

High School Home Care Aide Training Course

RESOURCE GUIDE

Washington State Department of Social and Health Services
Office of Superintendent of Public Instruction

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Introduction

This guide is intended to provide information about the High School (HS) Home Care Aide (HCA) training course, including the program components, resources, and answer frequently asked questions.

The HS HCA training course was developed in partnership between the Department of Social and Health Services (DSHS) and the Office of Superintendent of Public Instruction (OSPI) to prepare students for certification and employment as an HCA in Washington state.

The program aligns with State Superintendent Chris Reykdal's vision to "prepare every student who walks through our schools' doors for post-secondary aspirations, careers, and life." His vision provides options for the diverse students of Washington state and encourages them to have a pathway to graduation that meets their needs and encourages and inspires them to follow their own path. The strength of our communities depends on a strong workforce with wide-ranging opportunities for every type of career seeker. As high school juniors and seniors explore career pathways outside of the traditional higher education track, many find the long-term care profession a good fit. Graduates will be trained to provide quality care to adults and people with disabilities in need of qualified caregivers. There are many employment opportunities for certified HCAs due to the growing number of people needing assistance.

This is an excellent entry point into the health care field for students. The past few years have highlighted the importance and contribution of long-term care workers more than ever. HCAs provide essential and meaningful care that makes a positive difference in the lives of people who need their skill, compassion, and courage!

By offering the HS HCA course at your school, you will make a difference to students, their families, and those who need care throughout our communities.

Course Objectives

The course objectives are to prepare students to:

- Earn high school credit while completing HCA training.
- Apply for HCA certification through the Department of Health (DOH).¹
- Pass the HCA certification knowledge and skills examinations.²
- Work as an HCA³.

¹ Students must complete the 75-hour DSHS HCA training to be eligible for the exams and certification. See [RCW 18.88B.031](#).

² See [WAC 246-980-100](#). Exams are administered/proctored by Prometric.

³ Must pass a background check. See [RCW 74.39A.056](#). Some providers and settings have age requirements. To work as a caregiver in an Adult Family Home or as an Individual Provider (IP), individuals must be 18 or older. See [WAC 388-115-0510](#) and [WAC 388-76-10135](#).

Course Description

The course content is derived from the DSHS-approved curriculum for a standard HCA program, the National Health Science Standards for the essential knowledge common across all health professions, and the guidelines of the OSPI Career and Technical Education (CTE) [program standards](#). Using the academic foundation of medical terminology, knowledge of the life sciences, and the DSHS curriculum, students will demonstrate technical skill competency in caregiving situations.

The National Health Science Standards are integrated into the 90-hour framework, including academic foundations, communications, systems, safety, and employability skills. They provide the foundation for health science curriculum design, instruction and assessment. The standards are critical competencies and essential knowledge that students pursuing any health care career pathway should exhibit to be successful.

For a secondary high school program, the recommended sequence of courses may include Introduction to Health Science, Medical Terminology, and Human Body Systems (Anatomy & Physiology). While these courses are recommended to help students build a foundation for a career in the health care industry, they are not a requirement of participation in the program.

Once students display evidence of competency in a classroom laboratory setting, they will participate in an extended learning experience.

We recommend students enter the course as juniors or seniors. While there is no minimum age to take the training or certification exams, some work settings have age requirements.

Structure

The CTE framework model⁴ is for a 90-hour CTE course. However, your school may be flexible in how and when the course is offered. For example, the 90-hour framework could be completed in one or two terms, offered as an after- or summer-school course, or a senior capstone project. Your school might also find that a 90-hour framework is not the best fit and consider other ideas.

Your program must be approved by both DSHS and OSPI. In addition to the approved CTE framework, the instructor and training program must be approved by and contracted with DSHS. DSHS and OSPI are eager to work with schools and support creativity in course models while maintaining state training requirements.

CTE Framework

Create your own schedule and unit plans for the curriculum using the CTE framework model and the [Fundamentals of Caregiving, 3rd Edition \(FOC\)](#) curriculum. The FOC is a DSHS-approved curriculum for

⁴ Available by contacting carly.seagren@dshs.wa.gov or cte@k12.wa.us and on [OSPI's website](#) under Health Sciences Resources. Confirm you are using the most current version.

HCA training, which meets the Washington Administrative Code (WAC) for HCA basic training core competencies⁵.

Before submitting your framework for OSPI approval, review the Leadership Alignment, Performance Assessment, and Academic Standards sections. These may be modified or developed at the local level. Content and time may be added but not removed. In the list of modules below, units marked with an asterisk (*) must meet the hours listed. These hours reflect department requirements. The hours for the remaining units are suggestions in alignment with the FOC Facilitator's Guide. Flexibility is provided within the framework for Tribes to include Traditional practices and values.

Framework Modules

Work with students to create a plan/schedule to cover any missed content and to complete module reviews.

Modules *These units must meet the hours listed.	Hours
Welcome and Introductions	1
Introduction to Health Careers	2
Caring for Others: A Person-Centered Model	4
Communication	3
Orientation (Certificate)*	2
Safety (Certificate)*	7 (Safety Certificate: 3*)
Clients and Their Rights	4
The Caregiver Role – Basic Job Responsibilities	4
Infection Control and Prevention	4
Mobility	3
Skin and Body Care	4
Nutrition and Food Handling	4
Toileting	3
Nurse Delegations and Medications	4
Self-Care for Caregivers	2
Dementia (Specialty Certificate)*	8
Mental Health (Specialty Certificate)*	8
Extended Learning	7
Skills Practice*	16

⁵ See [WAC 388-112A-0320](https://www.wa.gov/wac/default.aspx?cite=388-112A-0320).

Extended Learning

Once students display evidence of competency in a classroom laboratory setting, they will participate in an extended learning experience in a facility environment⁶ appropriate to the HCA role. It is the school's responsibility to create partnerships, set up extended learning opportunities for students, and obtain any necessary agreements/acknowledgements between the school, students/parents, and facilities/sites.

There are many options to fulfill this 7-hour extended learning requirement, including the following.

Instructional facility learning in one or more facilities:

- Adult family home (AFH)
- Assisted living facility (ALF)
- Other supported residential setting

Shadow an HCA in routine real work setting.

Participate in events that take place in the work setting:

- Visit an AFH and/or ALF to compare and contrast physical setting, number of residents and caregivers, the level of care required by residents, departments within the setting, the feel/culture, etc.
- Observe a planned resident activity (art class, bingo, pet therapy visit, karaoke, etc.).
- Interview a panel of residents.
- Interview a panel of caregivers. Find out why they like their jobs, what challenges they face, etc.
- Practice job interviews with facility hiring managers.
- Join marketing events hosted by the facility.
- Attend job/recruiting events hosted by WorkSource, health care providers, health care associations, or by individual AFHs or ALFs.

Additional practice to increase confidence and competency in skills and knowledge in preparation for the HCA exam.

Practice and demonstrate skills on the [DSHS-Approved Skills Practice Procedure Checklist](#) as observed and verified by the facility designee.⁷

⁶ Depending on the setting and activity, students may be required to complete a TB test and/or background check. Additionally, proof of Covid-19 vaccination may be required. Please check with the facility.

