Thank you for your interest in providing training for long term care workers.

**To submit your completed application:** Email: DDApproval@dshs.wa.gov

Type “Curriculum Application” in the subject line. **Please use email to submit your application. Using postal mail significantly delays the approval process. FAQs for completing this form can be found on page 4.**

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| **For DDA use only!** **Approved date:** **Assigned Curriculum code:** **Number of hours:****Developer notified via e-mail with copy of this form (date):** **Approver’s printed name and e-mail:** **Additional information:** |
| **Section 1: General Information****Information about your facility or business** |
| **Today’s date** |       |
| **Check the Box that Applies** | [ ]  My organization will provide direct training for Long Term Care workers in Supported Living as indicated in my DDA contract. [ ]  My organization will not provide direct training for Long Term Care workers. I am applying as a  Curriculum Developer only.[ ]  I attest that I have read WAC 388-829 with regards to what needs to be included in curriculum for approval. |
| **Agency or Business Name** |       |
| **Parent Corporation** **(if any)**  |       |
| **Agency or Business Address**  |                        street address city zip code county                        mailing address city zip code county *(only complete if different than street address)* |
| **Agency or Business Contact Information** |                        phone fax email Website Address |
| **Primary Contact Person** |       name           contact phone email address |
| **Secondary Contact Person** |       name            contact phone email address |
| **How this curriculum will be used**[ ] This curriculum will only be used by my company/agency or staff from other DDA contracted agencies and taught by staff instructors [ ]  This curriculum will be used by my company/agency and taught by staff instructors *and* sold/given to other companies/agencies  that would like to use it. [ ]  This curriculum will **only** be sold/given to other companies/agencies. My company/agency will not provide any instruction.  |
| **I am requesting approval for: (Check each box that applies)**[ ] Continuing Education Curriculum - New (developed by your agency staff.)[ ]  Continuing Education Curriculum developed by others – attach copy of receipts or letter of consent for use.[ ] DSHS approved Specialty Training (Dementia, Mental Health) – please attach training certificates indicating that the person who will train this in your agency has completed the Manager Training required.[ ] DSHS / DDA developed curriculum[ ]  Continuing Education Curriculum - pre-approved on-line course with new enhancements (ex: Relias or Open Future Learning)[ ] Population Specific curriculum – approved only upon review by additional people in that field.[ ] other**:** For Conference Approval, please use the DDA Conference Approval Form. |

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| **Section 2: Curriculum Information and form** |
| **General Information about Curriculum Request****Will any of the CE courses be online instruction?**  [ ] yes [ ] no If no – please move to form 1. **If yes**: Please include enhancements. This should define how you will implement the information from the on-line class, ensure that the topic is discussed with a larger group and if necessary, a skills component to ensure that the skills were learned.  |
| **To see a sample completed example go to Page 3. Please complete all fields. Forms that state “See attached” will be returned. Forms submitted in pdf format will be returned.**

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| **1** |  **CE Title** | **Instruction for this CE will be:**  | **Number of CE Hours** *do not count breaks* | **Is this CE intended for** **a limited audience?**  | **Type of request****Check as many as needed** |
|        | [ ]  in person/ classroom based[ ]  Webinar, with an instructor available [ ]  DVD or video based with enhancement[ ]  Online, self-paced learning  |        | [ ]  **No**[ ]  **Yes, Managers**[ ]  **Yes, Administrators**[ ]  **Yes, Direct Support Staff** | [ ] new[ ] DSHS approved[ ] Core Basic[ ] Population Specific[ ] DSHS Specialty[ ] CE[ ] CE on-line |
| **Summary of CE curriculum:**         |
| **Learning Objectives:**         |
| **Outline of CE curriculum including time and activities for each section:**         |
| **On-line enhancements: (see end of form for more information)**         |
| **On-line link to curriculum:**        Passwords required to view:       |
| Bibliography:       |

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**3. Curriculum submittal**

***You must submit course materials for review with this form. Please check the boxes below to indicate that all materials have been submitted and meet these requirements.***

