

## DSHS Community Instructor — Qualification Requirements

**All instructors must:**

1. Be 21 years of age.
2. Have **not** had a professional health care or social services license or certification revoked in Washington state.
3. **In addition to the general qualifications listed below**, an instructor must meet the following qualifications for DSHS approval:

Course Training	Community Instructor Education and Work Experience Must meet <i>one</i> of the categories	Community Instructor Teaching Experience Must meet <i>one</i> of the categories	Prerequisites, Required Documentation, and Application
<b>Orientation Training<sup>1</sup></b> <b>Safety Training<sup>1</sup></b>	Active Washington state RN license in good standing <b>OR</b> Person with specific knowledge, training, and work experience relevant to the topics required in orientation and safety training	None required	<b>Prerequisites:</b> None <b>Required Documentation:</b> None <b>Application:</b> <a href="#">Community Instructor Training Program Application and Updates</a>
<b>Continuing Education<sup>1</sup></b>	Active Washington state RN license in good standing <b>OR</b> Person that is proficient in the content of the course or have specific knowledge, training, or experience in the provision of 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:</b> <a href="#">Community Instructor Training Program Application and Updates</a>
<b>Core Basic Training<sup>2, 8</sup></b> <b>Population Specific Training<sup>2</sup></b>	Active Washington state RN license in good standing with work experience within the last five years with clients of long-term care community setting <b>OR</b> AA Degree, or higher, in health or human services and six months of professional or caregiving experience within the last 5 years in long-term care community setting <b>OR</b> High school diploma/GED, and one year of professional or caregiving experience within the last five years in long-term care community setting	100 hours teaching adults topics in basic training <b>OR</b> 40 hours of teaching basic training while being mentored by an instructor who is approved to teach basic training	<b>Prerequisites:</b> Adult Education <sup>6</sup> course completion <b>Required Documentation:</b> Adult Education certificate <b>Applications:</b> <a href="#">Community Instructor Training Program Application and Updates</a> and <a href="#">Community Instructor Application</a>

Course Training	Community Instructor Education and Work Experience Must meet <i>one</i> of the categories	Community Instructor Teaching Experience Must meet <i>one</i> of the categories	Prerequisites, Required Documentation, and Application
<p><b>Nurse Delegation Core Training<sup>2</sup></b></p> <p><b>Nurse Delegation Diabetes Training<sup>2</sup></b></p>	<p>Active Washington state RN license in good standing without restrictions</p> <p><b>AND</b></p> <p>Work experience within the last five years with people needing long-term care in a community setting</p> <p><b>AND</b></p> <p>Experienced in caregiving practices and capable of demonstrating competency in teaching the course content</p>	<p>100 hours of experience teaching adults on topics directly related to the basic training or nurse delegation</p> <p><b>OR</b></p> <p>40 hours while being mentored by an approved basic training instructor teaching adults topics in basic training</p> <p><b>AND</b></p> <p>Experience or training in assessment and competency testing</p>	<p><b>Prerequisites:</b> None</p> <p><b>Required Documentation:</b> None</p> <p><b>Applications:</b> <a href="#">Community Instructor Training Program Application and Updates</a> and <a href="#">Community Instructor Application</a></p>
<p><b>Mental Health Specialty Training<sup>3,8</sup></b></p> <p><b>Dementia Specialty Training<sup>4,8</sup></b></p>	<p>Have a Bachelor's degree, RN, or be a mental health specialist</p> <p><b>AND</b></p> <p>One year of education, or 80 hours of CE, in topics directly related to the specialty topic (mental health, dementia, OR both)</p> <p><b>AND</b></p> <p>Two years' work experience with people who have special needs due to specialty topic (mental health, dementia, OR both)</p> <p><b>AND</b></p> <p>Experienced in caregiving for populations with mental health issues, dementia, or both AND skilled in course content (mental health, dementia, OR both)</p>	<p>200 hours experience teaching mental health, dementia, or long-term care related subjects</p> <p><b>AND</b></p> <p>Experience or training in assessment and competency testing</p> <p><b>AND</b></p> <p>Successful completion of the DSHS instructor qualification / demonstration process may be required</p>	<p><b>Prerequisites:</b> Dementia and/or Mental Health Specialty Training and Adult Education<sup>6</sup> course completion</p> <p><b>Required Documentation:</b> Dementia and/or Mental Health Specialty Training certificate and Adult Education certificate</p> <p><b>Applications:</b> <a href="#">Community Instructor Training Program Application and Updates</a> and <a href="#">Community Instructor Application</a></p>
<p><b>Expanded Specialty Training<sup>7,8</sup> includes the following courses:</b></p> <p><b>Traumatic Brain Injury Specialty</b></p> <p><b>Diabetes Specialty</b></p>	<p>The instructor must be experienced in caregiving practices related to the expanded specialty topic and capable of demonstrating competency in the entire course content</p> <p><b>AND</b></p> <p>Bachelor's degree, registered nurse, paramedic, emergency medical technician (EMT), mental health specialist, or a specialist with nationally recognized credentials in the expanded specialty topic with at least 80 hours of education in seminars, conferences, continuing education, or accredited college classes, in subjects directly related to expanded specialty topics</p> <p><b>AND</b></p> <p>Two years full-time equivalent direct work or volunteer experience with people in the specialty topic population</p> <p><b>NOTE:</b> Five years of full-time equivalent direct work experience with people in the specialty topic population may substitute for either:</p> <p>The credential or degree described above</p> <p><b>OR</b></p> <p>The 80 hours in seminars, conferences, continuing education</p>	<p>200 hours experience teaching</p> <p><b>AND</b></p> <p>Successful completion of the DSHS instructor qualification/demonstration process</p> <p><b>AND</b></p> <p>The instructor has been approved and contracted by the department as a community instructor</p> <p><b>AND</b></p> <p>Instructors who will administer tests must have experience or training in assessment and competency testing</p>	<p><b>Prerequisites:</b> Expanded Specialty Training and Adult Education<sup>6</sup> course completion</p> <p><b>Required Documentation:</b> Expanded Specialty Training certificate(s) and Adult Education certificate</p> <p><b>Applications:</b> <a href="#">Community Instructor Training Program Application and Updates</a> and <a href="#">Community Instructor Application</a></p>

<b>Course Training</b>	<b>Community Instructor Education and Work Experience</b> Must meet <i>one</i> of the categories	<b>Community Instructor Teaching Experience</b> Must meet <i>one</i> of the categories	<b>Prerequisites, Required Documentation, and Application</b>
<b>Adult Education Training<sup>5</sup></b>	Have a Bachelor's degree, or is an RN <b>AND</b> One year of education in topics directly related to adult education	Two years' experience teaching long-term care workers <b>OR</b> 200 hours experience teaching adult education or closely related subjects <b>AND</b> Successful completion of the DSHS instructor qualification / demonstration process <b>AND</b> Experienced in adult education practices and capable of demonstrating competency in the entire course content <b>AND</b> Experience or training in assessment and competency testing	<b>Prerequisites:</b> Adult Education <sup>6</sup> course completion <b>Required Documentation:</b> Adult Education certificate Request application by emailing <a href="mailto:TrainingApprovalTPC@dshs.wa.gov">TrainingApprovalTPC@dshs.wa.gov</a>

---

**Key to WACs (Washington Administrative Code)**

- <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