⁷ Students require supervision by a certified Home Care Aide, Nursing Assistant Certified (NAC), or nurse when practicing and performing a specific skill with a client.

Instructor Qualifications

[HS HCA instructor qualifications](#) are established by DSHS and OSPI CTE⁸. Qualifications are a combination of education, work, and teaching experience. Schools might consider current staff, hiring new staff, or contracting with a DSHS-approved Community Instructor (CI). A qualified CPR/First Aid instructor must teach the CPR/First Aid content⁹.

Application and Approval

Instructors must be approved by both DSHS and OSPI prior to delivering training. Both agencies will work with applicants directly to support and expedite the application process.

DSHS

Please submit your [HS HCA Training Program and Instructor Application and Updates](#) form (DSHS 14-553) and supporting documents via email to trainingapprovaltpc@dshs.wa.gov. DSHS Training, Oversight, and Policy (TOP) unit staff are available to answer questions about specific qualifications, assess individual experience, provide feedback, and help locate training.

OSPI

For more information about CTE teaching certificates, please visit [OSPI's website](#). To learn more about OSPI requirements and the approval process, please contact OSPI CTE Health Sciences Program Supervisor at cte@k12.wa.us.

Teaching Mental Health and Dementia

The specialty content included in the HS program is Mental Health and Dementia. Instructors must have successfully completed the specialty training classes before providing training in that curriculum to students.

Instructors who meet the other qualifications to teach Core Basic¹⁰ are encouraged to register for DSHS-approved 8-hour Mental Health and 8-hour Dementia training courses in the community or online. [Find a training class](#) using our website.¹¹

Instructors may use guest speakers to support the learning of the remaining content. The DSHS- and OSPI-approved instructor must teach most of the course and is required to be in the classroom during the guest speaker's instruction.

⁸ See [WAC 388-112A-1245](#).

⁹ CPR is required by [RCW 28A.230.179](#) for high school graduation. CPR/First Aid is included in the Safety unit.

¹⁰ See the DSHS 75-Hour HCA Training Breakdown on pages 10-11.

¹¹ Contact trainingapprovaltpc@dshs.wa.gov and carly.seagren@dshs.wa.gov for additional assistance locating training.

Instructional Materials

Curriculum

Most curriculum and instruction materials are available on [DSHS's website](#) to download for free. Some printed materials can be [ordered online](#) or by calling 360-664-4343. In-stock items typically ship within three business days. Most DSHS-developed courses are available in multiple languages.

DSHS Curriculum

- [Orientation](#)
- [Safety](#)
- [Fundamentals of Caregiving, 3rd Edition Textbook](#)
- [Skills Practice Procedure Checklist](#)
- [Mental Health, Level 1 Textbook](#)¹²
- [Dementia, Level 1 Textbook](#)

DSHS Materials for Instructors

- [Fundamentals of Caregiving, 3rd Edition Facilitator's Guide](#)
- [Mental Health, Level 1 Instructor's Guide](#)
- [Dementia, Level 1 Instructor's Guide](#)
- Mental Health and Dementia PowerPoint presentations, student exams and answer keys, and course evaluation forms¹³

Food Worker Card – (Nutrition and Food Handling Module)

Local health departments offer the Food Worker training, test, and card. There is also [online training](#). The Food Worker Manual is available for free download in multiple languages. Find more information on [DOH's Food Worker Card webpage](#).

Resource: Skills Videos

Videos showing hands-on Home Care Aide skills demonstrations can be found on YouTube: [Cornerstone Healthcare Skills Training Review](#).

Project Firstline Education and Training – Infection Control Education

Project Firstline is a nation-wide project supported by the Centers for Disease Control and Prevention (CDC) and DOH to provide frontline health care workers with practical life-saving infection control education. The free, six-part interactive training is offered online, in both English and Spanish. Project

¹² Must be a DSHS-approved instructor to order Mental Health and Dementia textbooks.

¹³ Not available online. These materials will be provided by DSHS upon instructor and program approval.

Firstline may be used as a resource during the HCA course to complement the 75 hour DSHS HCA curriculum. Each module also includes a Job Aid PDF. [Visit their website](#) to find out more information.

Training Certificates

Students must be issued certificates upon completion of the trainings. DSHS will provide the instructor with training certificate templates for the content they are approved to teach.¹⁴ Students should keep their certificates to present to employers as proof of training completion. Schools are responsible for keeping copies.¹⁵


Students will earn the following certificates upon completion of each training:

- Orientation and Safety (5 hours)
- Core Basic Training (54 hours)
- Mental Health Specialty Training (8 hours)
- Dementia Specialty Training (8 hours)
- 75 hours of DSHS Approved Basic Training

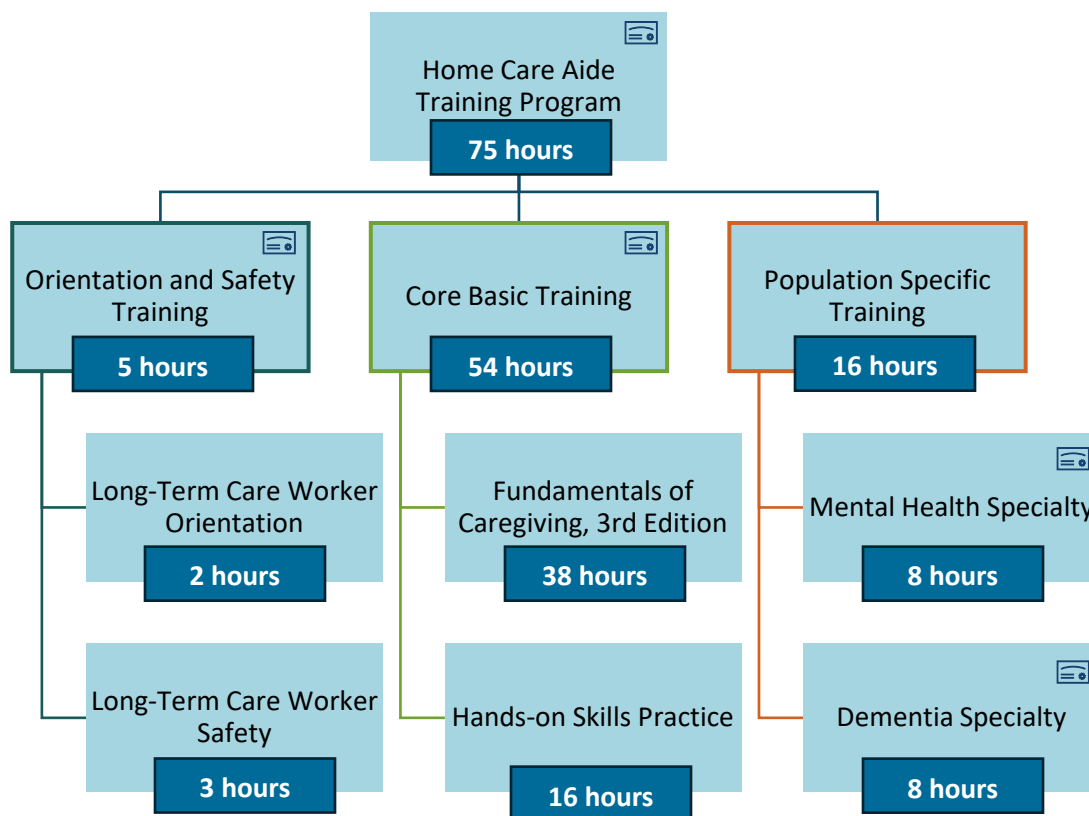
¹⁴ Upon official program approval.

