

75 Hour Training and Home Care Aide Certification

The following short presentation will help you understand:

- New terms you need to know.
- What classes make up the 75 hours of training.
- Who must take and who is exempt from 75 hours of training and home care aide certification.
- Other training that may be required.
- Tools to understand the steps needed to complete training and home care aide certification.



Terms to Know...

Long term care (LTC) worker: A worker paid to provide direct, hands on personal care in a setting licensed by, or contracted by the state. LTC workers include:

- Individual Provider s paid to provide care to DSHS clients
- People working in adult family homes, assisted living facilities, home care agencies, and supported living settings.

Certified Home Care Aide (HCA): A new professional credential required of newly hired LTC workers who do not have another professional credential or meet specific exemptions.

Non-Credentialed LTC worker: A LTC worker who does NOT currently have a professional credential or certification such as a RN, LPN or CNA.

Limited English Proficiency : The ability to read, write, or speak English is limited.



Terms to Know...

75 hour training: Training hours required to take the home care aide certification exam. The following classes make up the 75 hours.

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.

70 hour basic training: 70 hours of training devoted to basic training. These 70 hours must include:

- **Core basic training** – Training covering the basic skills and information needed to provide hands on personal care.
- **Population specific basic training** - Training tailored to a specific group of clients and their unique care needs due to their disease, condition and/or stage of life. Specialty training meets the population specific requirement when taken with Core Basic training.



Who Must Take 75 Hours of Training and Become a Certified Home Care Aide?



A newly hired LTC worker (unless listed as exempt on slide 5) must:

- Take 75 hours of training within 120 days of hire
- Become a Certified Home Care Aide within 200 days of hire
LTC Workers with *Limited English Proficiency* can apply for a *provisional certificate* (when filling out the DOH application) that will extend this timeline an *additional 60 days*.



Who is exempt from the 75 Hour Training and Certified Home Care Aide requirement?

- RNs, LPNs, NACs, nurse technicians, or advanced registered nurse practitioners.
- A person with special education training and endorsement granted by the superintendent of public instruction.
- A Long term care worker employed in Washington State:
 - Between January 1, 2011 and January 6, 2012 who completed all basic training requirements in effect as of the date of hire.
 - By a community residential provider (exempt until January 2016).



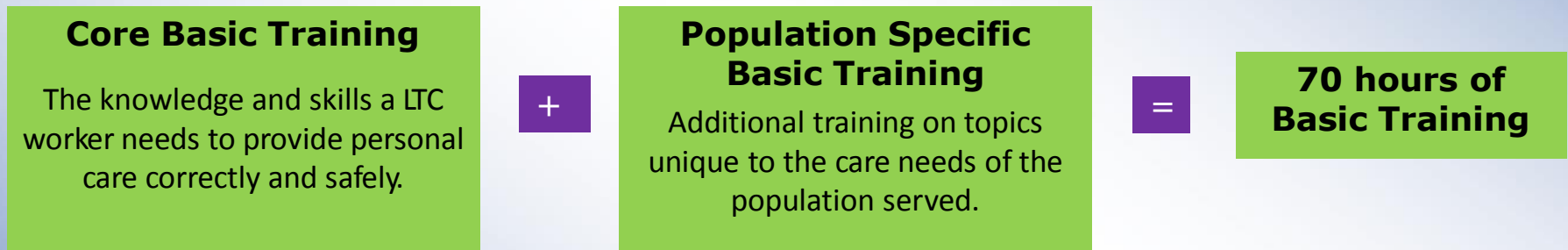
Modified Fundamentals of Caregiving is no longer required of RNs, LPNs or CNAs.

Other training may be required of workers exempt from 75 hour training and home care aide certification. See slide 7.

What is included in the 75 hours of training



What is included in the 70 hour basic training



The law does not specify how many of the 70 hours of basic training must be core basic vs. population specific training – just that both areas must be included and add up to 70 hours.

There is no department developed 70 hour basic training curriculum.

Other Training That May be Required of a LTC Worker

Specialty Training – required in AFHs and ALFs if any client/resident living in the home or facility has:

- Dementia – *Dementia Specialty*
- A mental health diagnosis - *Mental Health Specialty*
- A developmental disability - *Developmental Disability Specialty*

Nurse Delegation Core Training:

- Required if NAC, NAR or Certified Home Care Aide will be performing a nurse delegated task.

Nurse Delegation : Special Focus on Diabetes:

- Required if NAC, NAR or Certified Home Care Aide will be performing insulin injections

Continuing Education (CE)

- 12 hours of Continuing Education each year by their birthdate.



