

Toll Free Numbers
 Phone: 1-866-886-1818
 TTY: 1-800-360-5899
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REQUIRED TRAINING AND CERTIFICATION

All attendant care workers must complete the below training as part of the requirements to begin providing services under the SDAC Service Option:

- CPR and First Aid Training
- HIPAA & Universal Precautions Training

CPR and First Aid

CPR and First Aid are pre-employment requirements and are not reimbursable services. Before beginning employment, you will need to send proof of completed, up-to-date training to PPL by providing a **copy of your certification card for CPR and First Aid training**.

If you do not have up-to-date CPR and First Aid training, you will need to register for a course that is provided or sponsored by one of the following nationally recognized organizations: the American Red Cross, the American Heart Association, Heart Savers, First Responder, or the National Safety Council. Other vendors are not approved. On-line courses are not approved.

CPR Certification: We can accept:

American Red Cross, Heart Savers, First Responder, or National Safety Council: If we get one of these cards, we must have: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Both sides of the card <input checked="" type="checkbox"/> Course title must include the words "CPR" or "AED" <input checked="" type="checkbox"/> Holder signature 	OR	American Heart Association: If we get this card, we must have: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All sides of the card, including the modules <input checked="" type="checkbox"/> Completed (not filled in) modules must include the words "CPR" or "AED" <input checked="" type="checkbox"/> Holder signature
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First Aid Certification: We can accept:

American Red Cross, Heart Savers, First Responder, or National Safety Council: If we get one of these cards, we must have: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Both sides of the card <input checked="" type="checkbox"/> Course title must include the words "first aid" <input checked="" type="checkbox"/> Holder signature 	OR	American Heart Association: If we get this card, we must have: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All sides of the card, including the modules <input checked="" type="checkbox"/> Completed (not filled in) modules must include the words "first aid" <input checked="" type="checkbox"/> Holder signature 	OR	Current medical license for Registered Nurse (RN), Licensed Practical Nurse (LPN), Certified Nurse Assistant (CAN) or Certified Nurse Technician (CNT): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Photocopy of the license including an expiration date or: Print out of the provider's licensure records from http://www.azbn.gov/onlineverification.aspx
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*If a provider has completed a CPR or first aid course, but does not yet have a card, PPL can accept a signed letter from the instructor of the course **for one month only**. PPL will enter the certification's expiration date as one month from the date of the training.*

HIPAA and Universal Precautions

As your Employer, the member you are working for has the option of delivering this training to you. Using this option, your Employer must review with you the enclosed HIPAA and Universal Precautions training material. You will then be required to sign and submit to PPL the enclosed **'HIPAA and Universal Precautions Training: Acknowledgment of Receipt' form.**

If your Employer wishes to have this training delivered by another party, he or she must request Case Manager authorization. Once authorized, this training is reimbursable through this program if provided by a registered provider. Upon completion of the training, you will need to submit to PPL a **certificate of completion for HIPAA and Universal Precautions.**

If Providing Transportation:

If you will be providing transportation at any point in time to the member you will be working for, you must provide the following additional information to PPL:

- Copy of a valid Arizona driver's license
- Documentation of current insurance coverage (including your vehicle insurance company name and insurance policy number)

Please Note: PPL will track the expiration dates of all certification documents. All attendant care workers will be required to stay up-to-date with all training requirements in order to continue providing services in this program. Once expired, PPL will not be able to continue paying you on behalf of the member until renewed certification documents are received.

