

Florida home health aide requirements

Personnel file checklist

Reviewed 2026-10-13. Every line cites the rule it comes from. This checklist is general information, not legal advice.

QUALIFYING AS AN AIDE

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| ☐ Documentation of successful completion of at least 40 hours of training in the 16 listed subject areas, or of passing the AHCA competency test, on file
Home health aides, employed or under contract Before the aide provides services | Fla. Admin. Code R. 59A-8.0095(5)(c);
s. 400.497(1), F.S.; s. 400.476(3), F.S.
FL licensed HHA (all) |
| ☐ Evidence that the aide demonstrated, in person, the skills for the listed subject areas, whether the course was taught in person, online or as a hybrid
Home health aides qualifying by training At training completion, before the aide provides services | Fla. Admin. Code R. 59A-8.0095(5)(c)
(new 5/31/2026)
FL licensed HHA (all) |
| ☐ Training performed by or under the general supervision of an RN with at least two years of nursing experience, one of them in home health care; the trainer's signature and qualifications appear on the out-of-state, school and agency-issued documentation
RN trainer; aides trained by the agency or elsewhere At training | Fla. Admin. Code R. 59A-8.0095(5)(c),
(5)(f)-(h)
FL licensed HHA (all) |
| ☐ Documentation of successful completion of the 40-hour training from the Florida licensed agency that trained the aide; the paragraph lists no further elements, such as hours per topic
Aides trained by another Florida licensed home health agency At hire, before the aide provides services | Fla. Admin. Code R. 59A-8.0095(5)(e);
s. 400.497(1), F.S.
FL licensed HHA (all) |
| ☐ Course completion documentation showing the institution name and address, the state school license number, student name, curriculum, total hours, hours per topic, the trainer's signature and qualifications and the completion date, from a course that included in-person competency validation
Aides licensed, certified or trained in another state At hire, before the aide provides services | Fla. Admin. Code R. 59A-8.0095(5)(f)
(new 5/31/2026)
FL licensed HHA (all) |
| ☐ The same itemized course documentation, with the school license number issued by the Florida Department of Education, from a course that included in-person competency validation
Aides trained at a vocational school or a Department of Education approved nonpublic post-secondary career school At hire, before the aide provides services | Fla. Admin. Code R. 59A-8.0095(5)(g)
(new 5/31/2026)
FL licensed HHA (all) |
| ☐ Agency-issued document titled 'Home Health Aide Training Documentation' with the agency's name, address, phone and license number, the student's name, address, phone and Social Security number, total and per-topic clock hours, the trainer's signature and qualifications, the completion date and the s. 400.497(1) statement, from training that included in-person competency validation; no fee charged, no 'diploma' or 'certificate' wording, and no advertising of aide training
Agencies that train their own employees and are not classified as career schools At successful completion of the training | Fla. Admin. Code R. 59A-8.0095(5)(h)
FL licensed HHA (all) |

☐	The employing agency's own validation of the aide's competency of training whenever another institution, school or agency provided the training; the paragraph names no evaluator, form or deadline Aides trained elsewhere Before the aide provides services is the conservative reading; paragraph (5)(j) itself states no deadline	Fla. Admin. Code R. 59A-8.0095(5)(j) (new 5/31/2026); s. 400.476(3), F.S. FL licensed HHA (all)
☐	Record of passing the Home Health Aide Competency Test, AHCA 3110-1007, September 2025: all 14 practical tasks and 90 of the 104 written questions, with the practical part given and evaluated by an RN, or an LPN under RN supervision; whether a failed aide may retake it is the agency's decision Aides qualified by the test instead of the 40 hours Before the aide provides services	Fla. Admin. Code R. 59A-8.0095(5)(i), (5)(i)1., (5)(i)1.a., (5)(i)2. FL licensed HHA (all)
☐	Documentation of test passage furnished to a new employing agency on request; the rule says it 'should include' the aide's name, address and Social Security number, the agency's name and address, the date the test was passed and the signature of the person providing it Agency that administered the test On request from the new employing agency	Fla. Admin. Code R. 59A-8.0095(5)(i)3.; s. 400.497(1), F.S. FL licensed HHA (all)
☐	Proof of graduation from an accredited school of nursing for a graduate awaiting Florida boards, or proof of Florida or out-of-state RN or LPN licensure; the rule does not say whether these individuals also need the (5)(c) documentation, so confirm the approach with AHCA's Home Health Unit Nursing graduates, RNs and LPNs working as aides At hire	Fla. Admin. Code R. 59A-8.0095(5)(q) FL licensed HHA (all)

