

# Chapter 388-829 WAC

## COMMUNITY RESIDENTIAL SERVICE BUSINESS TRAINING REQUIREMENTS

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### WAC

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388-829-0077 Who must take agency orientation? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0077, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.  
388-829-0115 What documentation is required to show completion of the seventy-five hour training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0115, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.  
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388-829-0140 Who may instruct basic training for a CRSB and what documentation is required by the agency and the instructor? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0140, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.  
388-829-0145 Who may be certified as a home care aide? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0145, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.  
388-829-0150 What documentation is required for a LTCW to apply for the home care aide certification or recertification? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0150, filed 9/29/15, effective 1/1/16.] Repealed by WSR

17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0160 What is the population specific training component of basic training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0160, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0200 What is specialty training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0200, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0205 Who is required to take specialty training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0205, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0210 What is nurse delegation core training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0210, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0220 What is CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0220, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0225 Who is required to complete CE training, and how many hours of CE are required each year? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0225, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0226 Can a CRSB employee receive CE credit for training approved by another state agency? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0226, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0230 When must a LTCW complete CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0230, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0235 What topics may be covered in CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0235, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0240 Can specialty training be used to meet CE requirements? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0240, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0245 What are the documentation requirements for CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0245, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0246 What information must be on certificates for CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0246, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0250 What is cardiopulmonary resuscitation (CPR) training? When is CPR training required? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0250, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0300 Which trainings require department approval of the curriculum and instructor? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0300, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0305 What must be submitted to DDA for CE curriculum approval? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0305, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0310 What is the curriculum approval process for CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0310, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0350 What are the training entity's responsibilities? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0350, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

388-829-0360 Must training entities and their instructors be approved by DSHS? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0360, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

- 388-829-0365 Can DSHS deny or terminate a contract or rescind approval of an instructor or training entity? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0365, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0370 What is a guest speaker, and what are the minimum qualifications to be a guest speaker? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0370, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0380 What are the minimum qualifications for an instructor for basic, and population specific training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0380, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0385 What are the minimum qualifications for an instructor for agency orientation, LTCW orientation, safety, and CE? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0385, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0390 What are the minimum qualifications for instructors for LTCW mental health specialty training? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0390, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0395 What are the minimum qualifications for instructors for LTCW dementia specialty? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0395, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0400 What are the minimum qualifications for instructors for LTCW developmental disabilities specialty? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0400, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0420 What physical resources are required for classroom training and testing? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0420, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.
- 388-829-0425 What standard training practices must be maintained for classroom training and testing? [Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0425, filed 9/29/15, effective 1/1/16.] Repealed by WSR 17-14-090, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041.

## SECTION I - PURPOSE AND DEFINITIONS

**WAC 388-829-0001 What is the purpose of this chapter?** The purpose of this chapter is to describe the:

- (1) Training requirements that apply to the developmental disabilities administration's (DDA's) community residential providers beginning on January 1, 2016;
- (2) Approval process and other requirements for instructors; and
- (3) Approval process and other requirements for curricula.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0001, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0001, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0005 Who do the training requirements in this chapter apply to?** (1) The training requirements in this chapter apply to:

- (a) Community residential service businesses under RCW 74.39A.009;
- (b) Alternative living providers under chapter 388-829A WAC;

- (c) Companion home providers under chapter 388-829C WAC;
- (d) Intensive habilitation services for children providers under chapter 388-833 WAC;
- (e) Overnight planned respite service providers;
- (f) Stabilization, assessment, and intervention facility providers;
- (g) State-operated living alternatives for adults; and
- (h) State-operated living alternatives for children.
- (2) Under this chapter, the term "service provider" includes:
  - (a) Alternative living providers;
  - (b) Companion home providers;
  - (c) DDA group homes;
  - (d) Group training homes;
  - (e) Intensive habilitation services for children;
  - (f) Licensed staffed residential homes;
  - (g) Overnight planned respite service providers;
  - (h) Stabilization, assessment, and intervention facility providers;
  - (i) State-operated living alternatives for adults;
  - (j) State-operated living alternatives for children; and
  - (k) Supported living service providers.
- (3) A DDA group home licensed as an adult family home or assisted living facility must meet the training requirements in this chapter and the home care aide certification requirements under chapter 388-112A WAC.
- (4) All other service providers listed in subsection (2) of this section are exempt from home care aide certification through the department of health.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341 and 18.88B.041. WSR 21-12-060, § 388-829-0005, filed 5/27/21, effective 6/27/21. Statutory Authority: RCW 71A.12.030 and RCW 74.39A.009. WSR 18-18-020, § 388-829-0005, filed 8/24/18, effective 9/24/18. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0005, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0005, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0010 What definitions apply to this chapter?** The following definitions apply to this chapter:

