

DOCUMENTATION OF EXEMPT STATUS

This document demonstrates an employee's exemption to the 75-hour training and home care aide certification requirements effective January 7, 2012.

EMPLOYEE NAME:

FIRST DATE OF WORK:

LAST DATE OF WORK (IF APPLICABLE):

DATE OF COMPLETION OF RFOC/BASIC TRAINING:

I certify that the above-mentioned person was employed as a caregiver/long term care worker sometime between January 1, 2011 and January 6, 2012 and completed the core basic training requirements in effect as of the date of hire.

OR

I certify that the above-mentioned person was hired near the end of 2011 or before January 6, 2012 and will complete/has completed all basic training requirements in effect on the date of hire within 120 days of employment.

As an employer, I have attached the following documents to this form:

Certificates of completion for:

RFOC/Basic training

The exempt worker's job title and job description

Administrator's Signature

Date

Place a copy of this document in the exempt employee's personnel file; provide a copy to the worker as well. Use this form as proof of exemption for survey and/or complaint purposes. The exempt worker may also use this form when applying for other jobs and/or to sit for the home care aide certification exam (optional).