



Facility Virtual Classroom Training Application and Attestation

DATE

Adult Family Homes, Assisted Living Facilities, and Enhanced Services Facilities use this form to apply for virtual training approval.

Please submit your completed application to TrainingApprovalTPA@dshs.wa.gov.

Section 1. Facility Training Program Information		
Facility Representative / Training Coordinator	Phone Number	Email
Training Program Name		Training Program Number
Section 2. Please provide the following information.		
1. What video conferencing software or application will you use for your virtual classroom (i.e., Zoom, Skype, etc.)?		
2. How will you modify your classroom activities to engage learners in a virtual environment? (Please provide at least (3) three examples.)		
3. What courses will you offer virtually?		
4. How will you provide training materials to learners?		
5. How will you verify identification of learners and record attendance?		
6. For courses requiring tests, how will you administer and proctor the tests?		
7. How will you provide in-person skills training to the learners in the virtual classroom?		
8. Please provide several dates and times you would be available for an hour to go over the process.		
Date(s)		Time(s)

Section 3. Attestation

Your signature below indicates you understand and attest to the following:

- **“Virtual classroom”** means an instructor-led, synchronous, remote learning environment conducted in real time using video conferencing technology.
- Only DSHS approved curriculum, **other than hands-on skills training** as required in WAC 388.112A.0300, will be taught in a virtual classroom environment.
- The facility is responsible for ensuring instructors are approved for the courses they teach virtually and have knowledge of the training curriculum / content and will:
 - a. Provide two-way audio and video communications with all learners.
 - b. Engage learners and monitor their participation.
 - c. Use the platform tools to engage learners, if required by the curriculum (i.e. create and monitor virtual breakout rooms, launch a poll, monitor the chat and other features).
 - d. Maintain a record of attendance.
 - e. Provide each learner with a physical or electronic copy of course materials.
 - f. Ensure the course is taught fully and according to the hours required.
 - g. Provide learners an opportunity for feedback and end of course evaluation.

Facility Representative's Signature

Date

Printed Name