



State of California—Health and Human Services Agency  
**Department of Health Services**



**ARNOLD  
SCHWARZENEGGER**  
Governor

July 11, 2005

AFL 05-22

TO: Home Health Aide (HHA) Training Programs  
Home Health Agencies  
Certified Nurse Assistant (CNA ) Training Schools

FROM: CALIFORNIA DEPARTMENT OF HEALTH SERVICES  
LICENSING AND CERTIFICATION

SUBJECT: CLARIFYING HHA APPLICATION PROCEDURES  
SUBMISSION OF HS 183 FORMS  
HHA RENEWAL PROCESS

**CLARIFYING HHA APPLICATION PROCEDURES**

Many training programs have been untimely submitting the Application for Nurse Assistant and/or Home Health Aide Certification (HS 283B form) to the Department of Health Services (DHS). Clarifying procedures follow:

**Forty-Hour Training Programs**

- HHAs accepted for training must have an active CNA certificate.
- However, in those instances where there is both an approved HHA and CNA training program at the same school, DHS defines this as a “**dual** training program”. The student should complete the HS 283B application upon enrollment in the CNA training with BOTH CNA and HHA training boxes checked and both school codes completed. This helps DHS facilitate key entry into the computer system and “dual” enrollment would be matter of record with DHS.
- Forty-Hour HHA Only Training If the individual has an ACTIVE CNA certificate and later decides to enroll in an HHA training class at a different school, the CNA is required to submit another \$15 fee and application. (Note: The application must indicate **HHA** only.)

- On both of the above types of submissions, no new fingerprints would be necessary since they would have been submitted with the CNA application.
- A certificate will be issued if the individual has passed the CNA examination, has been cleared through a background check, and DHS has received the verification of successful completion of the training program.

### **One-Hundred-Twenty-Hour Training Programs**

- It is not required that the students have an active CNA certificate when taking a 120-hour HHA training program.
- Need for Live Scan The 2<sup>nd</sup> copy of the Request for Live Scan Service (form BCII 8016) signed by the person taking the fingerprints should be submitted following the SAMPLE of completion (enclosed) along with the completed application (HS 283B form) and \$15 fee upon enrollment.
- These individuals will receive an HHA certificate when DHS processes the Home Health Aide Certification List (HS 183 form) received from the training program.

**HHAs MAY NOT work as certified HHAs until they receive an HHA certificate issued by DHS.**

### **SUBMISSION OF THE HS 183 FORM**

Upon completion of either of the above-described training programs, the training program should submit the HS 183 form to DHS as verification that the student **completed** the program. Until this form is processed by DHS, no certificates will be issued.

### **HHA RENEWAL PROCESS**

- A renewal notice is sent to the address of record about four months before the certificate expires. The HHA must complete the renewal notice and return it to DHS. If a renewal notice is not received within this time frame, the HHA must submit an Application for Renewal of CNA/HHA Certification (HS 283C form) to DHS in order to renew her/his certificate.

- If CNAs/HHAs renew their CNA certificates, they may renew their HHA certificates at the same time at no extra charge. However, they may renew their HHA certificates without renewing their CNA certificates, but the renewal fee would still be the same.
- There are no work or continuation education unit requirements to renew home health aide certificates.

### **QUESTIONS**

If you have any questions about this notice, please contact DHS by email at [cna@dhs.ca.gov](mailto:cna@dhs.ca.gov), or fax to (916) 552-8785.

Sincerely,

**Original Signed by Tom Kraus  
for Brenda G. Klutz**

Brenda G. Klutz  
Deputy Director

Enclosures A. Request for Live Scan Service (BCII 8016 SAMPLE form)  
B. Home Health Aide Certification List (HS 183 form)

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