



On-the-Job Facility Training Plan Application and Updates

Use this form for initial approval to include on-the-job skills hours in the 75-hour long-term care worker basic training. Use this form to submit changes to an approved plan. Submit this application with "OJT" and your facility's name in the subject line. **You must complete this form prior to implementation of OJT skills at your facility.**

FACILITY NAME		
TRAINING CONTACT'S NAME	PHONE NUMBER	EMAIL

1. Core Basic Training

Who will teach the instructional part of Core Basic Training for your facility?

Online basic training provided by Cornerstone Health Care Training Company (recommended)
 Online basic training provided through Relias (recommended)
 Online basic training provided through Washington Care Academy (recommended)
 Our facility instructor or corporate instructor will teach the instructional part of core basic training using the Fundamentals of Caregiving 3rd Edition (textbook).

Facility Instructors are required to teach at least 16 hours of on-the-job skills for long-term care workers in training.

2. Population Specific Training

Specify which Population Specific classes your long-term care workers will take for certification and list the approved instructor for each class. Population specific training should reflect the needs of your facilities population. We recommend 16 hours total from the following options:

Classes	Approved Instructor's Name (print)
Mental Health Specialty, 8 hours - DSHS Curricula	
Dementia Specialty, 8 hours - DSHS Curricula	
Traumatic Brain Injury Specialty, 8 hours - DSHS Curricula	
Nurse Delegation Core, 9 hours - DSHS Curricula	
Nurse Delegation Diabetes, 3 hours - DSHS Curricula	
Developmental Disabilities Specialty Training, 16 hours	

OTHER APPROVED POPULATION SPECIFIC CLASS: ENTER CLASS TITLE(S) AND HOURS.

3. Orientation and Safety Training

Specify how your long-term care workers will take Orientation and Safety classes.

Facility instructor, 5 hours (recommended)
 Online provider, 5 hours
 Community instructor, 5 hours

4. 75-hour HCA Certification Plan

Example:	
Core Basic Instruction Online	38 hours
Core Basic Skills OJT	16 hours
Mental Health Specialty	8 hours
Dementia Specialty	8 hours
Orientation and Safety	5 hours
Total	75 hours

Please specify your facility's training plan:	
Core Basic Skills OJT	
Orientation and Safety	5 hours
Total	

5. Submit completed Facility Training application to TrainingApprovalTPA@dshs.wa.gov with "OJT" and your facility's name in the subject line. You must complete this form prior to initiation of OJT skills instruction.

YOUR FACILITY'S NAME		FACILITY'S TRAINING NUMBER WA	DATE SUBMITTED
INSTRUCTOR(S) SIGNATURE(S)	PRINTED INSTRUCTOR(S) NAME(S)	INSTRUCTOR(S) TRAINING CODE NUMBER	

