

Aging and Long-Term Support Administration (ALTSA) DSHS Remote Skills Training Application

Date

Contact Name	Phone Number	Email Address
Training Program Name		Training Program Number

Please complete this application **in detail**. Additional information may be requested if compliance with [WAC 388-112A-0305](#) is unclear.

NOTE: Initial approval for remote skills training is provisional for one year. During the provisional year a training program must:

- Confer with DSHS training quality assurance staff no less than quarterly;
- Allow DSHS training quality assurance staff access to any materials, processes, training sessions, and documentation when requested; and
- Track student certificates of completion and monitor pass / fail data to the extent feasible for all students trained remotely and provide that data to DSHS when requested.

Renewal of approval to provide remote skills training after the one-year provisional period is conditional upon a training program's adherence to the standards outlined in [WAC 388-112A-0305](#) and satisfactory demonstration, to the extent feasible, that the training program's pass / fail rate for students trained remotely meets or exceeds the statewide average pass / rate for students trained in person.

1. How will you provide students with the opportunity to practice, review, and receive coaching for every skill?
2. How will you provide students with virtual classroom demonstrations or videos of each skill? If using videos, provide a link to samples.
3. How will you provide students with access to all supplies and materials required for practice?
4. How will you provide students with reasonable alternatives for skills when a live partner would not be safe or practical?
5. Describe your student performance assessment guidelines for each skill and provide definitions for the levels of performance.
6. How will you provide students with the opportunity to receive individualized feedback on every skill within seven (7) business days unless other mutual arrangements are made?

7. How will you provide students with the ability to receive instructional support through **multiple formats** such as phone, chat, text, or email, or using the technology provided through a learning management system?
8. How will you provide students with equal access to knowledge acquisition through such methods as providing materials in multiple formats, allowing access through different devices, and providing learner-centered approaches for individual situations?
9. How will you provide students with accessible instructions for all technology skills required?
10. How will you provide students with technical support for any technology that students need to access the training?
11. How will you provide students with the ability to communicate with an instructor, peer mentor, or basic support team in real time to answer questions scheduled with varying hours to accommodate students who may work different shifts?
12. How will you provide students with downloadable and printable step-by-step guides for each skill taught?
13. How will you include scheduled, flexible opportunities for students to access support during which a student may ask questions and have skills demonstrated?
14. How will you support knowledge acquisition of skills equitably using methods designed to accommodate the needs of diverse learning styles and the use of various devices?
15. How will you provide reasonable accommodations to students upon request?
16. How will you provide opportunities for remediation or additional practice if a student fails to attain a satisfactory skill level for any skill through remote training?