State of California- Health and Human Services Agency

California Department of Public Health (CDPH)
Licensing and Certification Program (L&C)
Aide and Technician Certification Section (ATCS)
MS 3301, P.O. Box 997416
Sacramento, CA 95899-7416
(916) 327-2445 FAX (916) 552-8785 cna@cdph.ca.gov

CERTIFIED NURSE ASSISTANT (CNA) / HOME HEALTH AIDE (HHA) IN-SERVICE TRAINING / CONTINUING EDUCATION UNITS (CEUs)

Printed Name of CNA/HHA	Signature of CNA/HHA	Certificate Number	*Social Security Number

To assure the availability of trained personnel in Skilled Nursing (SNF) and Intermediate Care Facilities (ICF), the Legislature intends that all such facilities in California participate in approved training programs. All approved In-Service Training programs are specified to enhance the knowledge and skills, assure continuing competency, and address performance issues one may be experiencing as a CNA/HHA. CNAs are to receive the normal hourly wage for attending the In-Service on their regularly scheduled shift or during another shift. **Only CDPH-approved In-Service Training Programs and CDPH-approved CEU providers with a Nurse Assistant Certification Number (NAC#) are accepted**. CNAs and HHAs that are employed in a SNF, ICF, or Home Health Agency will submit the information below to ATCS for validation of the renewal requirements. CNAs or HHAs that obtain CEUs from CDPH-approved CEU providers must attach a copy of each individual CEU course certificate for renewal validation to this form.

A) **CNAs**: Must obtain forty-eight (48) hours of In-Service Training/CEUs within the certification period. A minimum of twelve (12) of the forty-eight (48) hours shall be completed in each year of the two (2) year certification period. A maximum of twenty-four (24) of the forty-eight (48) hours may be obtained only through a CDPH-approved online computer training program listed on our website. Online CEU certificates must be attached to this form for validation. Please visit www.cdph.ca.gov for a complete listing of CDPH-approved classroom and online computer CEU providers. If the HHA Training Program (40-hour program) was completed during the certification period, twenty-six (26) of the forty (40-hour) training program may count towards CEUs.

B) **HHAs:** Must obtain twenty-four (24) hours of In-Service Training/CEUs within the certification period. Twelve (12) of the twenty-four (24) hours are required in each year of the two (2) year certification period (HHAs may not use online CEUs to meet the requirement).

C) **CNA & HHA:** Follow section A to renew both certificates.

D) **Continuing Education**: CEUs must be taken with **CDPH-approved providers only with a NAC#.** These courses are designed to enhance the knowledge and skills of the CNA/HHA and enhance the skills in the employer-based healthcare settings.

E) **Licensed Vocational Nurse / Registered Nurse / Licensed Psychiatric Technician programs**: CNA/HHA certificate holders will receive In-Service Training/CEUs for completion of these courses by converting the units into hours as follows: one (1) semester unit = fifteen (15) hours, one (1) quarter unit = ten (10) hours. **You must submit a copy of your school transcript to verify your enrollment**.

TITLE OF TRAINING OR COURSE **☒ (Check box for Online Training)**	**SNF/ICF/Home Health Agency Name and CDPH In-Service ID# Or CDPH-approved CEU Provider Name and NAC#**	**DATE OF ATTENDANCE**	**HOURS OBTAINED**	**SIGNATURE OF INSTRUCTOR RESPONSIBLE FOR TRAINING**
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This record shall be submitted with the Renewal Application (CDPH 283 C) and retained by the CNA/HHA for a period of four (4) years.

TITLE OF TRAINING OR COURSE ☒ (Check box for Online Training)	SNF/ICF/Home Health Agency Name and CDPH In-Service ID# Or CDPH-approved CEU Provider Name and NAC#	DATE OF ATTENDANCE	HOURS OBTAINED	SIGNATURE OF INSTRUCTOR RESPONSIBLE FOR TRAINING
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TOTAL HOURS:

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INFORMATION COLLECTION AND ACCESS-PRIVACY STATEMENT

*Social Security Number Disclosure: Pursuant to Section 666(a)(13) of Title 42 of the United States Code and California Family Code Section 17520, subdivision (d), the California Department of Public Health (CDPH) is required to collect social security numbers from all applicants for nursing assistant certificates, home health aide certificates, hemodialysis technician certificates or nursing home administrator licenses. Disclosure of your social security number is mandatory for purposes of establishing, modifying, or enforcing child support orders upon request by the Department of Child Support Services and for reporting disciplinary actions to the Health Integrity and Protection Data Bank as required by 45 CFR §§ 61.1 et seq. Failure to provide your social security number will result in the return of your application. Your social security number will be used by CDPH for internal identification, and may be used to verify information on your application, to verify certification with another state's certification authority, for exam identification, for identification purposes in national disciplinary databases or as the basis of a disciplinary action against you.