**"Agency orientation"** is training provided to introduce a new employee to the agency.

**"AL TSA"** refers to the aging and long-term support administration.

**"Approved training"** is training submitted to and approved by DSHS as evidenced by a curriculum number.

**"Basic training"** is seventy hours of required training that includes forty hours of DDA residential services curriculum and thirty hours of additional topics outlined in this chapter.

**"Client-specific training"** prepares the LTCW to provide individual support services to the client served by the community residential service business (CRSB).

**"Community residential service business" or "CRSB"** has the same meaning as defined in RCW 74.39A.009.

**"Competency" or "core competency"** means the integrated knowledge, skills, or behavior expected of a LTCW after completing the training

in a required topic area. Learning objectives are associated with each competency.

"**DDA**" refers to the developmental disabilities administration.

"**DDA community residential setting**" within the scope of this chapter refers to any setting where supported living, DDA group home, group training home, licensed staffed residential, companion home, or alternative living services occur.

"**DSHS-approved trainer**" means an individual approved by DSHS to sign the seventy-five hour certificate.

"**Direct support professional**" or "**DSP**" means any person who supports an individual with a developmental disability to implement the individual's individual support plan/person-centered service plan (ISP/PCSP). This includes staff who provide instruction and support services (ISS).

"**DOH**" refers to the department of health.

"**DSHS**" or "**department**" refers to the department of social and health services.

"**Habilitation**" means services defined to assist participants in acquiring, retaining, and improving the self-help, socialization, and adaptive skills necessary to reside successfully in home and community-based settings.

"**Home care aide-certified**" or "**HCA-C**" means a person who has been certified by the department of health as a home care aide.

"**Letter of exemption**" means a letter that exempts DDA community residential staff from the seventy-five hours of training as required under chapter 74.39A RCW for staff hired prior to January 1, 2016.

"**Long-term care worker**" or "**LTCW**" has the same meaning as defined in RCW 74.39A.009.

"**Peer coach**" means a person who has been trained in twelve hours of coaching skills and who works with new employees to coach them on working with individuals and their support needs.

"**Population-specific**" refers to topics applicable to the unique needs of the population served.

"**Training entity**" means a DSHS-contracted organization or independent entity that provides training using DSHS-approved curriculum.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0010, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0010, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0015 What training is required for individuals hired or contracted to work in DDA community residential settings as a direct support professional (DSP) or ISS staff on or after January 1, 2016?** Required training for individuals hired or contracted to work in DDA community residential settings as a direct support professional or ISS staff on or after January 1, 2016 consists of seventy-five hours of training as follows:

(1) Five hours of orientation and safety training as described in WAC 388-829-0045 prior to providing client care or support; and

(2) Seventy hours of basic training as described in WAC 388-829-0050 must be completed within one hundred twenty days of date of hire.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0015, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0015, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0020 What is the seventy-five hour certificate?** The seventy-five hour certificate is a combination of orientation, safety, and basic training that when completed adds up to seventy-five hours. The certificate covers:

(1) Five hours of orientation and safety training as described in WAC 388-829-0045; and

(2) Seventy hours of basic training as described in WAC 388-829-0050, which includes:

(a) Forty hours of DDA-developed residential services curriculum; and

(b) Thirty hours of additional training as described in WAC 388-829-0050.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0020, filed 6/30/17, effective 8/1/17.]

