

How to use AFCN CE-Tests:

<u>AGENCIES:</u>

- 1) **HAND OUT the Caregiver Issue** of the *AFCN CE-Test* (*Test* with questions on the back) to your caregiver(s). They should read the 3-page *article* and answer the questions on the back page.
- CAREGIVER(S) SHOULD RETURN COMPLETED TEST to the Agency or Training Supervisor from which the test was received.
- 3) THE AGENCY or TRAINING SUPERVISOR SHOULD CORRECT THE TEST, then make a copy of the test answer sheet that was filled in by your caregiver(s). Keep a copy of this for the Agency's records and return the test to your caregiver(s) to keep as a resource. The Director will then sign and date the certificate of completion and keep it on file for agency records as proof of 1 hour of training credit.

ANOTHER SUGGESTED USE:

IN-SERVICE: HAND OUT the Caregiver Issue of the *AFCN CE-Test* (*Test* with questions on the back) to your caregiver(s) at the beginning of an in-service. The director or training supervisor can read the material aloud, and possibly add information to the topic. This will allow each facility to tailor training materials specific to your state's requirements. Then, follow steps 2 & 3 above.

INDIVIDUAL CAREGIVERS:

- 1) Read the 3-page article and answer the questions on the back page of the test.
- 2) If your licensor is setup to sign off on your certificate, then upon completion of each test, file your test answers and certificate of completion for your licensor to sign the next time they stop by.
- 3) If you are required to have a signed certificate, we suggest you have another person, preferably another caregiver check your test answers and sign off that you completed the training.

If you have any questions, please call us at 1-800-350-4422