



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

April 27, 2020

**ALTA: ALF #2020-022**  
**EMERGENCY RULES SUSPENDING REQUIREMENTS FOR**  
**ADMINISTRATOR TRAINING CERTIFICATES**

Dear Assisted Living Facility Administrator:

The Department of Social and Health Services filed [emergency rules](#) effective April 23, 2020 to suspend requirements related to administrator training certificates in WACs 388-78A-2524(1), -2525(1), and -2526(1). These rules are suspended in response to the significant threat of COVID-19 to our most vulnerable populations, especially for those receiving long-term care services in congregate settings, such as Assisted Living Facilities.

Administrator training is part of the hiring process and must be completed within a designated timeframe. Currently administrators are unable to obtain the required training because that training is no longer being provided due to the COVID-19 pandemic. This circumstance is expected to exacerbate demand for long-term care administrators when the pandemic has already significantly reduced the availability of long-term care workers in the state in recent weeks. These emergency rules are intended to help meet the demand for long-term care administrators in Washington State. The rules expire August 21, 2020.

Thank you for your continued commitment to resident health and safety. If you have any questions, please contact Jeanette Childress, Policy Program Manager, at (360) 764-9804 or [Jeanette.Childress@dshs.wa.gov](mailto:Jeanette.Childress@dshs.wa.gov).

Sincerely,

Candace Goehring, Director  
Residential Care Services

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