



STATE OF WASHINGTON  
DEPARTMENT OF SOCIAL AND HEALTH SERVICES  
*Aging and Long-Term Support Administration*  
PO Box 45600, Olympia, Washington 98504-5600

January 13, 2016

**ALTSA: ALF #2016-002**  
**CONTINUING EDUCATION (CE) CERTIFICATES**

Dear Assisted Living Facility Administrator:

This letter is to remind providers, caregivers, or interested parties information relevant to CE Certificates, as well as identifying recent changes regarding the training program codes and CE codes.

WAC Chapters 388-112 and 388-78A require certain facility staff to complete 12 hours of CE through a *department approved* training program, which is to be completed annually, prior to the staff's birthday. During the full inspection, and possibly complaint investigations, licensors will review the facility's staff records to ensure staff meet the training requirements.

Training programs are instructed on how to document CE completion for an approved course. In order to ensure the certificate meets the requirements for CE, the following information must be on the CE certificate:

- A DSHS assigned CE approval code (prefix could be NF, CO, MG or CE)
- The Course Title approved by DSHS
- The number of CE course hours
- The CE completion date
- The instructor's name and signature
- The Training Program name and DSHS assigned Training Program code
- The student's name

The following is a list of CE approval course codes that are currently in use:

- NF = Conference (Effective August 2015)
- CO = Online CE
- MG = Manager CE
- CE = In-person instruction

Also, when facilities request to train their staff and the Department has approved the training, the Department will assign the facility a training code. Effective 8/14/15, the training program numbers will no longer be based on the facility license, but instead will be a system-generated number. If the facility has an assigned training program code prior to 8/14/15, that number will be in effect until the facility's license number changes; the training program code will still begin with WA.

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Please be aware that your continuing education classes must be:

- In a classroom setting with an instructor, or
- An interactive online program that is approved by DSHS.

If you are sold training materials to simply read and take a test, or to simply watch a DVD, this type of training (also known as self-study) is NOT APPROVED. Please be aware that there are some businesses advertising that they provide “*DSHS approved*” courses and will mail courses and certificates for self-study review. This style of “*diploma mill*” business operation is not approved by DSHS. Please contact Lynne Welton at (360) 725-2515 or Suemary Trobaugh at (360) 725-2516 and they will help get your money back.

As a provider, it is imperative to be familiar the minimum requirements of CE certificates to ensure you and your staff get credit for the CE courses taken throughout the year.

If you have any questions about CE certificate requirements, please contact Jeanette Childress, Assisted Living Facility Policy Program Manager, at (360) 725-2591 or [jeanette.childress@dshs.wa.gov](mailto:jeanette.childress@dshs.wa.gov).

Sincerely,



Candace Goehring, Director  
Residential Care Services

“Transforming Lives”