

## **Arizona Direct Care Worker Standardized Testing Guidelines for Testing Trainers (March 2011)**

Approved DCW training programs must use qualified trainers who have passed all the tests for the portions of the curriculum they teach.

### **Testing locations:**

Any approved training program with a qualified trainer can offer testing for a trainer from another agency. An agency can train its own trainers, but testing must be completed at another agency.

A trainer who needs to take the tests (or the supervisor / agency) should review the list of approved programs posted at [www.azhacccs.gov](http://www.azhacccs.gov) in order to locate potential testing sites. All arrangements are the responsibility of the trainer / agency seeking to complete testing.

### **Written testing:**

- The tests are the same tests that are given to direct care workers, but the passing rate is higher.
- The trainers must take the entire Fundamentals test (100 items). Passing rate is 92%; time limit is 100 minutes.
- The trainers must take any tests for modules they plan to teach: Aging and Physical Disabilities and/or Developmental Disabilities. Passing rate is 92%; time limit is 75 minutes per module test.
- A passing rate of 92% means:
  - 100 items: 92 or more correct (no more than 8 incorrect)
  - 80 items: 74 or more correct (no more than 6 incorrect)
  - 64 items: 59 or more correct (no more than 5 incorrect)
- For trainers, this is not an open book test.
- If the trainer completes caregiver training with another agency for the purpose of testing, the test may be taken as part of that class, but classroom materials and notes may not be used during testing.

### **Skills testing:**

- The trainer must take all skills, demonstrating the entire skill completely and by themselves.
- The evaluator should not provide assistance and should consider correct demonstration as well as confidence that the individual can teach the skill.
- The use of the skills checklists in the Skills Workbook Evaluator Guide is recommended.
- If the trainer completes caregiver training with another agency for the purpose of testing, the skills testing cannot be done in a group setting. The prospective trainer must complete each skill completely by herself/himself.

### **Repeat testing:**

- Any tests or skills not passed can be repeated.
- Re-testing cannot be done on the same day.
- Re-testing can be done with a different evaluator / agency.

Arizona Direct Care Worker Standardized Testing  
Guidelines for Test Administration

- If a written test is not passed, the entire written test must be repeated.
- If skills are not passed, only the skills not passed must be repeated; however, the trainer may choose to repeat all skills.

**Documentation:**

- The evaluator / approved agency must issue a letter with test results to the person who took the tests.
- The attached form letter must be used to document test results. It must be printed on the agency's letterhead (agency that administers the test), dated and signed by the approved trainers.
- All blanks must be completed with one of the following: passed, not passed, not tested. The evaluator should not sign the letter unless all blanks are filled.
- If a candidate has completed some of the testing previously, he/she may have a letter to document this testing. A second letter should be issued to document additional testing.
- If re-testing is done with the same agency, a single new letter may be issued to include all testing.
- The approved agency should keep a copy of the test results.
- A copy of the letter must be sent to AHCCCS-ALTCS or DES-Division of Aging and Adult Services.