

Heartland Home Care (sample)

Generated August 4, 2026

State: MO

CAREGIVER TRAINING FILE — IN-SERVICE RECORD — MARIA GONZALEZ

IN-SERVICE HOURS: ON TRACK

5.0 of 5.0 recommended annual in-service hours documented
(trailing 12 months).

Orientation requirements, if any, are assessed separately.

Caregiver	Maria Gonzalez
Role	Caregiver
Hire date	Mar 12, 2024
Documented training, last 12 months	5.0 hours
Agency annual in-service target	5 hours (agency policy) — recommended target, not a state hour mandate

Each module completion listed on page 2 was recorded by the agency's training system at the time the caregiver passed the graded quiz (80% or higher) and was electronically signed by the caregiver; in-person sessions are entered by the agency from its own records. For completions recorded by the current system, a minimum reading time is enforced before the quiz can be submitted, and the captured reading time appears in the Read time column. Certificates are individually numbered and independently verifiable. The agency remains the training provider of record.

APPLICABLE TRAINING REQUIREMENT

No state in-service hour rule applies to this agency. Heartland Home Care provides private-pay non-medical home care only, and Missouri does not license that segment. The Missouri Department of Health and Senior Services states, for private duty / private pay companies, that there is “NO license issued in MO for this type of company” and that the oversight is “No government oversight” (DHSS, *The 3 Types of Care in the Home*, rev. 10/28/2025). This agency is neither licensed nor surveyed for that work, and no Missouri hour mandate reaches it. An agency holding a Medicaid in-home services contract is a different segment and is bound by the rule quoted below.

The 5-hour annual figure above is therefore a **recommended defensibility target**, mirroring the standard Missouri applies to its Medicaid in-home services providers (19 CSR 15-7.021(22)(B), quoted below). The hours target above is set by agency policy; the records that follow are maintained as documentation of in-service training completed and topics covered (knowledge-based; not a substitute for hands-on competency evaluation).

Reference — the standard this recommended target mirrors. It binds the providers named in the rule's own scope, not this agency.

19 CSR 15-7.021(22)(B): “(B) Five (5) hours of in-service training annually are required after the first twelve (12) months of employment. The provider may waive the required annual five (5) hours of in-service training and require only two (2) hours of refresher training annually, when the personal care aide has been employed for three (3) years and has completed fifteen (15) hours of in-service training. In-service training curricula shall include updates on Alzheimer's disease and related dementia; and”

Applies to: Aides, respite care workers, and homemakers employed by DSS/MMAC-contracted in-home services providers, after their first 12 months of employment. 13 CSR 70-91.010(3)(E)2. carries the same requirement for personal care aides at enrolled MO HealthNet personal care providers.

This file documents annual in-service hours only. Any orientation requirement is tracked by the agency outside AideReady and is not scored on this record. The summaries above are drawn from the rule text cited with them. Your agency remains the training provider of record. AideReady is not a substitute for legal or regulatory advice.

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TRAINING RECORD — MARIA GONZALEZ

Completed modules (graded, electronically signed)

Date	Module	Hours	Score	Read time	Language	Signed	Certificate #
Nov 12, 2025	Client Rights, Dignity, and Independence	0.5	10/10	10 min	Spanish	Maria Gonzalez	AR-2026-.....
Dec 10, 2025	Dementia Basics: Communication and Approach	0.5	10/10	14 min	English	Maria Gonzalez	AR-2026-.....
Jan 14, 2026	Emergencies in the Home: When to Call 911	0.5	9/10	11 min	Spanish	Maria Gonzalez	AR-2026-.....
Feb 11, 2026	Infection Control and Hand Hygiene	0.5	10/10	10 min	Spanish	Maria Gonzalez	AR-2026-.....
Mar 11, 2026	Medication Safety: Reminders and Your Role	0.5	10/10	13 min	English	Maria Gonzalez	AR-2026-.....
Apr 8, 2026	Safe Body Mechanics and Transfers	0.5	9/10	12 min	Spanish	Maria Gonzalez	AR-2026-.....
May 6, 2026	Recognizing and Reporting Abuse, Neglect, and Exploitation	0.5	10/10	10 min	Spanish	Maria Gonzalez	AR-2026-.....
Jun 10, 2026	Falls Prevention in the Home	0.5	10/10	11 min	Spanish	Maria Gonzalez	AR-2026-031E7C
Total module hours		4.0					

Only AR-2026-031E7C resolves in the certificate register — try it. Every other certificate number on this specimen is redacted because the completion behind it is illustrative and no corresponding certificate exists in the register.

In-person training attended

Date	Session	Instructor	Hours
Sep 18, 2025	Fall-risk home walkthrough (hands-on)	T. Reyes, RN	0.5
Oct 16, 2025	Client transfer and body mechanics skills check	T. Reyes, RN	0.5
Total in-person hours			1.0

Total documented in-service hours, trailing 12 months (4.0 module + 1.0 in-person)

5.0 hours

To the best of the agency's knowledge, the records above accurately reflect the in-service training completed by this caregiver. Online module completions were electronically signed by the caregiver; in-person sessions are attested by the agency.

 Administrator signature

 Date


Certificates can be independently verified at aideready.care/verify/<certificate number> — no account needed. Certificates cannot be created or edited by the agency.

aideready.care/verify/AR-2026-031E7C