Arizona Memory Care Training Checklist and Tracker

Tendera Arizona Operator Resources

Reviewed October 25, 2026

Use this two-page tool to review a directed-care-licensed facility's training files and record each person's training separately. It is an operational aid, not an ADHS form, legal advice, or proof of compliance. Keep the actual supporting records.

Facility _____ Reviewer _____

Review date _____ Directed-care license verified _____

Facility review checklist

☐ Review the full staff and contractor roster, not only caregivers assigned to memory care. Resolve uncertain role coverage with ADHS. [1]

☐ Verify each training program's ADHS approval and dates. Check the current Memory Care Services database; a listed name alone does not establish current approval. [2, 4]

☐ Review each hire or return date, prior certificate, and relevant employment history. Apply both the recent-certificate condition and the 12-month work-gap rule. [2]

☐ Record initial training, annual education, and certificate issuance separately. Confirm how the approved program meets R9-10-126(G) before treating the certificate as complete. [2]

☐ For each manager, document the additional manager-specific training and confirm any repeat requirement with ADHS and the approved program. Keep professional certification renewal separate. [2, 3]

☐ Keep certificates accessible. Employee and volunteer personnel records must remain during service and at least 24 months afterward; manager Board CE evidence has a separate three-year retention requirement. [2, 3]

Timing reference

Item	Required timing or verification
Initial memory-care training	Minimum 8 hours; staff certificate within first 30 days of hire or qualifying certificate obtained in preceding 12 months. Check R9-10-126(G) issuance conditions. [2]
Annual memory-care education	Minimum 4 hours annually. R9-10-126(G) also uses the preceding 12 consecutive months before issuance. No uniform calendar renewal date is stated here. [1, 2]
Manager-specific training	Minimum 4 additional hours beyond initial 8. Confirm any repeat expectation; do not assume one-time or automatically annual. [1, 2]
Return after a 12-month work gap	Repeat minimum 8 initial hours within 30 days of hire, rehire, or return after the specified gap in directed-care-facility work. [1, 2]
Manager professional certificate	Expires midnight 30 days after birthday in odd-numbered years. Generally 24 Board-approved CE hours per biennium; initial period is prorated. [3]

Sources: [1] A.R.S. § 36-405.03. [2] R9-10-122, R9-10-126, R9-10-806(C), R9-10-816(B)-(C). [3] R4-33-405, R4-33-501, R4-33-502. [4] ADHS licensing databases.

Individual Training Record

Use one record per person. These fields and internal targets are recommended tracking practices, not additional state deadlines. Keep this page with the supporting documents. Rules and sources are on page 1.

Name _____ Role _____

Facility _____ Hire or return date _____

Employee or contractor _____ Reviewer and date _____

Prior training and employment review

Prior certificate issuance date _____ Obtained within 12 months before hire ☐ Yes ☐ No

Directed-care facility work history reviewed _____

Gap of 12 or more consecutive months ☐ Yes ☐ No ☐ Unresolved

Gap dates and action required _____

Initial certificate deadline or prior-certificate acceptance basis _____

Initial training and certificate verification

Initial training date and hours _____

ADHS-approved program and approval number _____

Approval status checked on _____ Certificate issued _____

☐ R9-10-126 certificate fields checked ☐ Issuance conditions including 126(G) reviewed

Supporting certificate and education records location _____

Annual memory care education log

Record actual completion dates. Confirm the applicable timing and documentation with the approved program. An internal target is not a state-issued certificate expiration date.

Completion date	Program or course	Hours	Evidence location

Next internal review target _____ Timing basis _____

Manager section if applicable

Manager-specific training date and hours _____

Any repeat expectation confirmed with ADHS or program _____

Professional certificate expiration _____ Biennial CE period _____

Board-approved CE earned _____ Required _____ Initial-period proration ☐ Yes ☐ No

Open questions or corrective action _____

_____