



Caregiver Training Requirements

Welcome to the Area 1 Agency on Aging Caregiver Services Training Program! It is our goal that through this training you will become better equipped to assist your loved one or client to remain happy, healthy, and as independent as possible in his or her own home.

Caregiver trainings consist of three major components: Homework, Video and Administrative Sessions, and Skills Competency Sessions.

Certification Requirements

Homework completion and 100% session attendance is required to receive certification. If missing a session is unavoidable, it can be made up during the next set of training sessions. See your training calendar and discuss session make-up with the training coordinator.

Homework Requirements

At the time you register for a Caregiver Training you are issued: 1) a set of books, including the Quick Tips for Caregivers text book and workbook, 2) a Quick Tips for Caregivers Key Points and Definitions packet, and 3) a Quick Tips for Caregivers Workbook Answer Sheets packet. The set of books are on loan to you until you complete your homework. The Key Points and Definitions packet is yours to keep. The answer sheets packet contains your homework assignments.

Caregiver Training homework covers 13 subjects. Each subject has an introductory section that tells you what you need to read before doing the homework. Readings are from both the Quick Tips for Caregivers text book and the Quick Tips for Caregivers Key Points and Definitions packet. Each section of homework begins with an introduction that tells you the reading references and workbook pages for that section. The first three of the 13 homework sections are independent of the workbook. This means questions and answers are both found on the worksheets, so you do not refer to the workbook. You will need to refer to the workbook for the remainder of your homework, starting with the fourth

section. Write all answers on the answer sheets, NOT in the workbook. Please return the loaner books and completed answer sheet packet to the training coordinator before or at the first training session.

Video and Administrative Sessions

Out of the seven total training sessions, four are video and administrative sessions. These are sessions 1, 2, 3 and 7. Video and administrative sessions include an overview of the training, housekeeping, community resources, presentations from key service providers in the community, video presentations, a written examination, a training evaluation and other administrative requirements of the training.

Skills Competency Sessions

Sessions 4, 5 and 6 cover hands-on skills competency requirements of the training. During these sessions a devoted and experienced registered nurse instructs participants to observe and perform specific caregiving skills. This is also a time to ask questions.

Caregiver Registry

Completion of the Caregiver Services Training Program qualifies you to apply to be listed on the Caregiver Registry. Please remember that this requires action on your part. You will need to complete the application packet and prepare the documents listed in that application. When ready, please contact Caregiver Services to schedule an intake interview.

Once your application is approved, your name will be provided to people who are looking for caregivers. This list will include your caregiving preferences (what you are willing to do), training background, work limitations and where you are willing to travel to.

We look forward to working with you.

Happy Caregiving!

Area 1 Agency on Aging Caregiver Services