Home and Community Living Administration (HCLA)
Home and Community Services (HCS)

On-the-Job Skills Training: Application and Updates

Use this form to request approval to use on-the-job training (OJT) in your 75-hour long-term care worker basic training or to update the existing plan. **The plan must include at least 16 hours of skills training** (WAC 388-112A-0300). **Instructors must submit this form and receive department approval prior to providing OJT.**

Facility's Name	Training Number WA	Date
Training Coordinator's Name	Email	

Section 1. Orientation and Safety Training

Specify how your long-term care workers will receive 5-hours of orientation and safety classes.

☐ Facility / Program instructor ☐ Online provider ☐ Community instructor

Section 2. Core Basic Training

Who will provide 38 hours of the core basic instructional component for your long-term care workers?

☐ Our facility / program instructor or corporate instructor will teach the instructional part of core basic training using the DSHS Fundamentals of Caregiving 3rd Edition (textbook).

☐ An online curriculum approved by DSHS: Curriculum Name:

Section 3. Population Specific Training

Specify which population specific classes your long-term care workers will receive and list the approved instructor or business that will deliver each course. Population specific training should reflect the needs of the population you serve. We recommend at least 16 hours total from the following options:

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

Other approved population specific class: Enter class title(s) and hours.

Section 4. 75-hour HCA Certification Plan

Sample Plan:	
Orientation and Safety	5 hours
Core Basic Instruction (facility / program instructor-led)	38 hours
Core Basic Skills OJT	16 hours
Mental Health Specialty	8 hours
Dementia Specialty	8 hours
Total	**75 hours**

Please specify your facility's training plan:	
Orientation and Safety	5 hours
Core Basic Skills OJT	16 hours
Total	

Submit this completed application to TrainingApprovalTPA@dshs.wa.gov. In the email Subject line, write "OJT" and your facility/program name (e.g. OJT Best Care AFH). A Program Manager will contact you to learn more about your OJT plans and provide you with additional information and resources for using OJT. You must submit this form and receive department approval prior to implementing OJT.

Instructor(s) Signature(s)	Printed Instructor(s) Name(s)	Instructor(s) Training Code Number
_____ _____ _____ _____ _____		