



OFFICE OF ADULT CAREER AND CONTINUING EDUCATION SERVICES

**Curriculum Unit**

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June 21, 2022

## MEMO TO THE FIELD

**To:** Private Career Schools

**From:** BPSS Curriculum Unit

**RE: Allied Health Programs – Specifically Home Health Aide (HHA) and Personal Care Aide (PCA) including any PCA upgrade to HHA program and any Certified Nurse Aide/Assistant (CNA) Transition to HHA program.**

The following guidance is required for BPSS licensed schools operating an HHA, PCA, or CNA Transition to HHA program:

### Affiliation Agreements

All schools offering training in HHA must have an affiliation agreement with a New York State Department of Health (NYSDOH) licensed assisted living facility, adult home, or home care agency for the 8-hour internship portion of the training. If a school owns a home care agency, it may not affiliate with its own agency, for the purposes of the 8 hour internship training. Details for submitting an approvable affiliation agreement for HHA, PCA Upgrade to HHA, or CNA Transition to HHA can be found here:

<http://www.acces.nysed.gov/bpss/affiliation-agreement-requirements-hha>

The BPSS licensed nurse instructor to student ratio is 1 to 3 in a patient's home, including assisted living facilities or similar, and 1 to 10 in hospitals. The BPSS licensed nurse instructor must be an employee of the school and be able to supervise students at all times to document when students demonstrate the skills listed on the mandated NYSDOH skills checklist. Up to 60% of the skills listed on the checklist must be demonstrated during the 8-hour internship.

### Student Certificates of Completion

After the HHA student successfully completes the internship, a copy of the completed skills checklist and Home Care Registry (HCR) certificate of completion are **to be issued directly to the student ONLY**. The school has at most 10 days after program completion to issue students their certificate and a copy of the skill checklist<sup>1</sup>. There are no exceptions to this rule. Schools may not hold the certificate from the student due to an arrangement with a homecare agency or future employer who paid for the student's training.

Aides who come back for training after a lapsed certificate must be recertified under their already issued HCR

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<sup>1</sup> 10 NYCRR § 403.4 (7)(a)

number. Schools must never issue multiple HCR numbers to one individual and must always use an existing HCR number.

### **Competency Skills Training**

Individuals who have not worked as a Home Health Aide on the Home Care Registry for 2 years must take a NYS DOH Approved Competency Evaluation Training course in order to recertify.

Note that BPSS does **NOT** allow BPSS licensed schools to conduct Competency Evaluation Training--that is entirely under the purview of DOH.

The four paths for an expired HHA certificate are the following:

1. Retake the entire 83-hour HHA training program and recertify under the original certificate number on the Home Care Registry.
2. If the individual has a PCA certificate, they can take the 43-hour PCA Upgrade to HHA program and recertify under their original certificate number on the Home Care Registry.
3. If the individual has a CNA certificate, they can take the 67-hour CNA Transition to HHA program and recertify under their original certificate number on the Home Care Registry.
4. Contact a NYS DOH Approved Competency Evaluation Training site and ask if competency evaluation training is available. Refer to this list of potential training sites:

[https://www.health.ny.gov/facilities/home\\_care/professional.htm](https://www.health.ny.gov/facilities/home_care/professional.htm)

### **Upgrade and Transition Programs**

Only students with a previous PCA certificate, documented in the student record, are allowed to take the PCA upgrade to HHA training to receive an HHA certificate.

Only students with a previous CNA certificate, documented in the student record, are allowed to take the CNA Transition to HHA training to receive an HHA certificate

[end]