WAC 388-112A-1010 What are the requirements and process for curriculum approval for orientation, safety training, core basic training, specialty training, and continuing education? To obtain the department's approval of the curriculum for orientation, safety training, core basic training, specialty training, and continuing education, applicants must adhere to the following steps and requirements:

(1) Prior to submission:

(a) For all courses except continuing education, ensure that the curriculum contains all required competencies. For the core basic portion of the 75-hour training, the curriculum should follow the presentation order and, at minimum, contain the full content of the department's fundamentals of caregiving;

(b) Ensure that the curriculum:

(i) Uses Washington state specific content and terminology;

(ii) Contains activities and checkpoints that support student learning; and

(iii) Requires no fewer hours than the equivalent department curriculum, if any.

(c) For curriculum to be delivered in an online format without a live instructor, ensure the content meets all the department online standards for learning and accessibility found at "bit.ly/dshs-online-standards".

(2) Except for core basic curriculum, the department will only review complete curriculum submissions and is not able to assist the applicant with course development. For core basic, the first module may be submitted separately to assure proper development and adherence to standards prior to the first complete submission.

(3) Submit the required training application forms and any other materials required for specific curriculum to the department.

(4) The department will review submissions that meet the requirements in subsection (1) of this section. After review of the curriculum, in whole or in part, the department will send a written response to the applicant, indicating approval or disapproval of the curriculum.

(5) If the department does not approve the curriculum, the department will provide the applicant the reason the submission was not approved, including:

(a) What components of the training must be changed prior to resubmission; or

(b) The general areas of deficiency that must be addressed prior to resubmission.

(6) When the department does not approve the curriculum submission, the applicant may resubmit the curriculum for review.

(a) If the department does not approve the second version of the same curriculum submission, the department may require the applicant to wait a minimum of 180 days before submitting the curriculum a third time.

(b) If the department does not approve the third submission, the department may require the applicant to wait a minimum of one year between subsequent submissions.

(7) If after working with the department, the reasons why the curriculum was not approved cannot be resolved, the applicant may seek a review of the nonapproval decision from the assistant secretary of the aging and long-term support administration (ALTSA). The assistant secretary's review decision will be the department's final decision.

[Statutory Authority: RCW 18.88B.010, 18.88B.021, 18.88B.041, 74.08.090, 74.39A.009, 74.39A.070, 74.39A.074, 74.39A.076, and 74.39A.341. WSR 25-14-021, s 388-112A-1010, filed 6/24/25, effective 7/25/25. Statutory Authority: RCW 18.20.270, 70.128.230, 74.08.090, 74.39A.070, and 74.39A.074. WSR 23-01-022, § 388-112A-1010, filed 12/9/22, effective 1/9/23. Statutory Authority: RCW 74.39A.009, 74.39A.070, 74.39A.074, 74.39A.351, 74.39A.341, 18.20.270, 18.88B.021, 18.88B.035, 70.128.230, 71A.12.030. WSR 17-22-036, § 388-112A-1010, filed 10/24/17, effective 11/24/17.]