

What's next to be approved to teach the new Mental Health Capable Caregiving, Level 1 Specialty Class?

Community Instructors

(Currently Contracted Community Instructors)

If you **ARE** currently approved to teach the old Mental Health Specialty class:

Email the following documentation to TrainingApprovalTPC@dshs.wa.gov

- Certificate of completion: Mental Health, Level 1
- Certificate of completion: Adult Education Class

Please include the name of your Training Program you are approved to teach Mental Health Specialty.

If you're **NOT** currently approved to teach the old Mental Health Specialty class:

Email the following documentation to TrainingApprovalTPC@dshs.wa.gov

- Certificate of completion: Mental Health, Level 1
- Certificate of completion: Adult Education Class
- [Instructor Application \(INS\) Form](#). Review the DSHS [minimum instructor qualifications](#).
- [TPC Form](#)

How do I know if I'm currently approved to teach the old Mental Health Specialty Class?

If you are currently approved by DSHS to teach the old Mental Health Specialty course, you should have an approval letter like the one below.

Section 2– Approved Instructors													
The following instructors are approved to teach the courses checked below:													
Instructor	Add	Remove	Orient. & Safety	Core Basic	Core Basic Instr. # *	Pop. Specific	Dementia Specialty		Mental health Specialty		Nurse Delegation		CE
							LTC Worker	Manager	LTC Worker	Manager	Core	Diabetes	
Your Name	X						X	X					

What's next to be approved to teach the new Mental Health Capable Caregiving, Level 1 Specialty Class?

Facility Instructors

(Assisted Living Facility, Adult Family Home, Enhanced Services)

If you **ARE** currently approved to teach the old Mental Health Specialty class:

Email the following documentation to TrainingApprovalTPA@dshs.wa.gov

- Certificate of completion: Mental Health, Level 1
- Certificate of completion: Adult Education Class

Please include name of Facility you are approved to teach Mental Health Specialty. If more than one (1) facility, include the name of each Facility.

If you're **NOT** currently approved to teach the old Mental Health Specialty class:

Email the following documentation to TrainingApprovalTPA@dshs.wa.gov

- Certificate of completion: Mental Health, Level 1
- Certificate of completion: Adult Education Class
- [Facility Instructor Form](#). Review the DSHS [minimum instructor qualifications](#).
- [TPA form](#)

How do I know if I'm currently approved to teach the old Mental Health Specialty Class?

If you are currently approved by DSHS to teach the old Mental Health Specialty course, you should have an approval letter like the one below.

Section 3 – Approved Instructors										
The following instructors are approved to teach the courses checked below:										
Instructor	Add	Remove	Orient.	Safety	Core Basic	Core Basic Instructor # *	Pop. Specific	Dementia Specialty	Mental Health Specialty LTC Worker	CE
Your Name	X							X		

*The lead core basic training instructor must list this assigned instructor # on the Core Basic and 75 hour training certificate.