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 Training[1]	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:** • Community Instructor Training Program Application and Updates
Continuing Education[1]	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:** • Community Instructor Training Program Application and Updates

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
Core Basic Training[2],[8]	Active Washington state RN license in good standing and work experience in the last 5 years with clients of long-term care community settings **OR** 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 **OR** 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	100 hours teaching adults topics in basic training **OR** 40 hours of teaching basic training while being mentored by an instructor who is approved to teach basic training	**Prerequisites:** DSHS 4 Hour Adult Education[3] course completion **Required Documentation:** Adult Education certificate **Application Forms:** • Community Instructor Training Program Application and Updates **AND** • Community Instructor Application
Dementia Specialty Training[4],[8] **Mental Health Specialty Training[5],[8]**	Bachelor's degree, RN, or be a mental health specialist **AND** 1 year of education, or 80 hours of CE, in topics directly related to the specialty topic (mental health and/or dementia) **AND** 2 years' work experience with people who have dementia and/or mental health issues **AND** Experienced in caregiving for populations with mental health issues and/or dementia AND skilled in course the content (mental health and/or dementia)	200 hours teaching adults topics in basic training **AND** Successful completion of the DSHS instructor qualification/demonstration process **AND** Experience or training in assessment and competency testing	**Prerequisites**: DSHS 8 Hour Dementia and/or Mental Health Specialty Training **AND** DSHS 4 Hour Adult Education[3] course completion **Required Documentation**: Dementia and/or Mental Health Specialty Training certificate(s) **AND** Adult Education certificate **Application Forms**: • Community Instructor Training Program Application and Updates **AND** • Community Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
Expanded Specialty Training[6,8] Includes the following trainings: **Traumatic Brain Injury Specialty** **Diabetes Specialty** **Substance Use Disorder Specialty** **Dementia Level 2** *coming fall 2025*	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 **AND** 2 years full-time equivalent direct work or volunteer experience with people in the specialty topic population **AND** Experienced in caregiving practices related to the expanded specialty topic and able to demonstrate competency in the course content ***NOTE:*** Five years of full-time equivalent direct work experience with people in the specialty topic population may substitute for either: The credential or degree described above **OR** The 80 hours education in the course topics	200 hours teaching adults topics in basic training **AND** Successful completion of the DSHS instructor qualification/demonstration process **AND** Experience or training in assessment and competency testing	**Prerequisites**: DSHS 8 Hour Expanded Specialty Training **AND** DSHS 4 Hour Adult Education[3] course completion **Required Documentation**: Expanded Specialty Training certificate(s) **AND** Adult Education certificate **Application Forms**: • Community Instructor Training Program Application and Updates **AND** • Community Instructor Application
Nurse Delegation Core Training[2] **Nurse Delegation Diabetes Training**[2]	Active Washington state RN license in good standing without restrictions **AND** Work experience in the last 5 years with people needing long-term care in a community setting **AND** Experienced in caregiving practices and able to demonstrate 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:** • Community Instructor Training Program Application and Updates **AND** • Community Instructor Application

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application Forms
Adult Education Training[7]	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:** • 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