

**WAC 388-71-0970 What documentation is required for completion of each training?** Orientation, safety, basic training, including core and population specific, the thirty hour training, the twelve hour parent provider training, on-the-job training, continuing education, and nurse delegation core and specialized diabetes training, must be documented by a certificate(s) or transcript or proof of completion of training issued by a qualified instructor or qualified training entity that includes:

- (1) The name of the student;
- (2) The title of the training as approved by the department;
- (3) For continuing education the department assigned curriculum approval code;
- (4) The number of hours of the training;
- (5) The name and identification number of the training entity;
- (6) The instructor's name. For basic core training, the instructor's name and identification number;
- (7) The instructor's signature or an authorized signature from the training entity the qualified instructor is training on behalf of; and
- (8) The completion date of the training.

The long-term care worker must retain the original certificate or transcript for proof of completion of the training. A home care agency must keep a copy of the certificate or transcript on file.

[Statutory Authority: RCW 74.08.090, 74.09.520. WSR 13-02-023, § 388-71-0970, filed 12/20/12, effective 1/20/13.]