

DSHS Facility 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: • Facility Training Program Application and Updates
Continuing Education²	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: • Facility Training Program Application and Updates

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
<p>Core Basic Training^{2, 8}</p> <p>On-the-job Training²</p>	<p>Active Washington state RN license in good standing and work experience within 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>OR</p> <p>40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill</p>	<p>Prerequisites: DSHS 4 Hour Adult Education⁶ course completion</p> <p>Required Documentation: Adult Education certificate</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Facility Training Program Application and Updates AND • Facility Instructor Application <p>Application form for On-the- Job Training:</p> <ul style="list-style-type: none"> • On-the-Job Skills Training Application AND • Emphasis on Hands-On Skills Practice: Planning Attestation
<p>Dementia Specialty Training^{3, 8}</p> <p>Mental Health Specialty Training^{4, 8}</p>	<p>Active Washington state RN license in good standing and work experience within 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 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>OR</p> <p>40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill</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 AND DSHS 4 Hour Adult Education⁶ course completion</p> <p>Required Documentation:</p> <ul style="list-style-type: none"> • Dementia and/or Mental Health Specialty Training certificate(s) AND • Adult Education certificate <p>Application Forms:</p> <ul style="list-style-type: none"> • Facility Training Program Application and Updates AND • Facility Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
<p>Developmental Disabilities Specialty Training⁹</p> <p>For more info about this training, visit the DDA Specialty Training Calendar</p>	<p>Bachelor’s degree with at least 2 years full-time work experience in the field of disabilities</p> <p>OR</p> <p>High school diploma/GED with 4 years full-time work experience in the field of developmental disabilities, including 2 years full-time direct work experience with people who have a developmental disability</p>	<p>200 hours teaching experience</p> <p>AND</p> <p>Experience in assessment and competency testing</p>	<p>Prerequisites: Developmental Disabilities Specialty Training</p> <p>AND</p> <p>Adult Education⁶ course completion</p> <p>Required Documentation: Developmental Disabilities Specialty Training certificate</p> <p>AND</p> <p>Adult Education certificate</p> <p>Application Forms:</p> <ul style="list-style-type: none"> • Facility Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Facility Instructor Application
<p>Expanded Specialty Training^{7,8}</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>Active Washington state RN license in good standing and work experience within 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>OR</p> <p>40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill</p>	<p>Prerequisites: DSHS 8 Hour Expanded Specialty Training</p> <p>AND</p> <p>Adult Education⁶ 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"> • Facility Training Program Application and Updates <p>AND</p> <ul style="list-style-type: none"> • Facility Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
Nurse Delegation Core Training² Nurse Delegation Diabetes Training²	Active Washington state RN license in good standing without restrictions AND Work experience within the last five years with people needing long-term care in a community setting AND Experienced in caregiving practices and capable of demonstrating competency in teaching the course content	100 hours teaching adults on topics directly related to the basic training or nurse delegation OR 40 hours teaching adults topics in basic training while being mentored by an approved basic training instructor AND Experience or training in assessment and competency testing	Prerequisites: None Required Documentation: None Application Forms: <ul style="list-style-type: none"> • Facility Training Program Application and Updates AND <ul style="list-style-type: none"> • Facility Instructor Application
Adult Education Training⁶	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 teaching long-term care workers OR 200 hours teaching adult education or closely related subjects AND Experience or training in assessment and competency testing	Prerequisites: Adult Education course completion Required Documentation: DSHS 4 Hour Adult Education certificate Request application by emailing TrainingApprovalTPA@dshs.wa.gov

Washington Administrative Codes

- ¹ WAC 388-112A-1260
- ² WAC 388-112A-1240
- ³ WAC 388-112A-1270
- ⁴ WAC 388-112A-1285
- ⁵ WAC 388-112A-1250
- ⁶ WAC 388-112A-1297
- ⁷ WAC 388-112A-1292
- ⁸ WAC 388-112A-0010
- ⁹ WAC 388-112A-1295