¹⁵ See Record Keeping section and your contract for details.

DSHS 75-Hour HCA Training Breakdown

The 75-hour Home Care Aide training incorporated into the CTE framework for high school programs is broken down in detail below. Note the training and components, hours, curriculum, and accompanying certificates (indicated by  in the graphic below).

OSPI Note: The additional 15 hours for the CTE framework are allocated for instruction in the National Health Science Standards and for variations in characteristics of the learning and teaching or learning variables.



Training	Total Hours	Components	Hours Breakdown	DSHS Curriculum	Certificate Issued Upon Completion
Orientation and Safety Training	5 hours	Orientation	2 hours	Long-Term Care Worker Orientation Training	Orientation and Safety
		Safety	3 hours	Long-Term Care Worker Safety Training	
Core Basic Training	54 hours	Fundamentals of Caregiving 3 rd Edition	38 hours	Fundamentals of Caregiving, 3 rd Edition and Skills Practice Procedure Checklist	Core Basic Training
		Hands-on Skills Practice	16 hours		
Population Specific Training	16 hours	Dementia Specialty	8 hours	Dementia, Level 1: Dementia Capable Caregiving	Dementia Specialty Training
		Mental Health Specialty	8 hours	Mental Health, Level 1: Capable Caregiving for Mental Wellness	Mental Health Specialty Training
Upon review and verification that all the above was completed:					75-hours of DSHS Approved Basic Training

Fundamentals of Caregiving (FOC) 3rd Edition covers the core competencies that describe the behavior, knowledge, and skills outlined for basic caregiver training in WAC 388-112A-0320.

Hands-on Skills Practice means hands-on skills practice based on the Skills Practice Procedure Checklist for Home Care Aides.

Curriculum: <https://www.dshs.wa.gov/altsa/training/dshs-curriculum-and-materials-available>

Introduction to Program Record Keeping and Documentation

This program will require record keeping, documentation, and information sharing. See Record Keeping section for details.

Forms

At the conclusion of training, students must complete an evaluation. The instructor must complete a student evaluation summary report, and a class list. Forms for these reports are linked below. See Record Keeping Section below for more details and instructions.

- [Student Evaluation \(DSHS 02-755\)](#)
- [Student Evaluation Summary Report \(DSHS 02-754\)](#)
- [Class List Tracking Log \(DSHS 02-756\)](#)

Introduction to HCA Certification

See Preparing for the Certification Exam and HCA Certification Process sections below for more details.

- Complete the 75-hour Home Care Aide Training and obtain a DSHS 75-hour training certificate.
- Submit the Home Care Aide Certification Application and fee to the Department of Health.
- Schedule Home Care Aide Certification Exam and pay fee through Prometric.
- Successfully pass the exam and receive Home Care Aide credential.

Equipment for Skills Training

The classroom should meet OSPI and DSHS standards conducive to a safe and healthy learning environment.¹⁶ Equipment and supplies are needed for students to learn and practice the skills required for the Prometric skills exam.

- **Need a manikin?** DSHS has a small quantity of manikins that may be available for your program while supplies last.
- **Used or rented equipment:** Search online for used equipment, equipment banks, or rentals.
- **Skills training location:** Consider reaching out to your local community to create partnerships for equipment and/or a skills training location.

A Fully Equipped Lab Setting

Ensure a skills practice area with a bed, chair, handwashing facility, manikin, wheelchair, and equipment/supplies for teaching all Activities of Daily Living (ADLs) are available. Supplies needed include:

<input type="checkbox"/> Basins	<input type="checkbox"/> Handwashing sink	<input type="checkbox"/> Shaving lather
<input type="checkbox"/> Bath blanket or large towels	<input type="checkbox"/> Latex or similar gloves for patient care	<input type="checkbox"/> Sheets and bedding
<input type="checkbox"/> Bed (adjustable preferred)	<input type="checkbox"/> Laundry basket	<input type="checkbox"/> Shirt, pants, socks, and shoes
<input type="checkbox"/> Bed pads or large towels	<input type="checkbox"/> Lotion	<input type="checkbox"/> Simulated medications and supplies
<input type="checkbox"/> Bedpan	<input type="checkbox"/> Manikin	<input type="checkbox"/> Sink and sink liners
<input type="checkbox"/> Catheter/condom catheter supplies	<input type="checkbox"/> Medication bottle with labels and pills such as candies	<input type="checkbox"/> Soap
<input type="checkbox"/> Chair with armrests	<input type="checkbox"/> Medication documentation paper	<input type="checkbox"/> Soiled linen container
<input type="checkbox"/> Clothing and footwear	<input type="checkbox"/> Nail clippers	<input type="checkbox"/> Stockings
<input type="checkbox"/> Clothing protector or cover	<input type="checkbox"/> Napkins	<input type="checkbox"/> Table
<input type="checkbox"/> Denture cup	<input type="checkbox"/> Non-skid footwear	<input type="checkbox"/> Toilet
<input type="checkbox"/> Denture storage container	<input type="checkbox"/> Orange sticks	<input type="checkbox"/> Toilet tissue
<input type="checkbox"/> Dentures	<input type="checkbox"/> PPE (facemasks, gowns, face shields, goggles)	<input type="checkbox"/> Toothbrush
<input type="checkbox"/> Eating utensils	<input type="checkbox"/> Paper plates and cups (for practice only)	<input type="checkbox"/> Toothettes
<input type="checkbox"/> Emery boards	<input type="checkbox"/> Paper towels	<input type="checkbox"/> Towels
<input type="checkbox"/> Food, beverage	<input type="checkbox"/> Pillows	<input type="checkbox"/> Trash can
<input type="checkbox"/> Gait belt	<input type="checkbox"/> Running water	<input type="checkbox"/> Washcloths
<input type="checkbox"/> Gloves	<input type="checkbox"/> Safety razor	<input type="checkbox"/> Wheelchair with footrests
<input type="checkbox"/> Gown or sleepwear		

¹⁶ For DSHS, see your contract, [WAC 388-112A-1300](#), and [WAC 388-112A-1310](#).

Record Keeping

This program will require record keeping, documentation, and information sharing. Data is important for helping DSHS monitor and evaluate the success of the program. It also helps inform process improvements and identify additional supports required for success. DSHS/Home and Community Living Administration (HCLA) needs information about the number of students who complete training and the number of students who apply for and earn their HCA certification.

Required Records

Required records and actions are described below. Please refer to your contract for specifics.

