



Long-Term Care Foundation

of Washington State

Adult Family Home Training Network Overview FAQs

Q: Can you explain what the AFHTN is?

A: The AFHTN helps assist eligible adult family homes to recruit, train, and retain new qualified long term care workers. The AFHTN helps to provide a sponsorship benefit to cover the cost of the training necessary for your caregivers to become a certified long-term care worker and an opportunity to further career development. You can find our online application portal link as well as more information about the program by going to the Training Network section on the website at <https://www.longtermcarefoundationwa.org/training-network>.

Q: How do I know if I am eligible to participate in the AFHTN?

A: Only Medicaid-contracted adult family homes that have at least one occupied Medicaid bed at the time of submitted application may participate.

Q: What if I don't have someone to sponsor in the program and I am looking for caregivers?

A: For eligible adult family homes looking to hire caregivers to sponsor into the AFHTN, there is recruitment assistance available. You can contact our Recruitment Specialist Cassheina Murray at cassheina@ltcfa.org

Q: Can I sponsor more than one person through the AFHTN?

A: Yes, you can sponsor more than one person in the program. Please note this may change in the future depending on the availability of funds.

Q: How long does it take for my submitted online application to be approved for the AFHTN?

A: Please give us up to 3 business days to process your application. We will always process your application as soon as possible.

Q: How long does the sponsored individual need to work for me?

A: The individual you sponsor must work for you for a minimum of 40 hours before we can approve a submitted application and funding for the cost of their training.



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Q: Can you please explain the AFHTN Stipend process?

A:

1. Once a sponsored individual (student) has selected and been enrolled by the AFHTN in a **qualifying training** offered by a DSHS- or NCQAC-approved community instructor, the AFHTN will approve and arrange for **direct billing** of the tuition and related costs.
2. When an adult family home (AFH) schedules a sponsored individual for work and/or the qualifying training, please be mindful that this may take some careful planning. It is up to the AFH to choose how to schedule their sponsored individual, but please note **working hours are going to be separate from training hours**. Allowing the sponsored individual to complete the training on their own time is strongly recommended.
3. If the sponsored individual has been enrolled in **and completed** a qualifying training which leads to certification as either an HCA or CNA, the AFHTN will **reimburse** the AFH with a **stipend** to ensure the sponsored individual is paid for their hours **while they complete the training**. We expect the AFH to work with their sponsored individual regarding this matter.
4. The sponsoring AFH will pay the sponsored individual an **hourly rate** based on their current rate of pay for attending the HCA or CNA training.
5. The AFH can pay the sponsored individual while they are actively in training for **course hours only**. The HCA training is 75 hours; the CNA training can range depending on the program. If there are questions about this, please email shereice@lctfwa.org.
6. If the AFH is unable to pay the sponsored individual while they are actively in training, the **stipend** received from the AFHTN can be paid to the sponsored individual as a **bonus once they have completed the training**. In this case, the stipend must go through proper payroll deductions before being given to the sponsored individual.
7. The AFHTN **stipend reimburses** the AFH for the sponsored individual's **completed training hours** (course hours for HCA or CNA). The stipend also covers any applicable application and testing fees incurred during the certification process.

AFHTN Stipend Benefits

- The stipend is at a rate of \$24 per hour for each hour of successfully completed training (HCA or CNA)
- The stipend also covers the cost of application and testing fees to start the certification process for either HCA or CNA
- The stipend covers cost of initial CPR/First Aid if sponsored individual was enrolled in either an HCA or CNA training program

Required Items for Stipend

- Certificate of completion for the eligible training program (HCA or CNA)
- Proof of submission of the Department of Health (DOH) application
- For CNA, proof/confirmation of registration with Credentia and a scheduled date for exam if possible



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Q: Do I have to have a membership with the Long-Term Care Foundation to be eligible for the AFHTN?

A: The Long-Term Care Foundation is not a membership organization.

Q: May I work before I receive a home care aide certification?

A: Yes, once you have completed two hours of orientation and three hours of safety training approved by the Department of Social and Health Services, you may begin working. You must have 75 hours of DSHS approved training within 120 days of your date of hire or you must stop working. You must have your home care aide certification within 200 days of your date of hire or you must stop working

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Q: May I apply for a home care aide certification if I am exempt?

A: Yes, exempt long-term care workers may choose to apply for a home care aide certification.

Long-term care workers who have certified nursing assistant, licensed practical nurse, registered nurse, or advanced registered nurse practitioner licenses, or who are exempt because they worked between January 1, 2011, and January 6, 2012, will not be required to submit verification of training but must meet all other certification requirements. Other exempt workers may need to complete training to qualify for a home care aide certification.

All exempt workers are required to meet all certification requirements, which include passing the certification examination, and submission to a state and federal background check through the Department of Social and Health Services. The Department of Health may require its own background check for workers seeking to qualify for a home care aide certification.

Q: How do long-term care workers who are employed between January 1, 2011, and January 6, 2012, (or their employers) prove they are exempt from the home care aide certification?

A: The long-term care workers and their employers should have a letter from the employers who employed them between January 1, 2011, and January 6, 2012.

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The letter should include the following:

- Date of hire
- Last day of work, if applicable
- Job title and job description
- A description of the training required on the date of hire and verification that the training was completed. If the worker received a certificate of completion for the training, a copy of the certificate will be required. Individual providers paid by DSHS may use proof of employment from DSHS or the client.

The employment verification form in the [application packet](#) may be used in place of a letter

Q: I have questions about the home care application and would like to speak with someone before I submit it. Whom may I contact?