CNAS WORKING AS AIDES

☐	Documentation of the CNA's current State of Florida certification Florida CNAs Before the CNA provides services	Fla. Admin. Code R. 59A-8.0095(5)(b); s. 400.462(6), F.S. FL licensed HHA (all)
☐	Copy of the CNA's current nursing assistant certificate from the other state CNAs certified in another state who work as home health aides Before working as an aide	Fla. Admin. Code R. 59A-8.0095(5)(b) FL licensed HHA (all)
☐	24 hours of in-service training each biennium, with documentation kept by the CNA; this is the CNA's own renewal duty, separate from the agency's calendar-year in-service CNAs personally During each biennium	s. 464.203(7)-(8), F.S. FL CNA certification
☐	A new training and competency evaluation program, or a new competency evaluation program, after 24 consecutive months without nursing-related services for pay CNAs After any 24 consecutive months without paid nursing-related services	s. 464.203(5), F.S. FL CNA certification

AT HIRE AND THE FIRST MONTHS

☐	One-time HIV and AIDS course certificate or roster entry; aides and CNAs are outside the s. 456.033 exception, and the agency keeps a record of employees and dates of attendance All employees except those subject to s. 456.033, F.S. (such as RNs and LPNs); aides and CNAs are included Within 30 days of employment; not repeated after moving from another covered facility	Fla. Admin. Code R. 59A-8.0095(5)(r); s. 381.0035(1)-(2), (4), F.S.; s. 456.033, F.S. FL licensed HHA (all)
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☐	Current CPR card from an instructor or provider approved by the American Red Cross, the American Heart Association or the National Safety Council, or from an organization whose training is accredited by the Commission on Accreditation for Pre-Hospital Continuing Education, from a course in which the student demonstrated CPR in person Home health aides and CNAs Obtain, then keep current; the rule sets no separate deadline, and having the card before the first visit is our recommendation	Fla. Admin. Code R. 59A-8.0095(5)(k) (in-person clause new 5/31/2026) FL licensed HHA (all)
☐	Level 2 background screening conducted through AHCA, including fingerprint-based state and national criminal history checks and a search of the sexual predator and sexual offender registries; file contents and timing are covered in the Florida personnel file and Level 2 rescreening guides Aides and CNAs, employed or under contract, who provide personal care directly to clients At employment or contract	s. 400.512, F.S.; s. 408.809(1)(e), F.S.; s. 435.04(1)(a), F.S. FL licensed HHA (all)
☐	Basic written information about interacting with persons who have Alzheimer's disease or related forms of dementia, and the Department of Elderly Affairs 1-hour course, with the agency's record of completion Employees, including contracted staff subject to Level 2 screening; the 1-hour course covers those who provide personal care or have regular patient contact. Confirm with AHCA before relying on the pediatric-census exemption in s. 400.4785(1), F.S. Written information upon beginning employment; the course within 30 days	s. 400.4785, F.S.; s. 430.5025(2)(d), (4)(a), (4)(b), (4)(b)2., F.S. FL licensed HHA (all)
☐	Two additional hours of dementia training that include behavior management, promoting independence in activities of daily living, and skills in working with families and caregivers Employees who provide personal care, including aides and CNAs; staff working before July 1, 2023 had to finish before July 1, 2026 Within 7 months after beginning employment	s. 430.5025(4)(c), (9), F.S. FL licensed HHA (all)
☐	At least 2 hours of training in assisting with self-administered medication, which may be part of the 40 hours, including verification that the aide can read the prescription label and any instructions; a course taken outside the 40-hour training is documented in the personnel file, and passing the AHCA test alone does not qualify an aide to assist Aides and CNAs who will assist with self-administered medication Before assuming the responsibility	Fla. Admin. Code R. 59A-8.0095(5)(c)15., (5)(i)1.b.; s. 400.488(1)(b), F.S. FL licensed HHA (all)
EVERY YEAR AND ONGOING		
☐	In-service training records dated within each calendar year; the state rule sets no hour minimum, and AHCA surveyor guidance says the agency 'should determine the type and amount of in-service training to provide each year' Home health aides and CNAs Each calendar year	Fla. Admin. Code R. 59A-8.0095(5)(k); Fla. Admin. Code R. 59A-8.0097(1) FL licensed HHA (all)
☐	CPR card renewed so it stays current; the rule sets no renewal interval of its own, so the card's expiration date governs Home health aides and CNAs Before each card's expiration date	Fla. Admin. Code R. 59A-8.0095(5)(k) FL licensed HHA (all)
☐	Level 2 rescreening Aides and CNAs in screened positions, employed or under contract Every 5 years following employment or entry into a contract	s. 408.809(2), F.S. FL licensed HHA (all)

