



DSHS
WASHINGTON STATE
Department of Social
and Health Services



DSHS Community Instructor – Qualification Requirements

All instructors must:

1. Be 21 years or older.
2. Have **not** had a professional health care or social services license or certification revoked in Washington state.
3. Meet the qualifications listed below for DSHS approval:

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
Orientation & Safety Training¹	Active Washington state RN license in good standing OR Have specific knowledge, training, and work experience relevant to orientation and safety training topics	None Required	Prerequisites: None Required Documentation: None Application Form: <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates
Continuing Education¹	Active Washington state RN license in good standing OR Proficient in the course topics or have specific knowledge, training, or experience in providing direct, personal care, or other relevant services to the elderly or persons with disabilities requiring long-term care	None Required	Prerequisites: None Required Documentation: None Application Form: <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
<p>Core Basic Training^{2, 8}</p>	<p>Active Washington state RN license in good standing and work experience in the last 5 years with clients of long-term care community settings</p> <p>OR</p> <p>AA Degree, or higher, in health or human services and 6 months of professional or caregiving experience within the last 5 years in long-term care home or community settings</p> <p>OR</p> <p>High school diploma/GED, and 1 year of professional or caregiving experience within the last 5 years in long-term care home or community settings</p>	<p>100 hours teaching adults topics in basic training</p> <p>OR</p> <p>40 hours of teaching basic training while being mentored by an instructor who is approved to teach basic training</p>	<p>Prerequisites: DSHS 4 Hour Adult Education³ course completion</p> <p>Required Documentation: Adult Education certificate</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Community Instructor Application
<p>Dementia Specialty Training^{4, 8}</p> <p>Mental Health Specialty Training^{5, 8}</p>	<p>Bachelor’s degree, RN, or be a mental health specialist</p> <p>AND</p> <p>1 year of education, or 80 hours of CE, in topics directly related to the specialty topic (mental health and/or dementia)</p> <p>AND</p> <p>2 years’ work experience with people who have dementia and/or mental health issues</p> <p>AND</p> <p>Experienced in caregiving for populations with mental health issues and/or dementia AND skilled in course the content (mental health and/or dementia)</p>	<p>200 hours teaching adults topics in basic training</p> <p>AND</p> <p>Successful completion of the DSHS instructor qualification/demonstration process</p> <p>AND</p> <p>Experience or training in assessment and competency testing</p>	<p>Prerequisites: DSHS 8 Hour Dementia and/or Mental Health Specialty Training</p> <p>AND</p> <p>DSHS 4 Hour Adult Education³ course completion</p> <p>Required Documentation: Dementia and/or Mental Health Specialty Training certificate(s)</p> <p>AND</p> <p>Adult Education certificate</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Community Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
<p>Expanded Specialty Training^{6,8}</p> <p>Includes the following trainings:</p> <p>Traumatic Brain Injury Specialty</p> <p>Diabetes Specialty</p> <p>Substance Use Disorder Specialty</p> <p>Dementia Level 2 coming fall 2025</p>	<p>Bachelor’s degree, RN, paramedic, emergency medical technician (EMT), mental health specialist, or a specialist with nationally recognized credentials in the expanded specialty topic with at least 80 hours of education in the expanded specialty topics</p> <p>AND</p> <p>2 years full-time equivalent direct work or volunteer experience with people in the specialty topic population</p> <p>AND</p> <p>Experienced in caregiving practices related to the expanded specialty topic and able to demonstrate competency in the course content</p> <p>NOTE: Five years of full-time equivalent direct work experience with people in the specialty topic population may substitute for either:</p> <p>The credential or degree described above</p> <p>OR</p> <p>The 80 hours education in the course topics</p>	<p>200 hours teaching adults topics in basic training</p> <p>AND</p> <p>Successful completion of the DSHS instructor qualification/demonstration process</p> <p>AND</p> <p>Experience or training in assessment and competency testing</p>	<p>Prerequisites: DSHS 8 Hour Expanded Specialty Training</p> <p>AND</p> <p>DSHS 4 Hour Adult Education³ course completion</p> <p>Required Documentation: Expanded Specialty Training certificate(s)</p> <p>AND</p> <p>Adult Education certificate</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Community Instructor Application
<p>Nurse Delegation Core Training²</p> <p>Nurse Delegation Diabetes Training²</p>	<p>Active Washington state RN license in good standing without restrictions</p> <p>AND</p> <p>Work experience in the last 5 years with people needing long-term care in a community setting</p> <p>AND</p> <p>Experienced in caregiving practices and able to demonstrate competency in teaching the course content</p>	<p>100 hours teaching adults on topics directly related to the basic training or nurse delegation</p> <p>OR</p> <p>40 hours teaching adults topics in basic training while being mentored by an approved basic training instructor</p> <p>AND</p> <p>Experience or training in assessment and competency testing</p>	<p>Prerequisites: None</p> <p>Required Documentation: None</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Community Instructor Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Community Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
Adult Education Training⁷	Bachelor's degree or Active Washington state RN license in good standing AND 1 year of education in subjects directly related to adult education AND Experienced in adult education practices and able to demonstrate competency in the course content	2 years' experience teaching long-term care workers OR 200 hours teaching adult education or closely related subjects AND Successful completion of the DSHS instructor qualification/demonstration process AND Experience or training in assessment and competency testing	Prerequisites: DSHS 4 Hour Adult Education course ³ completion Required Documentation: Adult Education certificate Application Form: <ul style="list-style-type: none"> • Community Instructor Application: DSHS Adult Education Training

Washington Administrative Codes

- ¹ WAC 388-112A-1260
- ² WAC 388-112A-1240
- ³ WAC 388-112A-1297
- ⁴ WAC 388-112A-1285
- ⁵ WAC 388-112A-1270
- ⁶ WAC 388-112A-1292
- ⁷ WAC 388-112A-1250
- ⁸ WAC 388-112A-0010