



September 30, 2025

DAL #: DRS #25-08
Subject: Personal Care Aide Training
Program Application Update

Dear Training Program Operators and Home Care Agency Providers:

This correspondence is intended to raise awareness of a recent update to the Personal Care Aide Training Program (PCATP) applications and application submission process. The applications have been modernized by transitioning to a web-based system. The web-based applications will help ensure submission of thorough and complete applications and help to streamline and simplify the application process.

The following applications have been updated:

1. PCATP Initial Application
2. PCATP Director/ Coordinator/ Nurse Instructor Application
3. PCATP Reapproval Application
4. Hybrid Training Program Application

The applications remain available on the Department's website at: https://www.health.ny.gov/professionals/home_care/guide_to_operate_pcatp/. Selecting the hyperlink corresponding to the specific application will direct you to the new web-based application. After submission, the application will be automatically forwarded to the Bureau of Professional Credentialing and Training Programs for review and a copy of the submission will be sent directly to the submitter's email for record maintenance purposes.

Questions regarding this guidance may be referred to pcatp@health.ny.gov.

Sincerely,

Kristen M. Pergolino, Director
Division of Residential Support
Center for Residential Surveillance
Office of Aging and Long-Term Care

cc: Dr. Fish
V. Deetz
C. Rodat
H. Hayes
M. Chittenden
M. Ferriter
C. Cazer
E. Beverly