Required Records¹⁷	<ol style="list-style-type: none">1. Class List2. Student Evaluation3. Student Evaluation Summary Report4. Training Certificates
1. Class List	
Description	<p>The class list must include:</p> <ul style="list-style-type: none">• Course name.• Instructor's name.• Class dates.• Names and contact information (email, phone number) of students who have successfully completed the class.
Form	<u>Class List Tracking Log (DSHS 02-756)</u>
Actions for Instructors	<ul style="list-style-type: none"><input type="checkbox"/> Complete a class list for each class.<input type="checkbox"/> Keep in your records.<input type="checkbox"/> Send a copy to DSHS at the end of training and upon request.
Purpose	<ul style="list-style-type: none">• Quality Assurance audits.• DSHS communicates with DOH to check on the status of applications, payment, and certification.• DSHS communicates with the approved test/exam proctors (such as Prometric) to check on the status of exam payment, scheduling, and results.• HCLA staff's ability to contact students to confirm whether an HCA certification was obtained, whether the student became employed as an HCA, and to provide support if needed with scheduling testing, searching for employment opportunities, or navigating systems.• Effectiveness of the HS HCA training program.• Impact on caregiver workforce.

¹⁷ Please see your contract for specifics. Schools are responsible for obtaining necessary student and/or parent/guardian consent for release of information.

2. Student Evaluation	
Description	<p>Student evaluations of the training must include:</p> <ul style="list-style-type: none"> • Quality of the training curriculum. • Instructor’s abilities. • Location/facilities of training.
Form	Student Evaluation (DSHS 02-755)
Actions for Instructors	<input type="checkbox"/> Have each student complete an evaluation on the last day of training. <input type="checkbox"/> Keep in your records. <input type="checkbox"/> Send a copy to DSHS at the end of training and upon request.
Purpose	<ul style="list-style-type: none"> • Quality Assurance audits. • Feedback to improve curriculum, content, and/or instructor.
3. Student Evaluation Summary Report	
Description	<p>The Student Evaluation Summary Report must include:</p> <ul style="list-style-type: none"> • Course name. • Course start date. • Total number of students. • Summary of student evaluations.
Form	Student Evaluation Summary Report (DSHS 02-754)
Actions for Instructors	<input type="checkbox"/> Complete the summary report at the end of training. <input type="checkbox"/> Keep in your records. <input type="checkbox"/> Send a copy to DSHS at the end of training and upon request.
Purpose	<ul style="list-style-type: none"> • Measurement and reporting. Baseline and trending. • Effectiveness of the HS HCA training program.
4. Training Certificates	
Description	<ul style="list-style-type: none"> • Orientation and Safety (5 hours) • Core Basic Training (54 hours) • Mental Health Specialty Training (8 hours) • Dementia Specialty Training (8 hours) • 75 hours of DSHS Approved Basic Training
Form	Instructors receive certificate templates for the courses they are approved to teach at the time of approval.
Actions for Instructors	<input type="checkbox"/> Keep copies of the students’ training certificates.
Purpose	Quality Assurance audits.

Consent

Schools are responsible for obtaining any necessary agreements/acknowledgements between the school, students/parents, and facilities/sites for extended learning opportunities.

Schools are responsible for obtaining the necessary consent of students and/or parents/guardians to share information with DSHS.

Contract

Prior to courses being taught, DSHS must issue approvals and the school/district and DSHS will sign a contract. The contract will include a Special Terms and Conditions section regarding some of the metrics referenced in the table below. Please collect and maintain the information defined in your contract for each class and be prepared to provide it to DSHS at the end of the course or upon request.¹⁸

Records Retention

Retain records for a minimum of six years after the expiration or termination of the contract.¹⁹

Students should also keep copies of their training certificates to present to employers as proof of training completion.

¹⁸ Requested documentation may be submitted to DSHS in physical and/or digital forms, via email and/or mail. Email documentation to carly.seagren@dshs.wa.gov and trainingapprovaltpc@dshs.wa.gov.

¹⁹ Please see your contract for specifics.

Preparing for the Certification Exam

DOH has designated Prometric as the sole administrator and proctor of the HCA certification exams, consisting of a knowledge exam and a skills exam. For the skills exam, students will be asked to perform five skills: handwashing, common care practices, and three selected at random. [Both exams are timed.](#)²⁰

Materials from Prometric

[Exam preparation materials](#) are available in multiple languages, including:

- [Practice test questions](#) for the knowledge exam.
- [Prometric Skills Checklist](#) containing the criteria used by the exam proctor to evaluate performance on the skills exam.
- [Candidate Information Bulletin](#) containing important information about the testing process, locations, scheduling, knowledge and skills exams, who to contact for questions, and more.

Test Site Locations

There are several Prometric test sites across the state. Please check [Prometric's website](#) for the most current list. Your school can apply to become an in-facility test site if desired. Testing in a familiar environment may be helpful for some students. See [Becoming a Prometric In-Facility Test Site](#) below for more information about this process.

Exam Proctor

It is important to understand and prepare students for the role of the Prometric proctor during testing. The proctor will not teach, demonstrate, encourage, correct, or provide prompts to the student. These interactions should occur in the learning environment with and between instructors and students. The proctor will limit conversation to provide clear and specific directions about the exam, administer the tests, and evaluate the student, like a driver's license exam. After the supportive and highly interactive classroom setting, students may interpret the proctor as unhelpful and unfriendly when they are working to be fair and unbiased.

Reexamination

Students who do not successfully pass any portion of the exam may retake that portion three times. Any student who does not successfully pass both portions of the exam after four consecutive times will need to complete the core competencies portion of their training again.²¹

²⁰ Test-takers are given 90 minutes for the 60-question knowledge exam. The amount of time given to complete the skills exam will be based on which skills the student is asked to perform, between 25-35 minutes.

²¹ See [WAC 246-980-100](#).

HCA Certification Process

Students who complete the 75 hours of DSHS required HCA training will be able to apply for certification. This involves completing DOH's HCA Certification Application and passing the Prometric knowledge and skills exams. This section provides information about these processes in an overview and step by step.²²

DOH Certification Application Overview

- Student submits the HCA Certification Application and fee (\$100) to DOH online (preferred) or via mail, as soon as possible.
- DOH begins initial processing. DOH notifies the testing company, Prometric, that the student is ready to schedule their exams.
- Student submits any missing information to DOH, such as their 75-hour training certificate.
- After the student passes the Prometric exams and DOH has all required information, DOH will issue their credential.

Prometric Exam Overview

- Prometric receives notification from DOH that the student is ready to schedule their exams.
- Schools paying for student's exam fees (\$150) request a Voucher Portal account if they don't already have one.
- Schools paying student's exam fees purchase vouchers and assign them to each student.
- Student receives email communications from Prometric with instructions to set up their Candidate Portal and notification if a voucher has been assigned to them.
- Student registers in the Candidate Portal, submits payment or voucher number, and schedules their exams.
- Student takes the written and skills exams.²³ Prometric notifies DOH of results.

²² Note: Certified Home Care Aides must renew their certification annually. This includes paying the renewal fee and completing 12 hours of Continuing Education.

²³ Students must complete training before sitting for the exam. See [RCW 18.88B.031](#).

