

## DSHS Facility 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
<b>Orientation &amp; Safety Training<sup>1</sup></b>	Active Washington state RN license in good standing  <b>OR</b> Have specific knowledge, training, and work experience relevant to orientation and safety training topics	None Required	<b>Prerequisites:</b> None  <b>Required Documentation:</b> None  <b>Application Form:</b> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a></li> </ul>
<b>Continuing Education<sup>2</sup></b>	Active Washington state RN license in good standing  <b>OR</b> 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	<b>Prerequisites:</b> None  <b>Required Documentation:</b> None  <b>Application Form:</b> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a></li> </ul>

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
<b>Core Basic Training<sup>2, 8</sup></b>  <b>On-the-job Training<sup>2</sup></b>	<p>Active Washington state RN license in good standing and work experience within the last 5 years with clients of long-term care community settings</p> <p><b>OR</b></p> <p>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</p> <p><b>OR</b></p> <p>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</p>	<p>100 hours teaching adults topics in basic training</p> <p><b>OR</b></p> <p>40 hours of teaching basic training while <a href="#">being mentored</a> by an instructor who is approved to teach basic training</p> <p><b>OR</b></p> <p>40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill</p>	<p><b>Prerequisites:</b> DSHS 4 Hour Adult Education<sup>6</sup> course completion</p> <p><b>Required Documentation:</b> Adult Education certificate</p> <p><b>Application Forms:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a> <b>AND</b></li> <li>• <a href="#">Facility Instructor Application</a></li> </ul> <p><b>Application form for On-the- Job Training:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">On-the-Job Skills Training Application</a> <b>AND</b></li> <li>• <a href="#">Emphasis on Hands-On Skills Practice: Planning Attestation</a></li> </ul>
<b>Dementia Specialty Training<sup>3, 8</sup></b>  <b>Mental Health Specialty Training<sup>4, 8</sup></b>	<p>Active Washington state RN license in good standing and work experience within the last 5 years with clients of long-term care community settings</p> <p><b>OR</b></p> <p>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 community settings</p> <p><b>OR</b></p> <p>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</p>	<p>100 hours teaching adults topics in basic training</p> <p><b>OR</b></p> <p>40 hours of teaching basic training while <a href="#">being mentored</a> by an instructor who is approved to teach basic training</p> <p><b>OR</b></p> <p>40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill</p> <p><b>AND</b></p> <p>Experience or training in assessment and competency testing</p>	<p><b>Prerequisites:</b> DSHS 8 Hour Dementia and/or Mental Health Specialty Training <b>AND</b> DSHS 4 Hour Adult Education<sup>6</sup> course completion</p> <p><b>Required Documentation:</b></p> <ul style="list-style-type: none"> <li>• Dementia and/or Mental Health Specialty Training certificate(s) <b>AND</b></li> <li>• Adult Education certificate</li> </ul> <p><b>Application Forms:</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a> <b>AND</b></li> <li>• <a href="#">Facility Instructor Application</a></li> </ul>

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
<b>Developmental Disabilities Specialty Training<sup>9</sup></b>  For more info about this training, visit the <a href="#">DDA Specialty Training Calendar</a>	Bachelor's degree with at least 2 years full-time work experience in the field of disabilities  <b>OR</b>  High school diploma/GED with 4 years full-time work experience in the field of developmental disabilities, including 2 years full-time direct work experience with people who have a developmental disability	200 hours teaching experience  <b>AND</b>  Experience in assessment and competency testing	<b>Prerequisites:</b> Developmental Disabilities Specialty Training <b>AND</b> Adult Education <sup>6</sup> course completion  <b>Required Documentation:</b> Developmental Disabilities Specialty Training certificate <b>AND</b> Adult Education certificate  <b>Application Forms:</b> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a></li> <li><b>AND</b></li> <li>• <a href="#">Facility Instructor Application</a></li> </ul>
<b>Expanded Specialty Training<sup>7, 8</sup></b>  Includes the following trainings:  <b>Traumatic Brain Injury Specialty</b>  <b>Diabetes Specialty</b>  <b>Substance Use Disorder Specialty</b>  <b>Dementia Level 2 coming fall 2025</b>	Active Washington state RN license in good standing and work experience within the last 5 years with clients of long-term care community settings  <b>OR</b>  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  <b>OR</b>  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  <b>OR</b>  40 hours of teaching basic training while <a href="#">being mentored</a> by an instructor who is approved to teach basic training  <b>OR</b>  40 hours of informal teaching experience on topics other than basic training, and understands adult learning techniques, and ways to measure and improve their teaching skill	<b>Prerequisites:</b> DSHS 8 Hour Expanded Specialty Training <b>AND</b> Adult Education <sup>6</sup> course completion  <b>Required Documentation:</b> Expanded Specialty Training certificate(s) <b>AND</b> Adult Education certificate  <b>Application Forms:</b> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a></li> <li><b>AND</b></li> <li>• <a href="#">Facility Instructor Application</a></li> </ul>

Course	Education and Work Experience	Teaching Experience	Prerequisites, Required Documentation, and Application
<b>Nurse Delegation Core Training<sup>2</sup></b>  <b>Nurse Delegation Diabetes Training<sup>2</sup></b>	Active Washington state RN license in good standing without restrictions  <b>AND</b> Work experience within the last five years with people needing long-term care in a community setting  <b>AND</b> Experienced in caregiving practices and capable of demonstrating competency in teaching the course content	100 hours teaching adults on topics directly related to the basic training or nurse delegation  <b>OR</b> 40 hours teaching adults topics in basic training while <a href="#">being mentored</a> by an approved basic training instructor  <b>AND</b> Experience or training in assessment and competency testing	<b>Prerequisites:</b> None  <b>Required Documentation:</b> None  <b>Application Forms:</b> <ul style="list-style-type: none"> <li>• <a href="#">Facility Training Program Application and Updates</a></li> <li><b>AND</b></li> <li>• <a href="#">Facility Instructor Application</a></li> </ul>
<b>Adult Education Training<sup>6</sup></b>	Bachelor's degree or Active Washington state RN license in good standing  <b>AND</b> 1 year of education in subjects directly related to adult education  <b>AND</b> Experienced in adult education practices and able to demonstrate competency in the course content	2 years teaching long-term care workers  <b>OR</b> 200 hours teaching adult education or closely related subjects  <b>AND</b> Experience or training in assessment and competency testing	<b>Prerequisites:</b> Adult Education course completion  <b>Required Documentation:</b> DSHS 4 Hour Adult Education certificate  <b>Request application</b> by emailing TrainingApprovalTPA@dshs.wa.gov

---

#### Washington Administrative Codes

<sup>1</sup> WAC 388-112A-1260

<sup>2</sup> WAC 388-112A-1240

<sup>3</sup> WAC 388-112A-1270

<sup>4</sup> WAC 388-112A-1285

<sup>5</sup> WAC 388-112A-1250

<sup>6</sup> WAC 388-112A-1297

<sup>7</sup> WAC 388-112A-1292

<sup>8</sup> WAC 388-112A-0010

<sup>9</sup> WAC 388-112A-1295