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| ☐ Initial 6-hour medication administration course, a 2-hour medication in-service every year, and an RN validation that expires 1 year from its effective date, with revalidation within 60 days before expiration; training and validation records kept on file
Aides and CNAs who administer medication under RN delegation, at agencies that provide skilled care only 6 hours before assuming the task; 2 hours annually; revalidation each year | Fla. Admin. Code R. 59A-8.0095(3)(e);
Fla. Admin. Code R. 59A-8.0097(3)(a), (5)-(6); s. 400.489(2), F.S.
FL licensed HHA (skilled care only) |
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SUPERVISION

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| ☐ Personal care assigned by and provided under the supervision of an RN; when only physical, speech or occupational therapy is furnished along with aide or CNA services, a licensed therapist, employed or contracted, may supervise instead
Home health aides and CNAs, case by case Every assignment | Fla. Admin. Code R. 59A-8.0095(5)(a);
Fla. Admin. Code R. 59A-8.008(2)
FL licensed HHA (all) |
| ☐ The assigning RN keeps full responsibility for the personal care tasks assigned and must ensure the aide or CNA is qualified for them based on training and experience
Assigning RN At each assignment | Fla. Admin. Code R. 59A-8.0095(3)(b);
s. 400.476(3), F.S.
FL licensed HHA (all) |
| ☐ Written assignment by a licensed health professional employee or contractor listing the personal care activities; aides and CNAs may not provide a personal health service that is not in the plan of care
Home health aides and CNAs (patient-record item) Before the aide performs the tasks | Fla. Admin. Code R. 59A-8.0095(5)(l)1., (5)(p)10.
FL licensed HHA (all) |
| ☐ RN supervisory visits, with on-site supervision as needed based on the severity of the patient's condition and the aide's or CNA's training and experience, documented in the patient file; neither the rule nor s. 400.487(3), F.S. sets an interval for ordinary aides
Home health aides, employed or contracted, as unlicensed assistive personnel; CNAs are not unlicensed assistive personnel but remain under on-site supervision as needed As needed; the agency's written policy sets the cadence | Fla. Admin. Code R.
59A-8.0095(3)(c)-(d); Fla. Admin. Code
R. 64B9-14.001(1); s. 400.487(3), F.S.
FL licensed HHA (all) |
| ☐ Written consent from the patient, guardian or legal representative to send an RN into the home for supervisory visits
Patients served by home health aides (patient-record item) Before the first supervisory visit | Fla. Admin. Code R. 59A-8.0095(3)(c)
FL licensed HHA (all) |
| ☐ Written policies and procedures that address the availability of a registered nurse supervisor during hours of patient service
Agencies that do not provide skilled services In place while aides serve patients | Fla. Admin. Code R. 59A-8.003(9)(d)
FL licensed HHA (all) |

MEDICARE-CERTIFIED OVERLAY

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| ☐ Evidence the aide completed one of four routes: training and competency evaluation under (b) and (c); a competency evaluation program under (c); a state-approved nurse aide training and competency evaluation program with current good standing on the state nurse aide registry; or a state licensure program meeting (b) and (c), which no Florida program fits because Florida does not license or certify aides
Home health aides and CNAs working as aides Before furnishing services | 42 CFR 484.80(a)(1)(i)-(iv); 42 CFR
484.115(d)
Medicare-certified HHA (42 CFR 484) |
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☐	Training documentation showing at least 75 hours of classroom and supervised practical training, at least 16 classroom hours before at least 16 supervised practical hours, practical training under the direct supervision of an RN or an LPN supervised by an RN, and every (b)(3) subject area covered Aides qualifying through training Before furnishing services	42 CFR 484.80(b)(1)-(4); 42 CFR 484.2 Medicare-certified HHA (42 CFR 484)
☐	Competency evaluation performed by an RN that addresses every (b)(3) subject, with communication skills, reading and recording temperature, pulse and respiration, personal hygiene and grooming, safe transfer and ambulation, and range of motion and positioning observed with a patient or pseudo-patient; an 'unsatisfactory' rating in more than one required area means the aide has not passed, and a task rated unsatisfactory is done only under direct RN supervision until the aide is retrained and re-evaluated Individuals furnishing aide services; for CNAs on the nurse aide route see the recommended-practice row, and Medicaid personal care aide-only services follow 42 CFR 484.80(i) Before furnishing services	42 CFR 484.80(c), (c)(1), (c)(3)-(5) Medicare-certified HHA (42 CFR 484)
☐	Check that there has been no continuous 24-month period without compensated services since the aide's most recent qualifying program; if there has, the aide completes another (a)(1) program before providing services Home health aides and nurse aides At hire and on return after a long gap; the regulation states the test, not when to check	42 CFR 484.80(a)(2) Medicare-certified HHA (42 CFR 484)
☐	In-service log of at least 12 hours in each 12-month period, supervised by an RN; training may occur while the aide furnishes care, and any organization may offer it Home health aides Each 12-month period	42 CFR 484.80(d), (d)(1)-(2) Medicare-certified HHA (42 CFR 484)
☐	Supervisory assessment of the aide services at least every 14 days by an RN or other appropriate skilled professional, with the aide not required to be present, on site or, on the rare occasion, by real-time two-way audio-video, capped at 1 virtual assessment per patient in a 60-day episode; an annual on-site observation of each aide performing care; and an on-site visit whenever an area of concern is noted Aides serving patients who also receive skilled nursing, physical or occupational therapy, or speech-language pathology Every 14 days; annually; whenever a concern is noted	42 CFR 484.80(h)(1)(i)-(iv) Medicare-certified HHA (42 CFR 484)
☐	RN on-site, in-person visit every 60 days to assess the aide's care, with the aide not required to be present, and a semi-annual on-site observation of each aide performing non-skilled care Aides serving patients who receive no skilled services Every 60 days; semi-annually	42 CFR 484.80(h)(2)(i)-(ii) Medicare-certified HHA (42 CFR 484)
☐	Retraining and a competency evaluation in the deficient and all related skills after a deficiency in aide services is verified during an on-site visit Home health aides After a deficiency verified on site	42 CFR 484.80(h)(3) Medicare-certified HHA (42 CFR 484)
☐	Evidence that aides furnished under arrangement meet the training or competency evaluation requirements, with the agency supervising them as it supervises its own aides Agencies that furnish aide services under arrangement Before services under arrangement begin	42 CFR 484.80(h)(5)(ii)-(iii) Medicare-certified HHA (42 CFR 484)

