



# Department of Health

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DAL: DHCBS 22-09

Subject: Updated Personal Care Aide Training Program Documents Available

Dear Administrator:

The documents for the Personal Care Aide (PCA) Training Program have been updated and are now available at: [https://www.health.ny.gov/professionals/home\\_care/](https://www.health.ny.gov/professionals/home_care/). These updates outline the requirements for agencies wishing to apply for a PCA Training Program as well as PCA Training Programs already approved by the Department of Health (DOH). Please note that the existing guidance documents listed below have been revised to contain recent updates, and additional required documents were added. These documents are available on the DOH website at: [https://health.ny.gov/professionals/home\\_care/guide\\_to\\_operate\\_pcatp/](https://health.ny.gov/professionals/home_care/guide_to_operate_pcatp/) as well as the Health Commerce System (HCS).

The following documents have been updated:

- Alternative Competency Demonstration for the Personal Care Aide Guide (guide is only available on the HCS)
- New York State Department of Health Guide to the Operation of a Personal Care Aide Training Program
- Appendix A
- Appendix B
- Personal Care Aide Training Program Application

The following documents have been created and are now available:

- Nurse Instructor Application
- PCA Training Program Reapproval Application
- Sign-In & Sign-Out Form
- Suggested Equipment List
- Trainee Evaluation Form
- Personal Care Aide Training Program Trainee Rights

Existing DOH-approved PCA Training Programs and applicants who have already submitted applications are not required to submit a new application.

Please send any questions to [pcatp@health.ny.gov](mailto:pcatp@health.ny.gov).

Sincerely,

Carol A. Rodat  
Director  
Division of Home and Community Based Services