A: You may contact the Department of Health home care aide credentialing unit at 360-236-2700.



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Q: Who is required to get an OCA (originating case agency number) and how do I get an OCA number?

A: All long-term care workers must submit to a state and federal background check through the Department of Social and Health Services (DSHS). If you are an individual provider, an OCA number will be generated on the Fingerprint appointment form you get at contracting. If you work for an agency or facility, you will complete a name and date of birth background check through your employer. An OCA number is generated from this background check. The Department of Health will require the OCA number associated with the fingerprint background check on the home care aide certification application. Employers can find the DSHS background forms on the [Background Check website](#). If you are not currently working, you will not be able to obtain the DSHS background check, and the Department of Health may require its own background check.

Q: How do I apply for the home care aide Prometric examination?

A: On February 29, 2024, Prometric, the Department of Health (department) exam vendor for the home care aide profession, launched new Online Candidate and Client Portals allowing candidates to self-schedule and self-pay for the home care aide examinations, and employers, third-party payers, and training programs to purchase vouchers for candidates to use to pay for their exams. For more information, [see the department's Home Care Aide Exam Prometric webpage](#), [read Prometric's Introduction to the Washington Home Care Aide Voucher portal](#), and [read through its Questions and Answers \(PDF\)](#).

The department no longer accepts exam fees. Beginning February 29, 2024, candidates pay exam fees directly to Prometric through the Candidate Portal when scheduling exams. Payment must be by credit or debit card, or by employer/trainer provided voucher.

The [Candidate Exam Scheduling Guide \(PDF\)](#) will help caregivers and their employers or trainers to better understand the process for candidates to self-schedule and self-pay for their exams. [View the Candidate Portal demonstration video](#) for a full demonstration of the online process.

Q: How will I know where and when to take the HCA examination?

A: You will receive an "Admission to Test" email from Prometric, which will include the date, time, and place of the examination. Once you receive the exam date from Prometric, it's very important to take the exam on your scheduled exam date. After you have completed the examination, Prometric will send the examination results to the Department of Health.

Q: Where can I find more information about the HCA examination?

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A: Review all the information on the Prometric website. See the Candidate Information Booklet (PDF) if you have other questions. You will also find links to examination preparation materials as well as a listing of the Washington test sites (PDF).

Q: How do I register to retest?

A: All retesting will need to be scheduled through Prometric. Please see the [Prometric website](#) for more information.

Q: Is the home care aide Prometric examination offered in foreign languages?

A: Yes, the home care aide examination is offered in Amharic, Arabic, Simplified Chinese (written) or Cantonese (spoken), Khmer, Korean, Laotian, Russian, Samoan, Spanish, Somali, Tagalog, Ukrainian and Vietnamese. There is an oral and written translation for English and all translated languages.

Q: How does an applicant request an interpreter to read the HCA Prometric examination?

A: An applicant who wishes to request an interpreter to read the examinations must schedule their exams through the Candidate Exam Scheduling portal first, then request accommodations. There will be instructions on how to send testing accommodation requests and any other documentation that may be needed.

Q: How do I request testing accommodations or an individual interpreter?

A: The testing accommodations process will be completed after the Candidate exam application has been submitted through the SMT Candidate online portal. Please refer to the Candidate Guide mentioned above for more information. The TA (Testing Accommodations) team will notify you after you submit the proper documentation for the accommodations request.

Please Note: All candidate requesting accommodations for interpreter services will receive all notifications via email in English.

Individual interpreters are available only for the following languages:

Amharic, Arabic, Simplified Chinese (written) and Cantonese (spoken), Khmer, Korean, Laotian, Russian, Samoan, Spanish, Somali, Tagalog, Ukrainian, and Vietnamese.



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Q: Where do I find more information about On-The-Job Skills Training for Home Care Aide Certification?

A: Please visit the link below to find out more information about on-the-job training and how you can apply to teach staff in your home.

<https://www.dshs.wa.gov/altsa/home-and-community-services/job-skills-training-facilities-home-careaide-certification>

Q: I have a NAC license in another state. What do I need to do to make my NAC license active in Washington State?

A: If your NAC license is current in another state, then you can complete the reactivation application form and submit proof of license verification from the other state.

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/667039.pdf?uid=637666a86a1b5>

Q: I am now certified as a nursing assistant. Do I need to also maintain my Nursing Assistant Registration?

A: No. The certification replaces the registration.

Q: My NAC license has been inactive for three years or more. At what point do I need to re-train and re-test?

A: Any time after your license has been lapsed for three years or more, you must retrain and re-test unless you're current on the OBRA registry in another state. If you're current in another state then complete the reactivation application form and submit proof of license verification from the other state.

Q: Resources for HCA?

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A: Step by step guide: Test Preparation <https://www.prometric.com/test-takers/search/wadoh>

Home Care Aide Application <https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs//675002.pdf>

Practice Test Questions <https://www.prometric.com/test-takers/search/wadoh/practice-exams>

Online Application/Process <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/online-licensing>

Q: Resources for CNA?

A: CNA Application

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/667039.pdf?uid=637ba4785420a>

Credentia Candidate Handbook https://credentia.com/storage/handbooks/wa-handbook_2024.pdf

Credentia Candidate Registration Quick Reference Guide <https://credentia.com/storage/registration/wa-candidate-registration-qrg-v2.0.pdf>



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Online Application/Process <https://doh.wa.gov/licenses-permits-and-certificates/professions-new-renew-or-update/online-licensing>

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