

WAC 388-112A-0118 What documentation is required for completion of each training?

(1) Orientation, safety, basic training including core basic, population specific and the 75-hour certificate, continuing education, nurse delegation core and specialized diabetes training, specialty and expanded specialty training, adult education training, and adult family home administrator training must be documented by a certificate, transcript, or proof of successful completion of training issued by a qualified instructor or qualified training entity that includes:

- (a) The name of the student;
- (b) The title of the training as approved by the department;
- (c) For continuing education, the department assigned curriculum approval code;
- (d) The number of hours of the training;
- (e) The name and identification number of the training entity;
- (f) The instructor's name;
- (g) For core basic training, the instructor's name and identification number;
- (h) The instructor's signature or an authorized signature from the training entity the qualified instructor is training on behalf of; and
- (i) The completion date of the training.

(2) The long-term care worker must be given documentation of the proof of completion of the training that the student should retain. The provider and the training entity must keep a copy of the proof of completion as described in WAC 388-76-10198 for adult family homes, chapter 388-107 WAC for enhanced services facilities, and WAC 388-78A-2450 for assisted living facilities.

(3) An instructor who is approved for Core Basic may sign a 75-hour certificate from the same training program.

[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-0118, filed 12/9/22, effective 1/9/23.]