

Quality Assurance Consulting
P. O. Box 966
Ridgefield, WA 98642



Course Application for **Modified Fundamentals of Caregiving Training**

A Self-Study Course for the following Designations ONLY:

N.A.-C.; L.P.N.; R.N.

(Nursing Assistant, Certified; Licensed Practical Nurse; Registered Nurse)

Your Credentials must be currently valid and listed with the WA St. Dept. of Health. We will verify them before enrollment can be completed. If you cannot meet the above requirements, you cannot take this course.

The Student Workbook will be mailed to the applicant **only** after a completed Course Application is received **and** 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. The Workbook will contain a list of dates, times and locations to take the Exam. Upon Successfully completing the Exam, you will be awarded a Certificate of Completion. This Exam **MUST** be taken in the presence of a WA St. ADSA; DSHS approved Instructor (Jeannine White RN, MSN, CCNS, or her approved Designee).

COURSE FEE: \$35.00 Remit Course Application and Fee to:

Quality Assurance Consulting, LLC; P.O. Box 966; Ridgefield, WA 98642 Make
Checks payable to: **Quality Assurance Consulting, LLC**

Facilities may be billed under different payment arrangements, not to exceed \$35.00 total, at the discretion of **Quality Assurance Consulting, LLC**.
Method of payment: cash, in-state checks or money orders. There will be a \$25.00 fee for returned checks.

Application Information: (PLEASE PRINT)

Name: _____ Designation: _____

Credential #: _____ Employer: _____

Employment Address: _____

City, State, Zip: _____

Home Address (if mailing Book to you): _____

City, State, Zip: _____

Work Phone: _____ Home Phone: _____

Today's Date: _____ www.assurance-quality.com

Only Facilities may fax or mail this Application without payment in advance.

Name of Facility Authorizing Individual must be present before Book can be mailed without advance payment.

Printed name of Facility Authorizing Individual: _____

Signature of Facility Authorizing Individual: _____

**See Reverse for: Application Submission Requirements; Billing;
Refund; and Workbook Usage Policies.**

Questions? E-mail QACcons@aol.com; Fax 360 887-4114; Call 360 887-4118 (voicemail)

Quality Assurance Consulting, LLC

Requirements for Modified Fundamentals of Caregiving Self-Study Course Application Submission; Billing; Refund; and Workbook Usage Policy:

In order to take this Course, the Caregiver must either be a NA-C, LPN or RN *and* have current Credentials registered with the Washington State Department of Health. QAC will attempt to verify Credentials through HPQA, D of H. If we cannot, proof of current Credentials must be submitted to QAC. If no proof of a Caregiver's current Credentials can be obtained, then this Course cannot be taken by that Caregiver. Refer to WAC 388-112-0080 through 388-112-0105.

Exception to the above: If someone had taken and successfully completed a DSHS approved course of study (within the State of Washington) for CNA, LPN or RN, and does not, for some reason, have their current Credential registered with the D of H, they MAY still be able to qualify to take MFOC, by furnishing us with a copy of their signed and dated Certificate of Completion for that course of study. If it meets our approval for authenticity, and DSHS requirements for eligibility, we will be able to let the individual take MFOC.

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

P.O. Box 966

Ridgefield, WA 98642

The only exception to the above requirements will be submission in person to a *Quality Assurance Consulting* 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. **Credential verification will still apply, and Testing will not be allowed until Credentials are verified.**

Application submission; Facilities:

Facilities may register their Caregiver employees several ways.

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*

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, the Application MUST BE SIGNED BY A RESPONSIBLE PERSON OF AUTHORITY for the facility, **in a legible manner**, so that we can determine who that person is. This signature indicates that the facility is willing to be billed for this Course, and will agree to pay that bill.

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 BE SIGNED BY A RESPONSIBLE PERSON OF AUTHORITY for the facility, **in a legible manner**, so that we can determine who that person is. This signature indicates that the facility is willing to be billed for this Course, and will agree to pay that bill.

If a facility already has a business relationship with us, they may **e-mail** a request for a student to be enrolled in the Modified Fundamentals of Caregiving Self-Study Course. The e-mail must contain the same information requested on the application form. If *QAC* recognizes the signature on the e-mail as that of a responsible person of authority for the facility, we will send the MFOC Student Workbook to the facility in the students' name, and bill the facility for the cost of the course. Sending this e-mail in the name of the facility, indicates that the facility is willing to be billed for this Course, and will agree to pay that bill.

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 students' name, and bill the facility for the cost of the course. The conversation ordering the Book for the Caregiver, by a responsible person of authority for the facility, indicates that the facility is willing to be billed for this Course, and will agree to pay that bill.

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 Policies:

QAC will, at their discretion:

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

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 facilities employment), *QAC* will a refund as follows:

If the book can be returned, UNUSED, and *QAC* has charged the facility \$10.00 for the book, a \$7.00 refund will be issued or 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 (as long as it is a **current Edition accepted for use**), and **notify QAC** of the "new" students name when **enrollment is requested. Credential verification will still apply, and Testing will not be allowed until Credentials are verified.**

Workbook Usage Policy:

The MFOC Student Workbook can only be used by ONE student. DSHS discourages 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 as their own for future reference. Once the MFOC Student Workbook is used, it cannot be reused by another individual to take the MFOC Course.

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