

# Certified Home Care Aide Checklist

## Home Care Agencies, Adult Family Homes and Assisted Living Facilities

### Requirements under the law:

You must complete **75** hours of training (Includes 5 hours of Orientation and Safety) within **120** days of your hire date and become a Certified Home Care Aide within **200** days of hire. If you do not meet these deadlines, you cannot continue to be paid. Use the following REQUIRED timelines and checklist to meet deadlines.

### A - Complete with Your Employer to Become a Home Care Aide

	Action	Reminders	✓
Step 1	Complete the Background Check Authorization Form at time of contracting. Background Checks - <a href="#">BCCU Website</a>	Use the same name on all forms. Example: Jonathan, John OR Johnny	<input type="checkbox"/>
Step 2	A tracking number, called the Inquiry ID# or OCA#, will be generated and written on your Fingerprint Appointment form you get at contracting. <b>Keep this form</b> and write the Inquiry ID#/OCA# here: _____	This will be needed for your <b>Department of Health (DOH) Application</b>	<input type="checkbox"/>
Step 3	Arrange to have your Fingerprints taken right away. Write the appointment time here: _____	Mark your calendar!	<input type="checkbox"/>
Step 4	* <b>Before you provide care:</b> Complete the <i>Orientation</i> (2 hours) & <i>Safety</i> (3 hours) training courses. You will need training certificates for these courses. Look under Training to find an approved instructor below.	These certificates become part of your 75 hour training requirement. The <b>120 days to complete basic training</b> starts from your date of hire.	<input type="checkbox"/>

### B - Submit Department of Health Application for Credential & Exam


	Action	Reminders	✓
Step 1	<b>Complete and submit by 14 days of hire:</b> Department of Health <a href="#">HCA Application</a> packet. Prometric Testing receives information from your application which will allow you to take your written knowledge and skills exam.  You are required to provide at least one e-mail address for DOH and Prometric communication. <b>DOH requires all documents, notification of completion of training and fees be paid before DOH will contact Prometric.</b>	<b>If you do not submit your application within 14 days, it is likely that you will not be able to test or become certified by your deadline.</b> Once the DOH receives your application, you are assigned a 10-digit DOH credential # (HM). Use this number when contacting the HCA Credentialing Coordinator at (360) 236-2700 or when finding information online at DOH.	<input type="checkbox"/>
Step 2	* If you are limited English proficient (LEP), meaning your ability to read, write or speak English is limited, you may qualify for an additional 60-day provisional certification.	LEP ONLY: Mark on your DOH application that you want the provisional certificate.	<input type="checkbox"/>
Step 3	To take the HCA exam in Spanish, Russian, Vietnamese, Korean, Chinese, Cambodian, Laotian, Samoan, Somali, Ukrainian, Tagalog, Amharic, or Arabic; check the language desired on HCA Exam Application.  If you need to take the examination in a language not listed, you may request an individual interpreter in your language by completing the testing accommodations request packet on the Prometric website and submit to the address on this form.	It may take 30 days for interpreter /accommodation requests. DOH will send an e-mail in which you must respond for validation.  Check e-mail Inbox, Junk & Spam folders daily for an e-mail from DOH and Prometric after you complete your training!	<input type="checkbox"/>
Step 4	Mail the fees to DOH for both the DOH application fee and the Prometric exam fees. <b>NOTE: Do not submit fees if training is provided by the Training Partnership and mark <i>state pay</i> on application.</b>	Send check or money order with your application.	<input type="checkbox"/>

## C - Register for Training

	Action	Reminders	✓
Step 1	<ul style="list-style-type: none"> <li>✱ <b>Register by 14 days of hire:</b> Register for the 70 hour basic training.</li> </ul>	<a href="#">Find a Class/Instructor</a>	<input type="checkbox"/>
Step 2	<ul style="list-style-type: none"> <li>✱ <b>Recommended by 60 days from hire:</b> Complete your 70 hours of basic training immediately to ensure you get classes in the area where you live.</li> </ul>	Be sure to meet testing and certification deadlines.	<input type="checkbox"/>
Step 3	Once you complete the required 75 hours of training, you will be eligible to take your Home Care Aide (HCA) exam.	Mark your calendar for training dates and times!	<input type="checkbox"/>
Step 4	You will get your 75 hour Certificate of Completion (DSHS Training Certificate) from the DSHS approved instructor who teaches the last hour of your 75 hour basic training.	Show all certificates to this instructor.	<input type="checkbox"/>

## D - Test Through Prometric

	Action	Reminders	✓
Step 1	Pass the written knowledge and skills exam. Write test date and location here: _____ <b>Take the first exam time offered to you from Prometric.</b> Test as close to the end of training to increase your ability to pass the exam. Look for an e-mail from <b>Pbt-admit@Prometric.com</b> with test information, your name, Prometric ID # in the subject line (Check Inbox, Junk and Spam folders).	Prometric will only communicate with you using the e-mail address you provide on your DOH application.  If you do not receive an e-mailed test date from Prometric within 14 days of completing training, contact Prometric at 1-800-324-4689.	<input type="checkbox"/>
Step 2	If you fail the test, reschedule your exam immediately. Contact Prometric immediately to retest.  You can take the failed portion of the test twice. You must pay a fee for each re-test.	Information about your credential # is on the DOH website: <a href="#">Provider Credential Search (HM or PV)</a> . When your credential indicates "Active" you are able to work. You are not able to work past 200 days without being Active on the DOH website.	<input type="checkbox"/>

Agency	Telephone & Fax	Mailing Address	E-mail
DOH	<b>HCA Credentialing Coordinator</b> (360) 236-2700  <b>DOH Customer Service</b> (360) 236-4700	<b>Mail application to: (Do not include fee)</b> DOH - Home Care Aide Credentialing P.O. Box <b>1099</b> Olympia, WA 98507-1099  <b>Mail other documents <u>NOT</u> sent with initial application to:</b> DOH - Home Care Aide Credentialing P.O. Box <b>47877</b> Olympia, WA 98504-7877	<b>DOH Website:</b> <a href="#">Home Care Aide</a>  
Prometric	<b>Telephone:</b> 1-800-324-4689 Download the Information Booklet (14 languages) to help answer your questions.	<b>Prometric Address:</b> Attention: Washington Home Care Aide Program 7941 Corporate Dr. Nottingham, MD 21236	<b>Prometric Email:</b> <a href="mailto:WAHCA@prometric.com">WAHCA@prometric.com</a>  <b>Prometric Website:</b> <a href="#">Prometric</a>

**HCA Quick Links: Find links in one location at [www.adsa.dshs.wa.gov/professional/training/links](http://www.adsa.dshs.wa.gov/professional/training/links)**