Step by Step

Step 1	Submit HCA Certification Applications and fees to DOH online (preferred) or by mail, as soon as possible.
Details	<p>To apply for HCA Certification, go to DOH's website: Home Care Aide Certification Information. From here, your application options are to:</p> <p>1) Apply online.</p> <ul style="list-style-type: none"> • This is the preferred method which allows for faster processing. • A SAW account is required. • Payment of the application fee is required at the time of submission by credit card. • NEW: The Healthcare Enforcement and Licensing Management System (HELMS) allows employers and training programs to generate a Payment PIN. This is a bulk payment feature that will allow programs to pay the application fees for their students. <ul style="list-style-type: none"> ○ See Healthcare Enforcement and Licensing Management System (HELMS) Information and HELMS Payment PIN Overview Guide for more information. <p>2) Apply on paper by mail.</p> <ul style="list-style-type: none"> • Download the Application Packet PDF. The mailing address is provided in the instructions. • Include fees payment by check or money order or call the Customer Service Center at 360-236-4700 to pay with a credit card over the phone. • For credit card payment of five or more students, first notify HS Liaison. HS Liaison will coordinate with DOH to schedule an appointment with you.
Tips	<ul style="list-style-type: none"> • It is recommended to submit the applications and pay fees as soon as possible and no later than midterm, to allow time for processing. • Incomplete applications will delay processing time. Ensure students include their preferred test site code and whether they need a testing accommodation. • Important: Students must use their personal email address.²⁴ Email is the primary form of communication for both DOH and Prometric. • The application has space for two email addresses. Consider including the instructor's email as the secondary email address to also receive communications.
Resources	<ul style="list-style-type: none"> • Online Application Instructions • Healthcare Enforcement and Licensing Management System (HELMS) Information • HELMS Payment PIN Overview Guide • DOH Home Care Aide Information

²⁴ Students should not use their school email address, which they may lose access to upon graduation.

Step 2	Notify HS Liaison when applications and payment have been submitted.
Details	<ul style="list-style-type: none"> • Provide the names of students who applied. • HS Liaison will work with DOH to ensure all applications are received and processing begins.

Step 3	DOH begins processing the applications and notifies Prometric that students are ready to test.
Details	<ul style="list-style-type: none"> • Students receive email(s) from DOH. • Students should check their emails regularly, including their spam folder, for communications from DOH and Prometric.

Step 4	If the school/district is paying for student's exam fees: Request a Voucher Portal account, purchase vouchers, and assign to students.
Details	<ul style="list-style-type: none"> • If you do not have an account in the Voucher Portal, you need to request one. Please email homecareaide@doh.wa.gov and jennifer.osbun@doh.wa.gov to do so. • Purchase vouchers through the Portal by credit card. Then assign them to each student. Students will receive an email containing their voucher number.
Tips	<ul style="list-style-type: none"> • Important: Vouchers expire one year from the date of purchase. • Unused vouchers can be reassigned to another person. • Review the Voucher Guide on Prometric's website for step-by-step instructions with pictures. Make sure you are purchasing the correct voucher type!
Resources	<p>More information about the Voucher Portal, including a guide and video demonstration are available:</p> <ul style="list-style-type: none"> • Prometric's website • DOH's website

Step 5	Students receive emails from Prometric containing instructions to access and set up their Candidate Portal.
Details	<ul style="list-style-type: none"> • Notify HS Liaison if students have not received information from Prometric within two weeks of initial email from DOH. • Students set up their accounts in the Candidate Portal and pay for the exams, either with a voucher they were assigned, or by credit card. Students will then be able to schedule their exams.
Resources	<p>More information about the Candidate Portal, including a guide and video demonstration are available:</p> <ul style="list-style-type: none"> • Prometric's website • DOH's website

Step 6	Send copies of students' 75-hour training certificates and any other missing information to DOH.
Details	<ul style="list-style-type: none"> 75-hour training certificates can be sent to DOH by mail or email. Mail documents not included with the initial application to: DOH – Home Care Aide Credentialing P.O. Box 47877 Olympia, WA 98504-7877 Email: hmc creview@doh.wa.gov

Step 7	Students take their Prometric exams. If passed, DOH will issue their credential.
Details	<ul style="list-style-type: none"> Prometric notifies DOH of student's exam results. If students pass both the knowledge and skills exams, DOH will issue their credential. Use the Provider Credential Search to check the status. Any student who does not successfully pass either portion of the exam may retake that portion three more times. A re-examination fee is required each time an exam is taken. If a student does not pass both portions of the exam after four consecutive times, they will need to retrain.²⁵
Resources	<ul style="list-style-type: none"> For questions about the examination process, please contact Prometric. <ul style="list-style-type: none"> Email: wahca@prometric.com Phone: 800-324-4689 Mail: Attn: WAHCA 7941 Corporate Dr. Nottingham, MD 21236 Provider Credential Search

Becoming a Prometric In-Facility Test Site

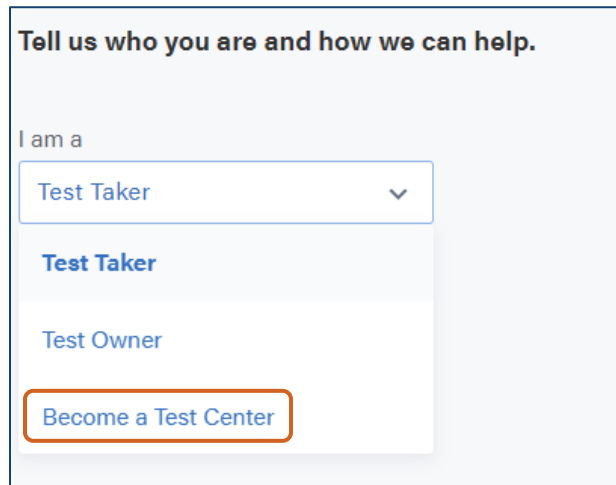
Schools can apply with Prometric to [become an in-facility test site](#). This allows a school to hold the exams for their own students. Testing in a familiar location can be a benefit to students and may also help with getting exams scheduled quickly.

If interested, schools must [complete the request form](#). Prometric will review your inquiry, and a representative will contact you.

²⁵ See [WAC 246-980-100](#).

Instructions

1. In the first drop down menu, choose “Become a Test Center” and click continue.



Tell us who you are and how we can help.

I am a

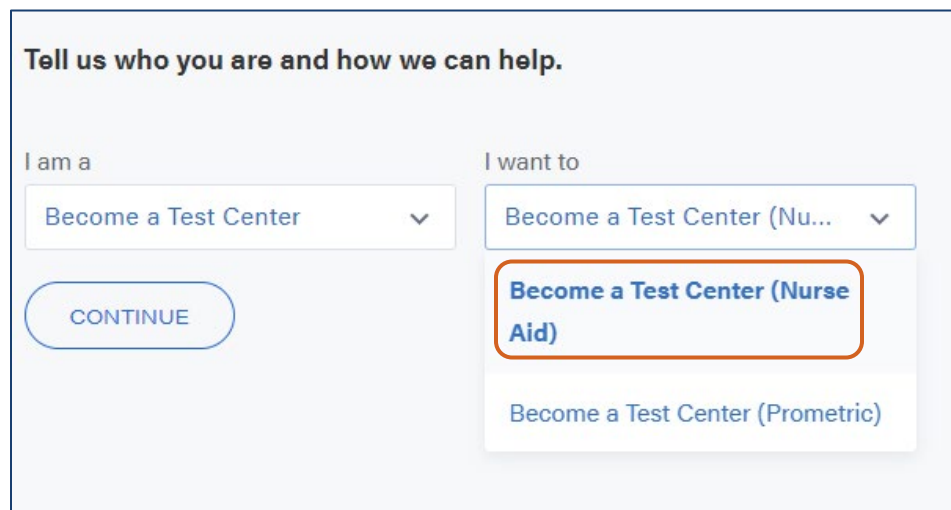
Test Taker ▼

Test Taker

Test Owner

Become a Test Center

2. In the second drop down menu, choose “Become a Test Center (Nurse Aid)” and click continue.



Tell us who you are and how we can help.

