



## Department of Health

**KATHY HOCHUL**  
Governor

**MARY T. BASSETT, M.D., M.P.H.**  
Commissioner

**KRISTIN M. PROUD**  
Acting Executive Deputy Commissioner

April 11, 2022

**DAL:** DHCBS 22-07  
**Subject:** Verification of Training and Certificate  
Validity for Personal Care Aides, Home  
Health Aides, Advanced Home Health  
Aides

Dear Administrator:

This information is for Licensed Home Care Service Agencies (LHCSAs), Licensed Home Care Service Agencies serving Assisted Living Programs (ALP LHCSAs), Certified Home Health Agencies (CHHAs), Long-Term Home Health Care Programs (LTHHCPs), Enhanced Assisted Living Residences (EALRs) and Hospices.

The purpose of this letter is to provide updated information regarding verification of training and certificate validity for the hiring of Personal Care Aides (PCAs), Home Health Aides (HHAs), and Advanced Home Health Aides (AHHAs). This letter also provides additional guidance on training documentation verification for hiring PCAs, HHAs, and AHHAs.

Agencies who are reviewing individuals as potential employees as PCAs, HHAs, and AHHAs should review all available requisite materials to determine that the individual has received training from an approved New York State Department of Health (NYSDOH) or New York State Education Department (NYSED) training program. The requisite materials may include the certificate of completion (if available) but must include the Home Care Registry (HCR) aide profile.

As indicated in the attached January 6, 2011, Home Care Registry (HCR) Advisory, the PCA, HHA, or AHHA is not required to provide the hiring agency with a copy of their certificate for employment purposes if they are listed in the public view on the HCR. All documentation that was reviewed for a position should be included in the aide's personnel file and be available to surveyors, upon request.

If an individual is not listed in the HCR as a PCA, HHA, or AHHA, they cannot be considered for employment and would need to attend an approved training program to become certified prior to obtaining employment in these positions.

In addition to verifying the PCA, HHA, or AHHA training of a potential employee, the hiring agency must also verify the validity of the certificate. Please note that there are differing requirements for each certification type:

- PCA certificates do not have an expiration date and therefore do not lapse.

- HHA certificates do not have an expiration date, but they will lapse if the HHA has not worked for an Article 36 or Article 40 agency within a 24 consecutive month period (Per Federal Regulation 42 CFR 484.80).
- AHHA certificates do not have an expiration date, but to maintain the AHHA certification the individual is required to maintain their HHA certificate (as indicated above) and is required to complete 18 hours of in-service annually in order to maintain his/her AHHA certification status on the HCR.

For PCA and HHA certificates, annual in-service requirements do not impact the certificate status; completion of in-services is a condition of employment only.

Agencies are reminded that they should not add an aide to their HCR roster until they have verified the certificate and checked the certificate validity.

This information is posted on the Health Commerce System. Any questions regarding this information should be sent to [hcreg@health.ny.gov](mailto:hcreg@health.ny.gov).

Sincerely,



Carol A. Rodat

Director

Division of Home and Community Based Services

Attachments: Home Care Registry (HCR) Advisory January 6, 2011  
PCA-HHA-AHHA Policy and Procedure for Verification of Training and Certificate  
Validity