

## AGING AND LONG-TERM SUPPORT ADMINISTRATION (ALTSA)

TODAY'S DATE

Curriculum Approval Application

Orientation and Safety, Population Specific, Continuing Education (CE) Only

Community Instructors, curriculum developers, and facilities use this form to request DSHS approval for curriculum or courses you developed for long-term care worker training. Online training courses that do not meet <u>ALTSA Online</u> <u>Training Standards</u> will be returned. <u>WAC 388-112A-1010</u> <u>WAC 388-112A-1020</u>

## Email your questions and submit your application to <a href="mailto:TrainingApprovalTPC@dshs.wa.gov">TrainingApprovalTPC@dshs.wa.gov</a>.

Section 1. Training Program or Training Entity Information	
SUBMITTER'S NAME (PLEASE PRINT)	DATE
TRAINING ENTITY OR BUSINESS NAME*	WEBSITE
SUBMITTER'S CONTACT INFORMATION	
PHONE NUMBER (AREA CODE) CELL NUMBER (AREA CODE)	EMAIL ADDRESS
ADDRESS	CITY STATE ZIP CODE
	· · · · · · · · · · · · · · · · · · ·
TRAINING PROGRAM NAME (SHOULD MATCH ABOVE)	TRAINING PROGRAM NUMBER (IF YOU ARE A NEW PROGRAM, THIS WILL BE ASSIGNED BY THE DEPARTMENT)
	Total number of hours out mittad
Total number of courses submitted:	Total number of hours submitted:
If you are submitting online courses, please provide the	following information:
Online Training URL:	
Online Login Information:	Password:
Special Instructions, if applicable:	
Section 2. Application Instructions and Attestation	
Course Materials: It is a requirement that you provide a li	st of the competencies and learning objectives you plan to
meet with these courses. For each learning objective, list	
pages in a student manual or other materials. If you plan t	· · · · · · · · · · · · · · · · · · ·
are including as enhancements. (Please see example of c	ompleted course description below.)
1. Document the competency expected from the student.	
2. List the learning objectives required to meet that comp	etency.
÷ ,	rials the objectives are covered. (You may be requested to
submit these materials.)	
4. Repeat until you have listed all competencies and learn	
5. For Orientation and Safety, please refer to WAC <u>388-1</u>	<u>12A-0210</u> and WAC <u>388-112A-0230</u> .
Attestation (Required)	
By filing in your name, job title, and date below, you attest	that you have:
• Obtained permission to use copyrighted work in your tr	aining materials
• Understand that you may be required to provide evider	ce of permission to use copyrighted materials
• Submitted true, complete, and accurate information in t	his application
SIGNATURE DATE	JOB TITLE

Example of Course Description				
COURSE TITLE Navigating Challenging B Dementia Client	ehaviors with the	COURSE TYPE Orientation Safety Population Specific CE (no more than 12 class hours may be submitted)	DELIVERY MODE / MODES (CHECK ALL THAT APPLY) Classroom Online Course Webinar	HOURS 5.5
COURSE SUMMARY: GIVE A BI COVERED.	RIEF COURSE DESCRIF	PTION (A FEW SENTENCES) OF THE MA	IN TOPIC / SUBJECT AREAS T	O BE
This course focuses on ha	0 0 0	behaviors. We will use the DSH cusing on challenging behaviors a	0 0 0 0	g Behaviors
	Example of	of Course Description (continue	d)	
COURSE REQUIREMENTS		METHOD(S) OF FULFILLING R	REQUIREMENT	
Table of Contents:Howwill students be informedof what to expect?		da with student learning outcom nt and materials	nes	
Competencies		offer person-centered caregiving behaviors due to symptoms of de		ient who
Learning Objectives	(Covered in t	vill identify 3 challenging behavi he PowerPoint slides 12 to 13, N ed by the Teepa Snow DVD)		
	promote inde	vill identify 3 activities correspon pendence of the client. (Covered hallenging Behaviors, and reinfo	l in the PowerPoint slide	s 27 to 30,
Check for Understanding: How will an instructor know students are learning?	000	dents through occasional probin s for group discussion and for st w and quiz	· ·	
Course Outline and Activities TIME ALLOTMENT		ALLOTMENT		
1. Introductions, distrib	ution of syllabus ar	nd materials, learning objectives	10 min	utes
2. When behavior becom	es challenging		1.0 hou	ır
Best practices in h		e the situation respectfully behaviors		
<ul> <li>3. Prevent or minimize c</li> <li>Handling a client's</li> <li>When anger turns</li> <li>Anxiety</li> </ul>			1.5 hou	Irs
Activity: Group d	entia Hands" on C iscussion of DVD		2.5 hot	Irs
5. Review, closing questi	ons, qu <mark>iz</mark>		20 min	utes
Student Materials / Handouts You may be requested to submit these materials.		student worksheets and PowerPo lestions and scenarios for group		attached

