

**WAC 388-71-1045 What are a training entity's responsibilities?**

The training entity is responsible for:

- (1) Coordinating and teaching classes;
- (2) Assuring that the curriculum used is DSHS-approved and taught as designed;
- (3) Selecting qualified guest speakers, where applicable;
- (4) Establishing a method whereby the long-term care worker can receive feedback from an approved instructor or a proctor trained by an approved instructor;
- (5) Administering or overseeing the administration of the DSHS competency and challenge tests;
- (6) Maintaining training records electronically or on paper including long-term care worker certificates, transcripts, or proof of successful completion of training, and attendance records for a minimum of six years;
- (7) Reporting training data to DSHS when requested by the department; and
- (8) Issuing or reissuing training certificates or transcripts to long-term care workers.

[Statutory Authority: RCW 18.20.270, 70.128.230, 74.08.090, 74.39A.070, and 74.39A.074. WSR 23-01-022, § 388-71-1045, filed 12/9/22, effective 1/9/23. Statutory Authority: RCW 74.08.090, 74.09.520. WSR 13-02-023, § 388-71-1045, filed 12/20/12, effective 1/20/13.]