Summary of training and certification requirements for newly hired non-credentialed (not exempt) long term care workers

What Type of Training	How Many Hours	When To Do It
Orientation	2	Before providing care
Safety Training	3	Before providing care
70 hour Basic Training • Core basic plus population specific training	70	Within 120 days of hire
Specialty Training - Dementia - Mental Health - Develop. Disability	6 4 18	AFH/ALF workers when required to meet licensing requirements Specialty training hours can be used towards the population specific component of the 70 hour basic training if taken within 120 days of hire

Summary of training and certification requirements for newly hired non-credentialed (not exempt) long term care workers

(continued from slide 8)

What Type of Training	How Many Hours	When To Do It
Home Care Aide certification	na	Within 200 days of hire (effective 7/28/13)
Nurse Delegation Core Special Focus on Diabetes	9 3	Before performing a nurse delegated task (if required). If taken same year as 70 hour basic training can count toward CE for following year
Continuing Education	12 hours a year	CE due by birthday each year beginning one year after initial certification date



Summary of All LTC Workers' Training Requirements

I am a...	Training Required...
<p>Newly hired non-credentialed LTC worker</p>	<p>Complete 75 hours of training within 120 days of hire and become a certified home care aide within 200 days of hire.</p>
<p>Existing employee and am a non-credentialed LTC worker</p>	<p>If you worked sometime between January 1, 2011 and January 6, 2012 and completed all of your basic training requirements when you were hired, take 12 hours of CE each year by your birthday.</p> <p>You do NOT have to retake basic training or become a certified home care aide.</p>
<p>Newly hired CNA</p>	<p>You have to be oriented to your job, take specialty training if it is required where you work, and take 12 hours of CE each year by your birthday if it has been more than one year since your initial credential date.</p> <p>You do NOT have to take the 75 hour basic training and home care aide certification requirements if you have an active credential.</p>

Summary of All LTC Workers' Training Requirements

Continued from slide 10

I am a...	Training Required...
<p>Newly hired RN, LPN</p>	<p>You have to be oriented to your job and take specialty training if it is required where you work.</p> <p>If you have an active credential you do not have to take the 75 hour basic training and home care aide certification requirements</p> <p>You must maintain your RN or LPN credential in good standing. This includes completing the continuing education required for your credential.</p>
<p>Existing employee and am a CNA</p>	<p>Complete 12 hours of CE each year by your birthday if it has been more than one year since your initial credential date.</p>
<p>Existing employee and am a RN or LPN</p>	<p>You must maintain your RN or LPN credential in good standing. This includes completing the continuing education required for your credential.</p>
<p>AFH Provider</p>	<p>Complete 75 hours of training and become a certified home care aide prior to licensure unless you meet one of the exemptions listed on slide 5.</p>
<p>ALF Administrator or designee</p>	<p>Complete 75 hours of training within 120 days and become a certified home care aide in 200 days unless you meet one of the exemptions listed on slide 5.</p>

Getting LTC Workers Required Training

Option 1: Apply to offer training at your AFH, ALF or home care agency

Go to the ALTSA training website for detailed instructions and forms

- [AFHs or ALFs](#)
- [Home Care Agencies](#)



Option 2: Use a Community Instructor approved to offer training

The ALTSA training website has a Community Instructor search feature that generates a list of all approved community instructors by the training course(s) and county you select.

Use the community instructor search feature to [find approved community instructors](#) in your area. Community Instructors can offer a variety of LTC worker training options:

- ✓ Complete 75 hours of training
- ✓ 70 hour basic training
- ✓ Core basic and population specific training
- ✓ Specialty Training
- ✓ Continuing Education (CE)

Home Care Aide (HCA) Certification



3 parts to becoming a certified home care aide.

1. Complete the home care aide certification application process (Department of Health).
2. Complete 75 hours of training (DSHS).
3. Apply and take a written and skills exam (Prometric).

Effective 7/28/13 :

- a new LTC worker has **200 days** from hire to become a certified home care aide. A LTC worker who does not meet this deadline can no longer be paid to provide care.
- LTC Workers with **Limited English Proficiency** can apply for a provisional certificate that will extend this timeline an **additional 60 days**.

HCA certification checklist and quick link page

DSHS has developed tools to help LTC workers understand how to meet the training and certification requirements. These tools include:

- ✓ The “*Home Care Aide Certification Checklist*” . This document is a guide to the process of completing the 75 hour training and home care aide certification by all deadlines.
- ✓ Links to forms, websites, and information needed for training and certification.

Find these tools at:

www.adsa.dshs.wa.gov/professional/training/links