

Advance Personal Care Aide

13 CSR 70-91.010(5)(E)

Personal care providers are required to provide training to advanced personal care aides (APC)

In addition to the aide training previously mentioned:

- 8 hours classroom training
- Task training

Waiver of APC Training

13 CSR 70-91.010(5)

Advanced personal care training can be waived under the following circumstances.

- Licensed nurse: no additional training.
- CNA: 8 hours classroom training can be waived. Task training cannot be waived.
- Previously completed APC training and worked as an APC aide within the prior 6 months: waive 8 hours classroom. Task training cannot be waived.

In-Service Training

19 CSR 15-7.021(22); 13 CSR 70-91.010(3); 660.050 8, RSMo

An additional ten hours of in-service training annually after the first 12 months of employment.

At least six of the required 10 hours shall be classroom instruction.

The additional four hours may be via any appropriate training method.

Waiver of In-Service Training

19 CSR 15-7.021(22); 13 CSR 70-91.010(3)(E)

The provider may waive the required annual 10 hours of in-service training and require only two hours of refresher training annually, when the aide has been employed for three years and has completed 30 hours of in-service training.

Adequate Documentation

Training Documentation

19 CSR 15-7.021(18)(23); 13 CSR 70-91.010(3)(E)

- Training documentation must be maintained:
 - A report in each employee's personnel record
 - A record or folder

Waiver Documentation

Medicaid Provider Manual Section 13

- Written and phone verification
 - Name, address and phone number of the employer from whom the training was received;
 - The date or dates of the training;
 - A summary of the content and number of hours of the training;
 - For phone verification, the date of the phone contact and the name of the person verifying the information.



Certificate/License Verification

13 CSR 70.91-010(3)(E);

- CNA Registry
 - 573-526-5686
 - <https://dhssweb02.dhss.mo.gov/cnaregistry/CNASearch.aspx>
- State Board of Nursing
 - 573-526-0681
 - <https://renew.pr.mo.gov/licensee-search.asp>