**WAC 388-829-0025 What documentation is required to show completion of the seventy-five hour training?** The documentation required to show completion of the seventy-five hour training is a DSHS seventy-five hour training certificate signed by a DSHS-approved trainer.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0025, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0025, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0030 Does an individual's seventy-five hour training certificate transfer to another employer and how long is it valid?**

(1) A seventy-five hour training certificate remains valid if the certificate holder changes employers and meets continuing education requirements.

(2) For the purpose of becoming a home care aide-certified (HCA-C) through the department of health, the DDA seventy-five hour training certificate is invalid after two years.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0030, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0030, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0035 Who is exempt from the DDA community residential seventy-five hour training requirement?** Beginning January 1,

2016, the following individuals are exempt from the DDA community residential seventy-five hour training requirement:

- (1) DDA community residential staff who have:
  - (a) Been continuously employed since December 31, 2015;
  - (b) Completed training requirements that were in place when he or she was hired;
  - (c) Completed the training requirements by February 29, 2016; and
  - (d) Proof that twelve hours of continuing education were completed during the previous year;
- (2) Under RCW 18.88B.041, an individual with special education training and an endorsement granted by the superintendent of public instruction; and
- (3) Registered nurses, licensed practical nurses, nurse technicians, advanced registered nurse practitioners as defined in chapter 18.79 RCW, and nursing assistants-certified (CAN) as defined in chapter 18.88A RCW.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0035, filed 6/30/17, effective 8/1/17.]

## SECTION II - SEVENTY-FIVE HOUR CERTIFICATE

**WAC 388-829-0040 What are the training requirements for exempt individuals hired on or after January 1, 2016?** Exempt individuals hired on or after January 1, 2016, must meet the following the training requirements:

- (1) Staff hired with a seventy-five hour certificate or letter of exemption must take:
  - (a) Agency orientation; and
  - (b) Client-specific training.
- (2) The hiring or contracting entity must verify that staff hired with an HCA-C from areas outside of DDA have completed the training required in subsection (1) of this section and:
  - (a) DDA-developed specialty training; or
  - (b) Forty hours of DDA residential services curriculum.
- (3) All community residential staff must maintain current CPR and first aid training certificates. This training must be completed in person and within sixty days of hire.
- (4) All community residential staff must complete twelve hours of continuing education per year.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0040, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0040, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0045 May training entities use their own orientation and safety content?** (1) Training entities must not develop their own curriculum for the five hour orientation and safety course.

- (2) DDA community residential five-hour orientation and safety training is developed by DSHS.

(3) For children's staffed residential settings refer to chapters 388-826 and 388-145 WAC.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0045, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0045, filed 9/29/15, effective 1/1/16.]

### SECTION III - ORIENTATION AND SAFETY

**WAC 388-829-0050 What is basic training?** Basic training is seventy hours of required training that must include:

(1) Forty hours of DDA residential services curriculum, which includes:

(a) Blood-borne pathogen requirements under WAC 296-823-12005; and

(b) DDA specialty training requirements; and

(2) Thirty hours of additional topics related to:

(a) Population-specific training;

(b) Capable caregiver training under chapter 388-112 WAC related to mental health or dementia;

(c) CPR and first aid training and certification as described in WAC 388-829-0040; or

(d) On-the-job training hours, including client-specific training, when the instructor is a trained peer coach as described in WAC 388-829-0060.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0050, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0050, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0055 How are training entities and instructors for DDA community residential settings approved?** The training entities and instructors for DDA community residential settings are approved as follows:

(1) Supported living and group home providers are approved as training entities through a contract exhibit.

(2) Supported living and group home providers must ensure their employed or contracted instructors meet the instructor criteria described in this chapter and in:

(a) Chapter 388-112 WAC for DDA community residential instructors to teach the DDA forty-hour residential training; and

(b) RCW 74.39A.112 for five-hour orientation and safety training and thirty hours of client-specific training.

