**Alternative Competency Demonstration (ACD) Information**

The Alternative Competency Demonstration (ACD) has been designed to standardize the process used throughout New York State to exempt qualified individuals from required basic training for Personal Care Aide. This assessment process will assure that all those who have completed a Department approved Personal Care Aide basic training course utilizing the Home Care Curriculum (HCC) and Department of Health (DOH) approved textbooks, and those who have completed the ACD meet the same criteria.

**QUALIFICATIONS OF CANDIDATES**

In addition to the minimum qualifications for personal care aides as specified in 18 NYCRR

505.14(d)(4), individuals who are assessed with the ACD must also have related experience or training. Minimum Standards include:

Related Experience

Related experience is defined as experience in an institutional or home setting which involves the performance of hands-on skills included in the required basic training program. Experience obtained through employment as a nurse’s aide in a nursing home or hospital or as a home health aide is acceptable. Experience obtained through the care of an elderly person or child in the home is also acceptable.

Qualifying experience should, at a minimum, be of three months duration and have been obtained within three years preceding competency testing.

Related Training

Related training is defined as training received through other kinds of formal training programs involving instruction in hands-on skills included in the required basic training program. Students who are enrolled in a registered professional nurse or licensed practical nurse program and have had direct patient care experience may be tested through the ACD process.

Candidates who fail to successfully complete the ACD assessment and testing must successfully complete a Department approved Personal Care Aide (PCA) basic training course, which must cover the Home Care Curriculum (HCC) (April 2006, January 2007). Candidates successfully completing the ACD will be considered to have met the Department’s basic training course standards for a Personal Care Aide.

**The ACD is available for use only by agencies with Personal Care Aide Training Programs approved by the Department of Health**. **Due to the confidential material contained in the ACD, access is restricted to Personal Care Aide Training Program staff only. Agencies must access the full ALTERNATIVE COMPETENCY DEMONSTRATION FOR THE PERSONAL CARE AIDE GUIDE (August 2021) located on the Health Commerce System (HCS).**