How to Apply for Home Care Aide Certification

1) **Online Application (Recommended):**
Submit through the Secure Access of Washington (SAW) portal.

2) **Paper Application:**
Ensure the application and Employment Verification form are complete. Include the application fee. https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/675002.pdf

3) **Check Application Status:**
Visit the Provider Credential Search webpage and search by name. For updates, email hmccreview@doh.wa.gov or call (360) 236-2700 with your pending number.
https://fortress.wa.gov/doh/providercredentialsearch/

4) **Employment Form:**
Must be included with the application. Missing forms delay processing.

5) **Training & Testing Info:**
Essential for Prometric to build your profile. Missing info delays exam approval.
https://www.prometric.com/exams/wadoh (the "important announcement" below is good info as well)

6) **Communication:**
Email is the main contact method. Provide a valid email and check spam/junk folders regularly.

7) **Submitting Additional Items:**
Email items to the credentialing team unless they require a signature/date, then mail them.

Useful links below for AFH owners and staff to know, also letting them know that after they have completed their training, they must take the HCA or CNA state test . The school certificate is not where it ends, they have to have to take a skills and written test to obtain a State License.

Online application in the link below, with a video tutorial.
Apply Online | Washington State Department of Health

https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/home-care-aide/licensing-information

We find that some people are not aware of this accommodation or accidentally skip it on the application.
Home Care Aide Individual Interpreter Program | Washington State Department of Health