(3) Other training entities must be approved by DDA or ALTSA and entities must ensure their instructors meet the criteria described in chapter 388-112 WAC.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0055, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030,



71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0055, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0060 What are the qualifications for on-the-job training, including client-specific training?** Instructors who provide on-the-job training, including client-specific training, must:

(1) Meet the instructor qualifications for basic training described in chapter 388-112 WAC; and

(2) Complete at least twelve hours of department approved peer coaching.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0060, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0060, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0065 What are the requirements for DDA community residential instructors to teach the DDA forty-hour residential training?** DDA community residential instructors who want to instruct staff on the DDA forty-hour residential training curriculum must:

(1) Meet the instructor qualifications described in chapter 388-112 WAC;

(2) Complete the train the trainer course using DDA-developed curriculum;

(3) Be approved as an instructor and receive an instructor code through DDA; and

(4) Use the forty-hour DDA residential services curriculum to teach the course.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0065, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0065, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0075 What is nurse delegation core training?** Nurse delegation core training is described in chapter 388-112 WAC.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0075, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0075, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0076 May nurse delegation core training and specialized diabetes training occur in the same year as basic training?** (1) Nurse delegation core training may occur in the same year as basic training and counts as nine hours of continuing education.

(2) Specialized diabetes training may occur in the same year as basic training and counts as three hours of continuing education.

(3) If nurse delegation core training or specialized diabetes training occurs in the same year as basic training, the provider maxi-

mum hours for each training may be applied towards the continuing education requirement for the following year.

(4) Nurse delegation core and specialized diabetes trainings do not apply towards basic training.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0076, filed 6/30/17, effective 8/1/17.]

**WAC 388-829-0080 What is continuing education?** Continuing education (CE) is annual training designed to increase a service provider's knowledge and skills on topics relevant to the care, support, and instruction needs of the individuals he or she support.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0080, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0080, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0085 How many hours of continuing education must DDA community residential staff complete each year?** (1) A direct support professional must complete 12 hours of continuing education:

(a) Each calendar year, except in the calendar year they complete one-time basic training; or

(b) By their birth date each year if the direct support professional is also a:

(i) Registered nurse;

(ii) Licensed practical nurse;

(iii) Nurse technician;

(iv) Advanced registered nurse practitioner; or

(v) Home care aide certified.

(2) A direct support professional employed during the COVID-19 public health emergency must complete:

(a) Training according to WAC 388-829-0086; and

(b) Continuing education according to WAC 388-829-0087.

[Statutory Authority: RCW 74.39A.074 and 71A.12.030. WSR 22-14-062, § 388-829-0085, filed 6/29/22, effective 7/30/22. Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0085, filed 6/30/17, effective 8/1/17.]

**WAC 388-829-0086 When must a direct support professional employed during the COVID-19 public health emergency complete training, including specialty training?** (1) A direct support professional employed during the COVID-19 public health emergency must complete training, including specialty training, as follows:

<b>Worker hired during the time frame of:</b>	<b>Must complete 75-hour new employee training no later than:</b>
8/17/2019 to 9/30/2020	10/31/2022
10/1/2020 to 4/30/2021	1/31/2023
5/1/2021 to 3/31/2022	4/30/2023

<b>Worker hired during the time frame of:</b>	<b>Must complete 75-hour new employee training no later than:</b>
4/1/2022 to 9/30/2022	8/31/2023
10/1/2022 to 12/31/2022 or the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later	9/30/2023 or no more than 120 days after the end of the COVID-19 training waivers established by gubernatorial proclamation, whichever is later
After the end of the COVID-19 training waivers established by gubernatorial proclamation or beginning 1/1/2023, whichever is later	As required under WAC 388-829-0015

(2) Nothing in this section prevents a direct support professional hired between 8/17/2019 and 9/30/2022 from completing training in advance of the deadlines in subsection (1) of this section.

[Statutory Authority: RCW 74.39A.074 and 71A.12.030. WSR 22-14-062, § 388-829-0086, filed 6/29/22, effective 7/30/22.]

**WAC 388-829-0087 What continuing education credit is granted to direct support professionals employed during the pandemic and when must continuing education be completed?**

(1) The department finds that direct support professionals employed during the COVID-19 pandemic between March 1, 2020, and February 28, 2021, required emergent and intensive on-the-job training. Direct support professionals received critical, ongoing training in such topics as:

- (a) Donning and doffing personal protective equipment (PPE);
- (b) Hand hygiene;
- (c) Disinfection of high-touch surfaces;
- (d) Managing visitations and physical distancing;
- (e) Responding to newly infected residents;
- (f) Promotion of vaccination;
- (g) Protocols for quarantine;
- (h) Use of cloth face coverings;
- (i) Personal protection outside of the work environment; and
- (j) How to reduce exposure and spread.

