



# Professional Development Certification Application

The Professional Development Certification offers Homecare and Personal Support Workers the opportunity to further their career through educational courses which promote the building of skills used in day to day work experiences. In recognition of completion, providers who complete all requirements will be approved for a 24-month certification with a .50 cent pay differential above the base pay rate, dependent upon qualifications remaining current. **See instructions on back.**

**Section A. Provider Information** (Please Print):

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Active Medicaid Provider Numbers: \_\_\_\_\_

**Active CNA, LPN or RN** List license number and expiration. Active license will substitute on for all Safety and Elective requirements on initial application)

\_\_\_\_\_

**Section B. CPR/First Aid Information**

CPR  \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

First Aid  \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

*Enclose a copy of Adult CPR and First Aid cards with your application.*  
**Do not send the original CPR/First Aid card.**

**NOTE: Workers may be eligible for a conditional approval of their Professional Development Certification without a CPR card. See instructions for details**

**Section C. Training & Assessments** (Check all that apply):

Core Courses: Required

- Helping Caregivers Fight Fraud & Abuse
- Keeping It Professional
- Working Together

Safety Courses: Minimum five (5) hours

- Driver's Safety
- Medication Safety – 3 hrs
- Mental Health First Aid – 5 hrs
- Preventing Disease Transmission – 2 hrs
- Protect Against Sprains & Strains – 3.5 hours
- Substance Abuse Awareness – 3 hrs
- Taking Responsibility in Personal Safety – 3 hrs

- OR -

- COMPASS – 15 hrs

Elective Courses: Minimum five (5) hours

- Bathing & Grooming – 3.5 hrs
- Caring for Yourself, Caring for Others – 2.5 hrs
- Dementia 101 – 3 hrs
- Diabetes by the numbers – 3.5 hrs
- Diversity Awareness; Challenges Facing LGBTQ, Older Adults – 3 hrs
- End of Life – 3 hrs
- Everyone Communicates (PSW) – 4 hrs
- Grief & Loss – 3.5 hrs
- Heart Healthy – 3 hrs
- Intro to Cultural Competency - 2.5 hrs
- Mental Health First Aid – 3 hrs
- Nutrition Basics – 4 hrs
- Respiratory Care – 3.5 hrs
- Sensory Processing Disorder - Adults – 3 hrs
- Sensory Processing Disorder - Children (PSW) – 3 hrs
- Stress Management, Relaxation Techniques – 3 hrs
- Working with Challenging Behaviors (HCW) – 3 hrs

## **Professional Development Certification Requirements**

- Have an active Medicaid provider number
- Have a class attendance "No Show" rate of 20% or less
- Have a current Adult CPR/First Aid certification; or
- Be approved for the Oregon Home Care Commission CPR/First Aid Program. This is a conditional approval, workers are required to complete CPR/First Aid training and provide a valid CPR/First Aid card within 6 months of being notified of the availability of training.
- Complete the required courses
- Take each course assessment and pass with a score of 80% or higher

### **Application Instructions**

1. Download a Professional Development Certification Application; available on the OHCC website
2. Fill the application out completely
3. The completed application and a copy of current, up-to-date Adult CPR/First Aid cards may be submitted by email, fax, or mail:

ATTN: Customer Relations  
Oregon Home Care Commission  
550 Capitol St NE  
Salem, OR 97301

Email: [Certifications.OHCC@dhsosha.state.or.us](mailto:Certifications.OHCC@dhsosha.state.or.us)

Fax: (503) 378-2647

4. Applications should be received by Oregon Home Care Commission by the first day of the upcoming month to be considered for an start date on the first pay period of the following month
  - a. Example: If your application is received in our office our office January 12, 2018; if complete and approved, your certification begin on the closest pay period to March 1, 2018.
5. Applications are processed on a first come, first serve basis, and are limited to thirty percent (30%) of the workforce (*CBA Article 14.1, Section 3*).
6. Once your application is complete and is approved you will receive an email with your approval letter and certificate.

More information on Professional Development Certification and it's requirements can be found at the Oregon Home Care Commission website:

<https://www.oregon.gov/DHS/SENIORS-DISABILITIES/HCC/Pages/index.aspx>