I am a

Become a Test Center ▼

I want to

Become a Test Center (Nu... ▼

Become a Test Center (Nurse Aid)

Become a Test Center (Prometric)

CONTINUE

3. Complete the rest of the form and submit. Make sure to only apply to become an in-facility test site, meaning your school will test your students only, not community members.

Note:

- Prometric will work directly with the school through the approval process. Please notify HS Liaison if you do not receive communication from Prometric within two weeks.
- Prometric trains proctors and will send someone to the in-facility test site to administer the exam. A proctor cannot be from any training program due to conflict of interest. Currently, a minimum of six students are required for an exam to be scheduled. Please contact Prometric directly with any questions.

Costs

Schools are responsible for the costs associated with the program. Student costs are primarily fees for obtaining certification and course materials. Your school may be able to help through available funds, grants, and partnerships in your community.

Curriculum

Student learning materials are [available online for free download](#) as a PDF. Physical copies are also [available for purchase](#). The price per textbook depends on the number ordered. The prices listed below are current as of 7/1/25 and are subject to change.

Quantity	Fundamentals of Caregiving, 3 rd Edition Textbook	Mental Health, Level 1 Textbook	Dementia, Level 1 Textbook
1-4	\$35.91	N/A	N/A
5-9	\$17.96	\$8.80	\$9.25
10-24	\$15.32	\$7.00	\$7.25
25-49	\$14.09	\$5.25	\$5.75
50+	\$13.77	\$4.70	\$5.35

Equipment for Skills Training

Costs may vary. See prior section for the list of equipment and supplies needed. DSHS has a limited number of manikins available, while supplies last.

Extended Learning

The facility or location where students complete their extended learning may require students to complete a background check. They may also require a TB test and proof of certain vaccinations. Please check with the facility beforehand on their specific requirements. Costs will vary.

Certifications

- **CPR/First Aid card.** Cost may vary.
- **Food Worker card.** \$10 each.
- **DOH HCA certification application fee.** \$100 each.²⁶
- **Prometric exam fee.** \$150 each.

²⁶ See [DOH fee schedule](#).

Grants and Partnerships

Check with your school, district, and/or OSPI for more information about funding sources that may be available, including grants. Consider reaching out to local resources to create partnerships for funding, equipment, a skills training location, site visits, speaker invitations, and other learning activities.

The CTE Equipment, High Demand CTE and Expanding Health Science Program grants may not be available with recent legislation.

Partnerships to consider include hospitals and clinics, assisted living facilities or other Home Care Aide employers, community health organizations, CTE Skills Centers, [WorkSource](#),²⁷ [Community and Technical Colleges](#), and [DSHS Workforce Navigators](#).

²⁷ For employment resources, job-seeker assistance, and employer information.

Implementation Steps and Course Checklist

This list of steps and actions is intended as a guide and will be worked on collaboratively with DSHS and OSPI. Sections are broken into three parts: Program Approvals, Program Development, and During the Course. The first two sections reference steps in developing the program and obtaining approval. The last section references items throughout the class, including submitting the HCA Certification Applications to DOH²⁸.

Program Approvals	
What	Notes
<input type="checkbox"/> District/school approval to offer the course.	Internal district/school process of obtaining Advisory Board approval, etc.
<input type="checkbox"/> Determine who is going to teach the course.	Review the HS HCA instructor qualifications . If you have questions, please email carly.seagren@dshs.wa.gov .
<input type="checkbox"/> Complete and submit the HS HCA application materials: <ul style="list-style-type: none"> • HS HCA Training Program and Instructor Application (DSHS 14-553) and • New Contractor Intake (DSHS 27-043) 	<ul style="list-style-type: none"> • At least 8 – 10 weeks before the course starts. • Send all application materials to TrainingApprovalTPC@dshs.wa.gov. In the subject line, please write “High School Home Care Aide Course Application Forms.” • Review may take 2 – 4 weeks. DSHS will be in contact with any follow-up questions or concerns.
<input type="checkbox"/> Obtain CTE instructor approval through OSPI.	
<input type="checkbox"/> Attend an Orientation session hosted by DSHS.	Orientation is for new training programs including the instructor(s) and CTE supervisor.
<input type="checkbox"/> Sign a contract with DSHS to deliver training.	<ul style="list-style-type: none"> • At least 6 – 8 weeks before the course starts. • District/school will receive a contract from DSHS within about 4 weeks of application review, for signature. Once received back by DSHS, allow an additional 1 – 2 weeks for processing. • District/school will receive a copy of the contract signed by both parties. Instructor will receive an official approval letter and additional facilitator materials.
<input type="checkbox"/> Submit all required information to OSPI for review and approval.	<ul style="list-style-type: none"> • By October 15 for spring or April 15 for fall. • OSPI has recommended deadlines. Because district schedules and instructors change, OSPI will accept documents beyond those dates but cannot guarantee they will be approved in time.
<input type="checkbox"/> Send of copy of OSPI-approved framework to DSHS HS Liaison.	HS Liaison: carly.seagren@dshs.wa.gov .

²⁸ See section prior for more details on this process.

Program Development		
What		Notes
<input type="checkbox"/>	Determine the course/training location.	
<input type="checkbox"/>	Secure funding if needed.	
<input type="checkbox"/>	Advertise/offer the course to students.	Consider hosting an Open House or student/parent orientation night.
<input type="checkbox"/>	Secure equipment needed for skills training.	See the Instructional Materials section above.
<input type="checkbox"/>	Download curriculum online and order physical copies of materials.	See the Instructional Materials section above. In-stock items typically ship within three business days.
<input type="checkbox"/>	Identify extended learning sites.	If possible, find provider/facility partners in different HCA work settings (in-home, ALF, and AFH).

During Course		
What		Notes
<input type="checkbox"/>	Obtain agreements/acknowledgments between the school, students/parents, and extended learning facilities/sites.	
<input type="checkbox"/>	If required, students complete a background check, take TB test, and/or Covid-19 vaccination prior to extended learning.	Check with the facility/site on their requirements.
<input type="checkbox"/>	Dedicate class time for: <ul style="list-style-type: none"> Reviewing the steps to obtain HCA certification. Students to complete their DOH HCA Certification Application. Students to set up Prometric Candidate Portals and schedule exams. 	<p>Submit application and payment by midterm at the latest to allow enough time for processing.</p> <p>Notify HS Liaison and provide a list of applicant names.</p>
<input type="checkbox"/>	Obtain the necessary consent of students and/or parents/guardians to share information with DSHS.	
<input type="checkbox"/>	If paying for student's exam fees, request a Voucher Portal account (if you don't already have one). Then purchase vouchers and assign to each student.	Email homecareaide@doh.wa.gov and jennifer.osbun@doh.wa.gov .
<input type="checkbox"/>	Ensure all requested information has been submitted to DOH.	
<input type="checkbox"/>	Ensure students have received copies of their training certificates.	
<input type="checkbox"/>	Students complete a Student Evaluation on the last day of class.	Form: Student Evaluation (DSHS 02-755)
<input type="checkbox"/>	The instructor completes the Class List.	Form: Class List Tracking Log (DSHS 02-756)
<input type="checkbox"/>	The instructor completes the Student Evaluation Summary Report.	Form: Student Evaluation Summary Report (DSHS 02-754)
<input type="checkbox"/>	The instructor sends copies of the Class List, Student Evaluations, and Student Evaluation Summary Report to DSHS.	Email: trainingapprovaltpc@dshs.wa.gov and carly.seagren@dshs.wa.gov .