RECOMMENDED PRACTICE

☐	Dated in-person skills demonstration sheet listing the (5)(c) subject areas, the evaluator and the setting, and an RN-signed competency validation for every aide trained elsewhere; for aides on staff before 5/31/2026, complete both now with the current date and never backdate Every home health aide At hire; now for existing staff	Fla. Admin. Code R. 59A-8.0095(5)(c), (5)(j) (basis for the recommendation) Recommended (not required by rule)
☐	Replace online-only CPR cards with a card from one of the four named provider categories, from a course with an in-person demonstration Aides and CNAs holding online-only cards At the next renewal or sooner	Fla. Admin. Code R. 59A-8.0095(5)(k) (basis for the recommendation) Recommended (not required by rule)
☐	Track the state calendar-year in-service and the federal 12-month count as two separate items, and write one definition of the federal 12-month period, hire anniversary or calendar year, into policy Medicare-certified agencies Ongoing	Fla. Admin. Code R. 59A-8.0095(5)(k); 42 CFR 484.80(d) Recommended (not required by rule)
☐	Per-aide index of supervisory visit records, which the rule files by patient, and a written supervision cadence at licensed-only agencies Every agency that uses aides Ongoing	Fla. Admin. Code R. 59A-8.0095(3)(d) (basis for the recommendation) Recommended (not required by rule)
☐	Dated printout of the CNA's status from the Board of Nursing's public CNA registry CNAs working as aides At hire, at each biennial renewal and before rehiring after a long gap	s. 464.202, F.S.; Fla. Admin. Code R. 59A-8.0095(5)(b) Recommended (not required by rule)
☐	Documentation of the CNA's completion of home health aide training; AHCA surveyor guidance says the agency 'should have documentation of the CNA completion of the home health training', while the rule itself requires only the certificate CNAs working as aides At hire	Fla. Admin. Code R. 59A-8.0095(5)(b)-(c) (AHCA ASPEN State Regulation Set H 8.07 guideline) Recommended (not required by rule)
☐	Signed job description that mirrors the (5)(l) duties and the (5)(p) list of tasks aides and CNAs may not perform; Rule 59A-8.0095 does not require a job description for aides Home health aides and CNAs At hire and at each revision	Fla. Admin. Code R. 59A-8.0095(5)(l), (5)(p) (basis for the recommendation) Recommended (not required by rule)
☐	TB screening only where agency policy or an accreditor requires it; Chapter 59A-8, F.A.C. contains no TB screening requirement for aides Home health aides and CNAs As agency or accreditor policy sets	Fla. Admin. Code R. 59A-8.0095 (no TB requirement) Recommended (not required by rule)
☐	Current registry good standing plus an RN-signed competency evaluation for a CNA working as an aide; the regulation does not settle whether the nurse aide route alone is enough without a separate competency evaluation CNAs working as aides at certified agencies Before furnishing services	42 CFR 484.80(a)(1)(iii), (c) (basis for the recommendation) Recommended (not required by rule)

Track every aide requirement in one place

Corvara HR was built for agencies that have to prove all of this to a surveyor on short notice. It tracks each requirement per aide, such as training documentation, competency validation, CPR cards, in-service, HIV and dementia training and Level 2 rescreening,