

# Adult Family Home Training Network (AFHTN) Sponsorship Checklist & Enrollment Guide

## AFHTN Checklist

AFH owners and/or designated contacts **must attend** an AFHTN orientation **before** we can process an application for their sponsored individuals. Attendance is required once per year as a refresher, as program updates occur periodically.

[.https://www.longtermcarefoundationwa.org/events](https://www.longtermcarefoundationwa.org/events)

## Step-by-Step Guide to Enrollment

### Step 1: Complete the Online Application

- Visit: [Long-Term Care Foundation Training Network](#)
- Or access the application directly: [Online Application](#)

### Step 2: Application Processing

- After submission and orientation attendance, allow up to **three business days** for processing.
- LTCF staff will review the application and follow up with confirmation and next-step instructions.

### Step 3: ProviderOne Authorization Verification

- Submit your **ProviderOne Authorization List** to verify Medicaid resident occupancy status. Additional information will be provided on how to do this.

### Step 4: Confirmation Email

- If approved, your sponsored individual will receive a confirmation email with **important instructions** requiring a response from them.

### Step 5: Registration Process

- After the sponsored individual confirms, LTCF staff will proceed with registration based on the selected training school.

## Step 6: Training School Instructions

- Once registered, **LTCF staff** will email you and the sponsored individual **confirmation of completed registration**.
- The sponsored individual will also receive an email or phone call from the **training school**, which will provide details on:
  - Online login instructions
  - Class schedules
  - Required supplies

## Step 7: Attendance & Participation

- Sponsored individuals must **attend classes on time** and actively participate.

## Step 8: Check-in & Status Updates

- AFH owners or designated contacts will receive **check-in emails and/or notifications** from the Long-Term Care Foundation.
- Please **respond promptly** and update the individual's **progress/status** in the online application portal.

## Step 9: Reporting Status Changes

- Notify us of any changes, including:
  - Dropout or termination
  - Training completion
  - Certification obtained
  - Challenges in training
  - DOH application submission date

## Step 10: Training Completion & Documentation

- Once training is completed, **send or upload** the **certificate of completion** provided by the training school as proof that the training has been finished.
- Ensure that your sponsored individual's training and employment status is updated.
- If you send any documentation to LTCF staff, we will update accounts accordingly on your behalf.

## Step 11: Stipend Process

- Once a sponsored individual has completed CNA or HCA training, you may be eligible for a stipend. This applies if the sponsoring AFH paid the sponsored individual for completing course hours at their current rate of pay while actively in training **or if** the AFH plans to use the stipend as a bonus to reward the caregiver for completing their training and starting the certification process.

### Using the Stipend

There are two ways to use the stipend:

#### *Option 1: Reimbursement*

If the AFH pays the sponsored individual for training hours, the stipend reimburses this cost. Payment should be based on their hourly wage and total course hours (e.g., 75 hours for HCA training, 108+ for CNA training). Payments can be made bi-weekly, monthly, or as the training progresses. This covers only course hours, separate from regular work hours.

#### *Option 2: Bonus*

If the AFH did not pay the sponsored individual during training, the stipend can be given as a bonus after training is completed and certification is initiated. Ensure payroll deductions are applied before issuing the bonus.

*Important:* If you are using the stipend as a bonus and the sponsored individual is terminated or leaves before the stipend is disbursed, they forfeit the stipend. However, you may proceed with the stipend request as a reimbursement if the AFH has already compensated the sponsored individual for their course completion hours. If they were not paid for these hours, please do not submit a stipend request.

- To request a stipend, submit:
  - A **photocopy of the certificate of completion**
  - Proof that the **DOH application was submitted**
  - **Any additional required documentation**

### Step 12: Stipend Invoice & Attestation

- Once all required documents are received, LTCF staff will send an **invoice for review and confirmation**.
- You must **attest** that the individual was paid for completing course hours while in training or that you intend to use the stipend as a bonus for training completion and certification initiation.
- An **AFHTN Stipend Attestation Form** will be provided for this purpose.

### Step 13: Prometric Vouchers

- If the individual completed **HCA 75-hour training and has been approved to test with Prometric**, you may request a **Prometric voucher** either between steps 11 and 12 or once they have received approval to test.