Contact Information

DSHS

For more information about the program, initial questions, development, and ongoing support:

Carly Seagren, Workforce Development High School Liaison

DSHS/Home and Community Living Administration

carly.seagren@dshs.wa.gov

highschoolhca@dshs.wa.gov

360-584-3271

For instructor or training program applications already in progress:

Paul Riedel, Training Unit Program Manager

DSHS/Home and Community Living Administration

paul.riedel@dshs.wa.gov

360-725-2546

Jackie Fry, Training Unit Program Manager

DSHS/Home and Community Living Administration

jacqueline.fry@dshs.wa.gov

360-725-2534

OSPI

For more information about high school requirements, instructor qualifications, the CTE framework model, grant dollars, V-Codes, and pathway development:

Career and Technical Education Department

cte@k12.wa.us

360-725-6245

For Tribes and Tribal Schools:

Office of Native Education

nativeeducation@k12.wa.us

DOH

Home Care Aide Credentialing: 360-236-2700

Customer Service Center: 360-236-4700

Appendix A: Resources and Links

Curriculum/Materials

- **DSHS curriculum and materials:** <https://www.dshs.wa.gov/altsa/training/dshs-curriculum-and-materials-available>
- **Food Worker card information:** <https://doh.wa.gov/community-and-environment/food/food-worker-and-industry/food-worker-card>
- **Food Worker card online training:** <https://www.foodworkercard.wa.gov/>
- **Ordering printed training materials:** <https://www.dshs.wa.gov/altsa/training/ordering-long-term-care-worker-training-materials>
- **Project Firstline training and education:** <https://doh.wa.gov/public-health-provider-resources/healthcare-professions-and-facilities/healthcare-associated-infections/hai-resources-and-tools/project-firstline/education-and-training>
- **Skills demonstration videos:**
https://www.youtube.com/watch?v=xZIZHOKF1TU&list=PLNDiJJCjp12YdJol_vm_KqZBPKJ1dORcb

OSPI

- **Carl D. Perkins:** <https://wtb.wa.gov/about-us/carl-perkins-cte/>
- **CIP codes and V-codes:** <https://ospi.k12.wa.us/student-success/career-technical-education-cte/cte-resources-essentials/cip-codes>
- **CTE credentials:** <https://ospi.k12.wa.us/certification/teacher-certificate/career-and-technical-education-applicants>
- **CTE program standards:** https://ospi.k12.wa.us/sites/default/files/2023-08/cte_program_standards_rev-2023019.pdf
- **CTE resources and essentials:** <https://ospi.k12.wa.us/student-success/career-technical-education-cte/cte-resources-essentials>
- **Grants management:** <https://ospi.k12.wa.us/policy-funding/grants-management>
- **RCW 28A.700.050:** Grants to develop or upgrade high-demand career and technical education programs. <https://app.leg.wa.gov/RCW/default.aspx?cite=28A.700.050>

Laws and Rules

- **RCW 74.39A.056:** Background checks on long-term care workers.
<https://app.leg.wa.gov/rcw/default.aspx?cite=74.39A.056>
- **RCW 18.88B.031:** Certification examinations.
<https://app.leg.wa.gov/RCW/default.aspx?cite=18.88B.031>
- **WAC 246-980-030:** Working while obtaining certification as a home care aide.
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-980-030>
- **WAC 246-980-040:** Certification requirements.
<https://app.leg.wa.gov/WAC/default.aspx?cite=246-980-040>
- **WAC 246-980-100:** Examination and reexamination for home care aide certification.
<https://apps.leg.wa.gov/wac/default.aspx?cite=246-980-100>

- **WAC 388-112A-0310:** What topics must be taught in the core competencies of the 70-hour home care aide basic training? <https://app.leg.wa.gov/wac/default.aspx?cite=388-112A-0310>
- **WAC 388-112A-1245:** What are the requirements and minimum qualifications for high school instructors and programs that offer core basic, population specific, nurse delegation, and specialty trainings? <https://apps.leg.wa.gov/wac/default.aspx?cite=388-112A-1245>
- **WAC 388-112A-1300:** What physical resources are required for classroom training and testing? <https://app.leg.wa.gov/WAC/default.aspx?cite=388-112A-1300>
- **WAC 388-112A-1310:** What standard training practices must be maintained for classroom training and testing? <https://app.leg.wa.gov/WAC/default.aspx?cite=388-112A-1310>

Department of Health

- **DOH HCA website:** <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/home-care-aide>
- **Home Care Aide Application Packet (PDF):** <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/675002.pdf>
- **Provider Credential Search:** <https://doh.wa.gov/licenses-permits-and-certificates/provider-credential-search>

Prometric

- **Home Care Aide exam information:** <https://www.prometric.com/test-takers/search/wadoh>
- **Become an in-facility test site:** <https://www.prometric.com/become-test-center>

Other Useful Links

- **Caregiver Careers Washington:** <https://caregivercareerswa.com/>
- **Community and Technical Colleges:** <https://www.sbctc.edu/>
- **WorkSource:** <https://worksourcewa.com/>

Department of Social and Health Services

- **Becoming a paid caregiver:** <https://www.dshs.wa.gov/altsa/home-and-community-services/becoming-paid-caregiver>
- **CDWA:** Information and recruiting for caregivers who work directly for DSHS clients in their own homes, <https://www.consumerdirectwa.com/>
- **Find a training class:** <https://fortress.wa.gov/dshs/adsaapps/Professional/training/training.aspx>
- **High School Home Care Aide website:** www.dshs.wa.gov/hshcatraining
- **Electronic DSHS Forms:** <https://www.dshs.wa.gov/office-of-the-secretary/forms>
- **Training Requirements and Classes:** <https://www.dshs.wa.gov/altsa/home-and-community-services/training-requirements-and-classes>

Employment Resources and General Support

- Students can contact a **DSHS Long-Term Care Workforce Navigator** for questions and support with HCA certification and employment.

Central and Eastern Washington (Region 1)

Julie Gardner

julie.gardner@dshs.wa.gov

360-280-1480

King County and NW Washington (Region 2)

Naomi Spector

naomi.spector@dshs.wa.gov

360-764-6320

Pierce County, SW Washington, Olympic Peninsula (Region 3)

Yan Heng

yan.heng@dshs.wa.gov

360-584-7532

- Connect with the administrative employer for Individual Providers (IPs), [Consumer Direct Care Network Washington](#). The union representing Individual Providers is [SEIU775](#).
- Search for [Adult Family Homes](#), [Assisted Living Facilities](#), and Home Care Agencies. Contact them directly to ask about employment opportunities.
- Use job search engines to find Home Care Aide employment opportunities in your area.
- Visit the [Caregiver Careers Washington](#) website.

