

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

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

To assure the availability of trained personnel in Skilled Nursing and Intermediate Care Facilities, 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. CNAs are to receive the normal hourly wage for attending the In-Service on their regularly scheduled shift or during another shift, if mutually agreed upon by the CNA and the facility.

- 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. Please visit www.cdph.ca.gov for a complete listing of CDPH-approved online computer training programs.
- B) HHAs:** Must obtain twenty-four (24) hours of In-Service Training/CEUs within the certification period. A minimum of twelve (12) of the twenty-four (24) hours shall be completed in each year of the two (2) year certification period.
- C) Continuing Education:** CEUs may be taken at CDPH-approved providers, community/state colleges, adult education or regional occupation programs, general acute care hospitals, American Red Cross or home health agencies, state long-term care ombudsman, or providers approved by the nursing boards.
- D) A *partial* (but not limited to) list of acceptable continuing education classes are:** Anatomy, Physiology, Biology, Microbiology, Psychology, Chemistry, Anthropology, Cultural Anthropology, Sociology, Pharmacology, Medical Terminology, Epidemiology, Environment Medicine, Communication, Stress Management, Hygiene/Health, Nutrition, Languages, Diseases, Physiotherapeutic Massage, Therapeutic Physical Training, CPR, Ethics, Child Development, Maternal Health, Pediatrics, Geriatric courses, Mathematical courses, Sign Language, Environmental Medicine, Holistic Medicine, Phlebotomy, or First Aid. You must submit a copy of your school transcript to verify your enrollment.
- E) Licensed Vocational Nurse / Registered Nurse / Licensed Psychiatric Technician programs:** CNA/HHA certificate holders will receive In-Service Training/CEUs for enrollment in these programs by converting the units into hours as follows: one (1) semester unit = fifteen (15) hours, quarter unit = ten (10) hours. You must submit a copy of your school transcript to verify your enrollment.

| TITLE OF TRAINING OR COURSE | NAME, ADDRESS, AND TELEPHONE NUMBER OF FACILITY OR EDUCATIONAL INSTITUTION | 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.

