



Modified Fundamentals of Caregiving Training A Self-Study Course

Designed for caregivers with these designations: Nursing Assistant – Certified (N.A. –C), Licensed Practical Nurse (L.P.N.), Registered Nurse (R.N.). If you do not have one of these designations, you should not take this course.

The Student Workbook will be mailed to the applicant only after a completed Course Application is received and the course fee is either received or payment arrangements are made by a qualified representative (Administrator or Designee). After receipt of the workbook, allow adequate study time before taking the required MFOC Examination. Upon successful completion, you will be awarded a Certificate of Completion. This test MUST be taken in the presence of a Washington State ADSA, DSHS approved instructor.

Course Fee: \$35.00 - Remit course application and fee to:

Quality Assurance Consulting, LLC
PO Box 966, Ridgefield, WA 98642

Notes: See reverse side for conditions and limitations. Testing dates, locations and times will be arranged by instructor: Jeannine White, RN, MSN, CCNS.

Course Application (complete and print)

Name: _____ Designation: _____

Credential #: _____ Employer: _____

Employment Address: _____

City, State & Zip: _____

Home Address (Street, State & Zip): _____

Work Phone: _____ Home Phone: _____

Today's Date: _____

NOTE: Only Facilities may fax or mail this Application without payment in advance and a signature or initials of the Authorizing Individual must be present before Book can be mailed unless payment is already received.

Facility Authorizing Individual: _____

Printed Name Signature

Questions? E-mail QACcons@aol.com; call (360) 887-4118 (voicemail); or fax (360) 887-4114
www.assurance-quality.com



Requirements for Modified Fundamentals of Caregiving Self-Study Course

Application Submission – Individual Caregivers:

Caregivers must submit a fully completed and legibly written application, along with an in-state check or money order for \$35.00 by mail to:

*Quality Assurance Consulting, LLC
PO Box 966
Ridgefield, WA 98642*

The only exception to the above requirements will be submission in person to a Quality Assurance Consulting (QAC) instructor or assistant during a Training or Testing Session. In that particular case, cash will be accepted as well as an in-state check or money order for \$35.00.

Application Submission – Facilities:

Facilities may register their Caregiver employees several ways:

1. By mailing a fully completed and legibly written application, along with an in-state check or money order for \$35.00 by mail to Quality Assurance Consulting, LLC.
2. If a facility already has a business relationship with us, they may send, by mail, a fully completed, legibly written application to QAC. Payment need not be submitted. However, a written and signed note must either be included or written on the application to the effect: "Bill our facility", or "Bill xxxxxx for this course". Again, this notation must be signed by a responsible person of authority for the facility.
3. If a facility already has a business relationship with us, they may fax a fully completed, legibly written application to QAC. As in #2 above, the faxed application must have a note indicating the facilities wish for QAC to bill them, signed by a responsible person of authority for the facility.
4. If a facility already has a business relationship with us, they may email a request for a student to be enrolled in the Modified Fundamentals of Caregiving Self-Study Course. The email must contain the same information requested on the application form. If QAC recognizes the signature on the email as that of a responsible person of authority for the facility, we will send the MFOC Student Workbook to the facility in the student's name, and bill the facility for the cost of the course.
5. If a facility already has a business relationship with us, they may make a telephone request for a student to be enrolled in the Modified Fundamentals of Caregiving Self-Study Course. The responsible person of authority for the facility must speak with a representative of QAC in person, and supply the same information requested on the application form. QAC will send the MFOC Student Workbook to the facility in the student's name, and bill the facility for the cost of the course.

Facilities may request a MFOC Student Workbook without supplying a name for a student that will ultimately be taking the course. Some facilities wish to have a book (or books) on hand, so that they can issue them to an employee that needs to take the course at a future date. Upon such a request,

transmitted by any of the above mentioned methods, QAC will send a MFOC Student Workbook to the facility, and generate paperwork for that Workbook to be kept on record at QAC.

With any Workbook sent out, QAC will supply a list of available Testing Dates, Times and Locations for the student to take and complete the required Test to complete the Course of Study. More testing dates can be obtained by contacting QAC.

Facility Billing Policy:

QAC will, at their discretion:

1. Bill the facility \$10.00 for the Student Workbook, with the remaining \$25.00 to be billed after the student takes the required course completion test, or
2. Bill the facility \$35.00 for the total cost of the course initially after sending the Student Workbook.

Refund Policy:

If a facility determines that an ordered MFOC Student Workbook will not be used by a Caregiver (i.e. the Caregiver does not need the MFOC course or has left the facility's employment), QAC will refund as follows:

- If the book can be returned, UNUSED, and QAC had charged the facility \$10.00 for the book, a \$7.00 refund will be issued for credited. If the book cannot be returned UNUSED, no refund will be issued or credited.
- If the book can be returned UNUSED, and QAC has charged the facility \$35.00 for the course, a \$32.00 refund will be issued or credited. If the book cannot be returned UNUSED, a \$25.00 refund will be issued or credited. This particular provision also applies to Individual Caregivers.
- Of course, a facility may keep an UNUSED MFOC Student Workbook and notify QAC of the "new" student's name when Testing is requested.

Workbook Usage Policy:

The MFOC Student Workbook can only be used by ONE student. DSHS frowns on multiple student usage of books. Also, there are exercises in the MFOC Student Workbook that the student is expected to complete, and the student is expected to bring the workbook with them to Testing, so that the Instructor can check the completed exercises. Lastly, the student is entitled to retain the Workbook for future reference.

All earlier versions of this Modified Fundamentals of Caregiving Course Application form shall no longer be used.

Quality Assurance Consulting, LLC
1/2008