(2) This on-the-job training was required of all service providers under WAC 388-829-0005. Instruction included infection control and the availability and distribution of personal protective equipment. Recognition of this training as a valid learning experience, in its various forms, was agreed upon with input from consumer and worker representatives, as the content was based on guidelines established by the Centers for Disease Control (CDC) and other federal, state, and local health care authorities.

(3) During this time, direct support professionals required ongoing critical training because guidance from the CDC, department of labor and industries, and other health authorities changed as more was learned about the SARS-CoV-2 virus. The department finds that this unprecedented on-the-job training comprised of at least 12 hours of continuing education between March 1, 2020, and February 28, 2021, and that this training:

(a) Is not considered to be repeated training as described in WAC 388-829-0100; and

(b) Satisfies the 12 hours of annual continuing education training.

(4) The direct support professional may apply the 12 hours of on-the-job training towards continuing education for either 2020 or 2021. The hours must be applied no later than December 31, 2021.

(5) All direct support professionals employed during the dates in subsection (3) of this section are granted 12 hours of DSHS-approved continuing education credit for the training entitled "COVID-19 On-The-Job Training Protocols," bearing the DSHS approval code CE2135218. No physical certificate for this training will be issued or required.

(6) The department recognizes that direct support professionals may not have completed training hours in excess of the 12 hours of CE granted in subsection (4) of this section due to the COVID-19 public health emergency.

(a) All direct support professionals have until August 31, 2023, to complete any additional CE that may have become due between January 1, 2020, and February 28, 2023, in excess of the 12 hours of CE granted in subsection (4) of this section.

(b) For an employee required to complete training by their birthday under WAC 388-829-0085 (1)(b), the employee has until August 31, 2023, to complete any additional CE that may have become due between January 1, 2020, and February 28, 2023, in excess of the 12 hours of CE granted in subsection (4) of this section.

[Statutory Authority: RCW 74.39A.341. WSR 23-13-040, § 388-829-0087, filed 6/12/23, effective 7/13/23. Statutory Authority: RCW 74.39A.074 and 71A.12.030. WSR 22-14-062, § 388-829-0087, filed 6/29/22, effective 7/30/22.]

#### **SECTION IV - BASIC TRAINING**

**WAC 388-829-0100 May staff repeat courses for continuing education (CE)?** A service provider must not repeat continuing education (CE) courses except under the following conditions:

- (1) The course content changed significantly; or
- (2) The service provider has documented evidence justifying the need for retraining.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0100, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0100, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0105 What information must a training entity include on continuing education (CE) certificates?** Continuing education certificates must contain the following information:

- (1) Name of the student;
- (2) Title of the training;
- (3) Number of hours of the training;
- (4) Assigned curriculum approval code;
- (5) Instructor's printed name and signature;

- (6) Typed or printed name of the training entity giving the training;
- (7) Entity program code; and
- (8) Date(s) of training.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0105, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0105, filed 9/29/15, effective 1/1/16.]

**WAC 388-829-0125 May DSHS deny or terminate a training contract or rescind its approval of an instructor or training entity?** (1) DSHS may deny or terminate a training contract.

(2) DSHS may rescind approval of an instructor or training entity.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0125, filed 6/30/17, effective 8/1/17.]

**WAC 388-829-0130 May qualified instructors use CE curriculum with a DDA or ALTSA approval code?** Qualified instructors may use continuing education (CE) curriculum with a DDA or ALTSA approval code with permission from the curriculum owner.

[Statutory Authority: RCW 71A.12.030, 74.39A.074, 74.39A.341, 74.39A.351, and 18.88B.041. WSR 17-14-090, § 388-829-0130, filed 6/30/17, effective 8/1/17. Statutory Authority: RCW 71A.12.030, 71A.12.120, and chapter 74.39A RCW. WSR 15-20-045, § 388-829-0130, filed 9/29/15, effective 1/1/16.]