# Case Management Online Certification Training Exemption Process

Requests for exemption should be made to Nancy Graham (nancy@agingny.org) at Aging NY, by February 29, 2016. NYSOFA will make the decision regarding the exemption, with advisement from Aging NY.

Exemption submissions should include:

1. A request letter from the AAA’s director/commissioner indicating they would like the state to consider their exemption,
2. A detailed curriculum of your existing case management training program,
3. Whether your case managers would like to take the exam to receive the state certification if an exemption is granted.

In the event that a mandatory staff member\* has already completed the CADER training program, and passed with a satisfactory grade, a certificate will be issued to that staff member. To apply for individual staff exemptions under this circumstance, please send a list of your mandatory staff members who have completed the CADER training, along with their grades from the component’s exams to the Training Coordinator at Aging NY.

The Training Coordinator will review the request, and then direct CADER to have the certificates issued.

\*Mandatory Staff is defined as all case managers who provide case management services to clients who receive in-home services funded by Title III-B, EISEP and CSE.