\*Before starting any training program, contact your Resource Manager. The Resource Manager will develop a training plan for you. Information is current as of 09/2020.

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| **New Employee Requirements** | **Trainings to Meet Requirement** | **Resources** | **Who Signs the Certificate?** |
| **5 Hours** Safety and Orientation  | Online Safety and Orientation Training (Self-directed, no trainer needed) | [Click here for Online Safety and Orientation Training](https://fortress.wa.gov/dshs/adsaapps/TPTesting/) | The certificate is issued at the end of the training. Provide a copy of your certificate to the Resource Manager. |
| **40 Hour** CORE training | Complete training with another agency in the area.  | Contact your Resource Manager for assistance in locating a local resource to complete this training. [DDA Office Locator.](https://www.dshs.wa.gov/dda/find-dda-office) | 40 hour CORE trainer will sign the certificate for this course. Provide a copy of your certificate to the Resource Manager. |
| **30 hours** Population Specific Training | Choose from this menu of options:* AL Program Orientation (2 hours)
* CPR/First Aid if currently not certified (6 hours)
* Mental Health Specialty Training
* Dementia Specialty Training
* Online Trainings can be taken for Population Specific credit (\*\*only for Alternative Living programs)

Note: DD Specialty is not offered for 30 hr Population Specific credit. | THIS REQUIREMENT CAN BE MET BY A MIX OF THE FOLLOWING COURSES:[DDA website](https://fortress.wa.gov/dshs/adsaapps/TPTesting/):There are 3 online CE training courses listed on the DDA website. AL Services providers can use these CE courses for Population Specific Credit:* Encouraging and Supporting Community Engagement

(2 Hours)* Person Centered Perspective
1. hours)
* Wellness Through The Ages

(2 Hours)CPR/First Aid:Any CPR/First Aid course can be used as long as the CPR course is in-person and certified by (OSHA). **HIV and Blood born Pathogens (BBP)** these courses can be submitted for Population Specific credit, contact Sarah Blanchette[Dementia and Mental health Specialty Courses](https://fortress.wa.gov/dshs/adsaapps/Professional/training/training.aspx):Any Dementia and Mental health Specialty course can be used that is offered on this website. [Provider Training Calendar](https://www.dshs.wa.gov/dda/dda-provider-training):In person and on-line workshops offering a menu of training opportunities. Some trainings are free, others are for a fee. [DSHS Approved CE Curriculum:](https://www.dshs.wa.gov/altsa/training/ce-developers-businesses-offering-dshs-approved-ce-curriculum)Businesses offer DSHS approved CE classes for a fee. Some offer a membership, others offer a class for a fee. An example of a resource you will find on this website is: [www.openfuturelearning.org](http://www.openfuturelearning.org). This company offers monthly membership. | For trainings offered through the DDA website: The Resource Manager who oversees the providers training plan is approved to sign Population Specific (PS) certificates. Provide a copy of your certificate to the Resource Manager.For trainings offered through all other sources: The training entity offering the training will sign the certificate for the course. Provide a copy of your certificate to the Resource Manager. |
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