

TEXAS HICAP LONG -TERM CARE TRAINING INITIATIVE

RULES GOVERNING

LONG -TERM CARE COUNSELOR CERTIFICATION

Recognizing the need for accuracy and uniformity in counseling seniors, caregivers, and persons with disabilities regarding long-term care financing options; and recognizing the ever increasing demand for counseling services regarding long-term care issues; and moreover recognizing the import and impact said counseling services may have upon seniors, caregivers, and persons with disabilities,

the Texas Health Information, Counseling and Advocacy Program (hereinafter HICAP) promulgates the following rules governing certification of individuals as “Long-Term Care Counselors.”

These rules are meant to set a minimum qualifying standard for certification by HICAP as a “Long-Term Care Counselor.” All applicants are strongly encouraged to pursue additional training and knowledge in the area of long-term care, particularly given the ever emerging and ever-changing field of long-term care. While certified Long-Term Care Counselors are not expected to be experts in the field of long-term care, they are expected to have fundamental knowledge of long-term care, and be intricately familiar with available resources and referrals where appropriate.

In order to obtain HICAP Certification as a Long-Term Care Counselor, applicants must meet **all** of the following prerequisites:

1. at a minimum, hold current HICAP certification as a Benefits Counselor I (paid or volunteer staff), as defined by HICAP rules;
2. attendance and participation at the Texas HICAP Long-Term Care Training Initiative, as evidenced by applicant’s signature on each day’s conference attendance sheet;
3. demonstration of fundamental knowledge of long-term care financing options and counseling skills, as evidenced by passage of the Texas HICAP Long-Term Care Training Initiative Written Examination.
 - All applicants for certification must attain a minimum qualifying score of seventy percent (70%).
 - Said Written Examination shall be open book, and proctored by the applicable Area Agency on Aging (AAA) Director or his or her designee.
 - The Written Examination shall encompass written materials covered during the Training Initiative, and provided to each applicant at the beginning of the training.
 - Within fourteen (14) calendar days following attendance at the Training Initiative, each applicant for certification as a Long-Term Care Counselor shall submit his or her completed Written Examination to the HICAP Director/Coordinator or his or her designee for scoring.

4. exhibition of requisite long-term care counseling skills, as demonstrated during a mock long-term care counseling session, and as judged by the HICAP Director/Coordinator and/or his or her designee.

Upon Applicant's successful completion of all of the aforementioned prerequisites, the HICAP Director/ Coordinator or his or her designee shall issue to Applicant documentation recognizing Applicant as a HICAP Certified Long-Term Care Counselor. Said Certification as a Long-Term Care Counselor shall remain effective for one (1) year following the date of issuance.

Persons desiring to renew his or her certification as a Long-Term Care Counselor must attend additional HICAP long-term care training, or such other training as the HICAP Director/ Coordinator deems appropriate for certification. An applicant for re-certification must also demonstrate his or her fundamental knowledge of long-term care options and counseling by completion of a re-certification examination and mock counseling session.

Texas HICAP reserves the right to review and revise these rules to meet the needs of the program, the training needs of counselors, and most importantly the needs of its consumers-- seniors, caregivers, and persons with disabilities relying upon the knowledge and skill of Long-Term Care Counselors.