

Certified Home Care Aide Certification Checklist

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 RECOMMENDED timelines and checklist for the best chance of meeting these deadlines.**

Complete with your Employer to become a Home Care Aide



Use the **same name on all forms**. Example: Use one; Jonathan, John or Johnny

- Complete a Name and Date of Birth background check through your employer. An originating case agency number (OCA#) is generated from this background check. Write OCA# here.
- Complete a Fingerprint Appointment form and schedule a fingerprint appointment. The OCA# will go on this form.
- Fingerprint appointment time: _____
- Before you provide care:** Complete Orientation (2 hours) and Safety (3 hours). You will need training certificates for these classes. These certificates become a part of your 75 hour basic training requirement. On back of this flyer, look under Training to find an approved instructor. *The **120 days to complete basic training** starts from your date of hire.*



Step 1: You register for Training

- Recommend you do this by 14 days from hire:** Register for basic training.
- Recommend you complete by 60 days from hire:** Complete your training as soon as possible to ensure you get classes in the area where you live and on time to meet testing and certification deadlines. On back of this flyer, look under Training to find an approved instructor.
- 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.
- Once you complete the required training you will be eligible to take your Home Care Aide Examination.



Step 2: You submit a Department of Health (DOH) application

- Complete by 14 days from hire:** Apply to the DOH for Home Care Aide certification and to take the written and skills test through testing company, Prometric. Submit a DOH [HCA Certification Application](#) . Included in your DOH application is information given Prometric, which will allow you to take your written and skills examination. Prometric will not schedule for an examination without an email address.
- The OCA# from the finger print appointment form must be on the DOH application.
- Mail the fees to DOH for both the DOH application fee and the Prometric exam fees, by check or money order with your application.*
- You must complete 75 hours of training before you are scheduled for the written and skills test through Prometric. NOTE: Pass the written and skills: Write test date and location: _____
- If you are limited English proficient, **LEP** (means your ability to read, write or speak English is limited) you may qualify for an additional 60 day provisional certification.
 - ⇒ To take the HCA exam in Spanish, Russian, Vietnamese, Korean, Chinese, Cambodian, Laotian, Samoan, Somali, Ukrainian, Tagalog or Arabic check the language desired on HCA Exam Application.
 - ⇒ If you need to take the examination in a language not listed above, you may request an individual interpreter in your language by completing the testing accommodations request packet on the Prometric website [Prometric](#) and submit to the address on the back of this form.
- If you must miss the exam time written above; reschedule your exam immediately.
- If you fail the exam, reapply immediately to Prometric to retest. You can take the failed portion of the test twice. You must pay a fee for each retest.
- You are assigned a 10 digit DOH credential # (begins with HM). Find your DOH credential number on the DOH website by clicking on "[Provider Credential Search](#)".



Give yourself the best chance of meeting mandatory deadlines!

Recommended



Register for Training
Apply to DOH

Apply to Prometric

Complete Training

Take Test

(DOH 14 day Mandatory)

- ◆ Beginning 7/28/2013 the deadline to complete testing and certification as a HCA will be extended to 200 days of hire.

Mandatory Deadlines

120 days for training
200 & 260 Certification

Allows time to meet training by 120th day and certification by 200th day or Provisional certification to the 260th day.



If You Don't Meet Training and Certification Deadlines

- You **CANNOT** be paid to provide care.

HCA Credentialing Contact Information

Who	Telephone and Fax	Mailing Address	Email
DOH	<p>HCA Credentialing Coordinator (360) 236-2700</p> <p>DOH Customer Service (360) 236-4700</p>	<p>Mail application with fee to: DOH Home Care Aide Credentialing P.O. Box 1099 Olympia, WA 98507</p> <p>Mail other documents NOT sent with initial application to: DOH Home Care Aide Credentialing P.O. Box 47877 Olympia, WA 98504</p>	Homecareaiders@doh.wa.gov
Prometric	<p>Telephone 1-800-324-4689</p> <p>Down load the Information to help answer your questions. General Instructions are in 13 languages.</p> 	<p>Prometric Attention: Washington Home Care Aide Program 7941 Corporate Dr. Nottingham, MD 21236</p>	<p>Website WAHCA@prometric.com</p> <p>Prometric Email: WACA@prometric.com</p>

HCA Quick Links

Find these links in one location @ www.adsa.dshs.wa.gov/professional/training/links

Background Checks

- [Background Check Authorization Form](#)
- [Fingerprint Appointment Form](#)
- [BCCU website](#)

Training

- [Find a Class/Instructor](#)

Certification—DOH

- [Main Website](#)
- [HCA Certification Application](#)
- [Provider Credential Search](#)

Certification Exam—Prometric

- [Main Website](#)
- [HCA Test Information Bulletin](#)



ADSA Aging & Disability Services Administration