Video / DVD (if applicable)	Alzheimer's Dementia Hands on Caregiving DVD: It's All in You Teepa Snow; Pines Institute of SW Florida. I have permission to own my copy.	
Instructor Materials / References You may be requested to submit these materials.	Navigating Challenging Behaviors and DVD Dementia enhanceme Your Approach with Teepa Snow.	ents from It's All in
Section 3. Course Descr	iption 1	
COURSE TITLE	COURSE TYPE Orientation Safety Population Specific CE (no more than 12 class hours may be submitted per application)	APPLY) Se
COVERED.		
COURSE REQUIREMENTS Table of Contents: How will students be informed of what to expect?	METHOD(S) OF FULFILLING REQUIREMENT	
Competencies		
Learning Objectives		
Check for Understanding: How will an instructor know students are learning?		
<b>Course Outline and Activ</b>	ities	TIME ALLOTMENT
Student Materials / Handouts		1

You may be requested to submit these materials.		
Video / DVD (if applicable)		
Instructor Materials / References You may be requested to submit these materials.		
Section 3. Course Descri	ption 2	
COURSE TITLE	COURSE TYPE DELIVERY MODE / Orientation (CHECK ALL THAT Safety Classroom Population Specific Online Cour CE (no more than 12 class hours may be submitted per application) RIEF COURSE DESCRIPTION (A FEW SENTENCES) OF THE MAIN TOPIC / SUBJECT	APPLY) Se
COURSE REQUIREMENTS	METHOD(S) OF FULFILLING REQUIREMENT	
Table of Contents: Howwill students be informedof what to expect?Competencies		
Learning Objectives		
Check for Understanding: How will an instructor know students are learning?		
Course Outline and Activ	ities	TIME ALLOTMENT

Student Materials / Handouts		
You may be requested to submit these materials.		
Video / DVD (if applicable)		
Instructor Materials / References		
You may be requested to submit these materials.		
Section 3. Course Descri	ption 3	
COURSE TITLE	COURSE TYPE       DELIVERY MODE /         Orientation       (CHECK ALL THAT)         Safety       Classroom         Population Specific       Online Cours         CE (no more than 12 class       Webinar	APPLY)
	hours may be submitted per application)	
COURSE SUMMARY: GIVE A <b>BF</b> COVERED.	RIEF COURSE DESCRIPTION (A FEW SENTENCES) OF THE MAIN TOPIC / SUBJECT	AREAS TO BE
COURSE REQUIREMENTS	METHOD(S) OF FULFILLING REQUIREMENT	
Table of Contents:Howwill students be informedof what to expect?		
Competencies		
Learning Objectives		
<b>Check for</b> <b>Understanding:</b> How will an instructor know students are learning?		
Course Outline and Activi	ties	TIME ALLOTMENT

Student Materials / Handouts	
You may be requested to submit these materials.	
Video / DVD (if applicable)	
Instructor Materials / References	
You may be requested to submit these materials.	