

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



Check each Box after completing a step

- 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 submit a Department of Health (DOH) application

- Complete by 14 days from hire:** Apply to the DOH for certification. Submit a DOH [HCA Certification Application](#). The OCA # must be on the DOH form. *Mail \$60 fee by check or money order with your application.*
 - ⇒ 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](#)". You need this # for your Prometric application. # _____
- If you are limited English proficient (this means your ability to read, write or speak English is limited) you may qualify for an additional 60 day provisional certification. You must indicate this on the initial DOH application to qualify.



Step 2: 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 in 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 **mail** your Certificate of Completion (75 hour training certificate) to the Department of Health. See back of flyer for the address.



Step 3: You submit a Prometric Candidate Application to schedule your test

- Once training is scheduled:** Apply to Prometric to take the HCA written and skills certification exam. Submit a [Application Form For WA State HCA Examinations](#) and \$115. Pay the fee by cashier's check, money order, MasterCard or Visa.
 - ⇒ Use the above DOH assigned 10 digit credential # as the candidate ID # requested on this form.
 - ⇒ The HCA skills exam can be taken in **Spanish, Russian, Vietnamese, Korean or Chinese**. The written exam can be taken **orally in English or in any of these languages**. See back of flyer for instructions . Additional fee of \$10.



Step 4: Complete training and testing then DOH will determine Home Care Aide Certification

- Once you complete training:** Take the test as scheduled. Write date here. _____
 - ⇒ You must complete 75 hours of training to take the exam. Reschedule your exam before your scheduled exam date if you have NOT completed the training by the expected training end date to avoid new exam fees.
 - ⇒ If you fail the exam, reapply immediately to Prometric to retest. Retake the portion failed. You must pay a fee for each retest. See the Prometric website listed on the back of this flyer for fee schedule.

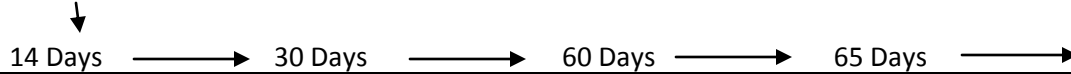
- Check the DOH website to verify your "Active" credential status once you pass the exam. Website on back of flyer.

See back of flyer for websites, mailing addresses, contact information and helpful tips →



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.

How to Take the HCA Exam in Other Languages

To take the HCA exam in Spanish, Russian, Vietnamese, Korean or Chinese, check the language desired on page 2 of the Prometric HCA Exam Application. To take the written test orally in English or one of these languages, check "Oral Exam and Skills exam" under "First Time Tester" on page 2 of the HCA Application. If you choose an oral test, the computer

HCA Credentialing Contact Information

Who	Telephone and Fax	Mailing Address	Email
DOH	HCA Credentialing Coordinator (360) 236-2700 DOH Customer Service (360) 236-4700	Mail application with fee to: DOH Home Care Aide Credentialing P.O. Box 1099 Olympia, WA 98507 Mail 75 Hour certificate or other documents NOT sent with initial application to: DOH Home Care Aide Credentialing P.O. Box 47877 Olympia, WA 98504	Homecareaiders@doh.wa.gov
Prometric	Telephone 1-800-324-4689 Fax 1-800-813-6670 Faxing gets you a test appointment faster. If faxed, fee must be paid by credit card.	Mail application and fee to: Prometric Attn: WA Home Care Aide Program 7941 Corporate Drive Nottingham, MD 21236	WAHCA@prometric.com



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](#)

Certification—DOH

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

Certification Exam—Prometric

- [Main Website](#)
- [WA State HCA Examinations Application Form](#)
- [HCA Test Information Bulletin](#)

Training

- [Find a Class/Instructor](#)