may apply to the population-specific component of the 70-hour long-term care worker basic training.</td>
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<tr>
<td><strong>Continuing Education</strong></td>
<td>12</td>
<td>Certified home care aides must complete 12 hours of continuing education by their birthday each year after obtaining certification.</td>
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Need additional information?

- [DSHS Training Requirements and Classes](#)
- [DOH Home Care Aide](#)