Appendix B: Glossary

Adult Family Home (AFH): a licensed neighborhood family home with two to eight residents.

Aging and Long-Term Support Administration (AL TSA): an administration within the Department of Social and Health Services which promotes choice, independence, and safety through innovative services and partnerships with tribes, advocates, providers, and caregivers to support seniors and people with disabilities so they can live with good health, independence, dignity, and control over decisions that affect their lives.

Assisted Living Facility (ALF): a licensed residential building with eight or more residents.

Consumer Direct Care Network Washington (CDWA): the administrative employer of Individual Providers.

Department of Health (DOH): a state government agency which works with others to protect and improve the health of all people in Washington. DOH approves and issues Home Care Aide Certification Credentials.

Department of Social and Health Services (DSHS): a state government agency whose mission is to transform lives. The department consists of the Aging and Long-Term Support Administration, Home and Community Services, Behavioral Health Administration, Developmental Disabilities Administration, Division of Vocational Rehabilitation, Economic Services Administration, Financial Services Administration, and Office of the Secretary. DSHS's Home and Community Services division has oversight of Home Care Aides and their training requirements.

Home Care Aide (HCA): a direct caregiver providing person-centered care and supports to older adults and adults with disabilities at home or in the community.

Individual Provider (IP): a Home Care Aide who provides in-home care to a client that is receiving DSHS Medicaid and is eligible for Long-Term Care services.

Office of Superintendent of Public Instruction (OSPI): the primary state agency charged with overseeing public K-12 education.

Prometric: the testing company contracted with DOH to proctor the Home Care Aide Certification Exam.

Appendix C: Frequently Asked Questions

1. How long does it take to complete the HCA program and when should a student start?

This is flexible according to the needs of the school and students. The CTE framework model is for a 90-hour CTE course. Your school may be flexible in how and when the course is offered. For example, the 90-hour framework could be completed in one or two terms, offered as an after- or summer-school course, or a senior capstone project. Your school might also find that a 90-hour framework is not the best fit and consider other ideas. **Your program must be approved by both DSHS and OSPI.**

We recommend students enter the course as juniors or seniors. There is no age minimum to take the certification exam. Once students have completed training, earned their certification, and pass a background check, they are ready for employment. Some providers and settings have age requirements. See [prior section](#).

2. What do students earn upon successful completion of the HCA course?

Students earn high school credit towards graduation and a DSHS 75 hour HCA Training Certificate of Completion. Students are prepared to pass the HCA certification exam and become employed.

3. What is the average cost of setting up a training site?

Costs will vary depending on your school, resources, and partnerships in the community. Costs include instructor salaries and equipment. The most significant equipment purchases include manikins, a wheelchair, and a bed. Some schools have relationships or partnerships with local training centers, tech schools, or community colleges where they use their facilities for labs/skills training. Inquire about availability of grants or funding opportunities.

4. What is the cost of providing training per student?

Costs are primarily fees for obtaining certification. Your school may be able to help students with costs through available funds, grants, and partnerships in your community. Currently, the DOH HCA Certification Application fee is \$100, and the Prometric Exam fee is \$150. Other costs include the CPR/First Aid card, Food Handler's card, and course workbooks.

5. Is there any mechanism for reimbursement for the instructor?

DSHS does not provide financial reimbursement or funding for the program.

6. What is the timeline for program implementation?

The timeline is dependent upon several factors, but it is recommended to start planning well in advance of offering the course in your school.

7. What is the recommended class size?

Smaller-sized classes of no more than 15-20 students are most effective. However, this is flexible based on your school's classroom sizes and instructor availability to facilitate skills training.

8. What are DSHS's expectations of the school/district?

Please see the contract the school/district signed with DSHS. The contract must be signed prior to the start of the course.

Appendix D: HCA Work Settings and Career Growth

Working in long-term care can be a lifelong career with excellent benefits. For those looking for growth opportunities, long-term care also provides many opportunities to move up in the health care field.

HCA Work Settings

HCAs have opportunities to work 1-1 with clients who live in their own homes²⁹, in Assisted Living Facilities (ALF), and Adult Family Homes (AFH).

Some employers may pay for training. Individuals can start working once they complete the five hours of Safety and Orientation training. Home Care Aides are required to submit their HCA Certification Application to DOH within 14 days of hire, complete the remainder of training within 120 days of hire, and become certified within 200 days of hire.³⁰

Career Pathways

Resource: [Nursing Career Pathways](#) (Washington State Board of Nursing)

- Nursing Assistant Certified (NAC)
- Licensed Practical Nurse (LPN)
- Registered Nurse (RN)
- Adult Family Home Owner, Administrator, Resident Manager, or Provider
- Facility Administrator

Education

- **HCA to NAC Bridge Program.** To find programs and more information, see [Washington Career Bridge](#) and [Washington State Board of Nursing](#).
- **AFH Administrator Training.** Minimum of 54 hours on topics related to licensing and management of AFHs. See DSHS's [AFH Administrator Training website](#) for more information.
- **ALF Administrator Training.** See DSHS's [ALF Training Requirements website](#) for more information. See [WAC 388-78A-2521](#), 2530, 2540, and 2550 for all qualifications and requirements.

²⁹ As an Agency Provider employed by a Home Care Agency or as an Individual Provider (IP) employed by a DSHS client and [Consumer Direct Care Network Washington](#). Individual Providers are represented by SEIU775, the union representing more than 45,000 long-term care workers.

³⁰ See [WAC 246-980-030](#) and [WAC 246-980-040](#).

- **NAC to LPN Apprenticeship (Pilot Program).** See the Workforce Training & Education Coordinating Board’s [Health Workforce Council](#) and [Long-Term Care Workforce](#) websites for more information.
- **LPN to RN, ADN, or BSN Bridge Programs.** Search online for local programs and requirements.

Change Log

Date	Change
01/19/2024	Added contact information for Shandy Abrahamson, Office of Native Education at OSPI.
03/05/2024	Updated Prometric exam payment and scheduling process to reflect changes effective 02/29/2024.
08/14/2024	Updated Modules table. Removed Navigating Through Challenging Behaviors module. Skills Practice hours increased to 16.
11/22/2024	Updated layout and content.
02/21/2025	Updated module title “The Process of Elimination” to “Toileting”.
02/28/2025	Added link to WABON’s Nursing Career Pathways document in Appendix D.
03/06/2025	Updated Equipment List to align with the Fundamentals of Caregiving, 3 rd Edition Facilitator’s Guide. Added a version date on the front cover.
04/03/2025	Updated Modules to align with CTE framework model updates.
07/01/2025	Updates include minor language changes, record keeping table edited for clarity, added 75-hour training breakdown, some sections rearranged in a different order, updated OSPI CTE contact, and added information to DOH Certification Application for new online bulk payment option (HELMS).
07/22/2025	Added “attend an orientation session hosted by DSHS” to the Implementation Steps Checklist.
08/13/2025	Added link to skills demonstration videos on YouTube. Updated OSPI Office of Native Education contact information.



Washington Office of Superintendent of
PUBLIC INSTRUCTION