HCBS Personnel and Training Requirements Tool
Technical Assistance Guide

DIRECT CARE WORKER CONTINUED EDUCATION

- 6 hours of continuing education are required annually.
- For DCWs hired/contracted on or **after** October 1, 2012, the yearly time frame for continuing education is the anniversary date of the **DCW's date of hire**
- For DCWs hired/contracted **prior to** October 1, 2012, the yearly timeframe for continuing education is from **October to September**
- Continuing education can be offered in many forms, including in-service, video/Digital Video Disk (DVD), written material, attendance at a class or conference, and so forth. Consideration should be given to allow family caregivers to complete the materials at home if necessary.

Employee Name:
Date of Hire:
Annual Training Timeframe:

TRAINING TOPIC	DATE	TIME TO COMPLETE	DELIVERY METHOD
	TOTAL		***(Minimum of 6 Hours)***