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| All information must be provided in box 1 above[ ]  The course title must indicate the topic covered in the course [ ]  The intended audience must be identified (Administrator, Manager, Direct Support Staff)[ ]  The summary must show what the material covers and how it relates to long term care worker skills[ ]  The course outline should show details about the course content, including how much time is spent on specific sections of the course.[ ]  The course objectives should be written to show what the outcomes are expected to be. What Skill, knowledge or Attitude will be changed? I have attached Course materials in addition to the box 1 above:: [ ]  Evaluation [ ]  Instructor manual/directions on how the class is to be taught with evidence of adult learning styles, varied activities, etc.[ ]  Instructor Manual to include: times and order of presentation and activities, references[ ]  Test or skills demonstration that measures learning[ ]  Certificate or statement that you will use DDA template [ ]  Student materials or handouts |

Send completed application and all materials to:

Email: DDApproval@dshs.wa.gov

**Additional information regarding on-line courses:**

**Training Requirements & Classes - Continuing Education - Online Program Standards**

The following standards apply to all online CE training courses.  CE courses that meet these standards will be approved.  **Note:** Only **self-paced online learning** models will be considered.  Self-paced learning is defined as learning which requires the student to read/view or listen to material **with interactive checkpoints or activities** prior to the final test.  Self-study online learning such as reading or viewing material **without interactive checkpoints** and completing a test does not meet the standard.

1. **Learning Objectives**List the specific skills and/or knowledge that the learner will have as a result of taking the course.  Learning objectives should be observable behaviors (state, list, discuss, show, document, record, identify, use, recite, etc.).
2. **A table of contents**
There must be a clear way to navigate through the curricula when the training material is long (multi-module).
3. **Interactive activities and/or exercises**
There must be curriculum activities that actively engage the learner and increase participant interaction throughout the training. Most eLearning software (Articulate, Captivate, Blackboard, etc.) have numerous options for building interactive activities. These activities should assist the learner to gauge their understanding of the material in the course.  The learner should ***not*** be able to proceed through the course without engaging in the activities.  Examples of these activities include but are not limited to:
	* Scenarios with multiple responses and a best response
	* Case studies with multiple responses and a best response
	* Multiple choice quiz
	* True/false checkpoints
	* Drag and drop matching activity
	* Fill in the blank activity
	* Chat and email options
4. **Learning guidance**
Include case studies, examples, stories, and/or graphics to illustrate the concept being taught. Relating the course information to actual experience helps the student retain the information. The curriculum must meet WA state requirements and be within the scope of practice for the target audience.
5. **Formatting that meets basic standards of readability**Use subheadings, short sentences, bullets, graphics, and white space for ease of reading.
6. **Module reviews and/or a test at the end with 80% pass rate**There must be a final test and the pass rate must be 80%. If the material is long or complex, there should also be module reviews, knowledge or skill checks. If a participant does not get 80% of the test correct, they should not get credit for completing the course.
7. **Final test questions tied to learning objectives**Test questions must link back to the expected learning objectives. Test questions should be based on the most important information that the learner takes away from the course.
8. **The ability to "go-back" when the student reaches the test**Participants need a chance to review information before testing. The software needs to let learners navigate back and forth through the curriculum until they feel prepared to take the test.
9. **Downloadable job aides where applicable**Provide guides/handouts that reinforce the learning, whenever possible. Job Aides are a benefit to the learner and become a reference guide for the future.
10. **Access within 24 hours**For businesses also teaching CEs developed:  Provide clear instructions on how students get questions answered during the course. An instructor or representative must be available within 24 hours during the business week.

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| ***Example:***  |
| **CE Title** | **Instruction for this CE will be:**  | **Number of CE Hours** ***do not count breaks*** | **Is this CE intended for** **a limited audience?**  |
|  *IISP Training*   | [x]  in person/ classroom based[ ]  Webinar, with an instructor available [ ]  DVD or video based with enhancements[ ]  Online, self-paced learning with enhancements[ ]  A college class | *2 hours* | [ ]  **No**[ ]  **Yes, Managers**[ ]  **Yes, Administrators**[x]  **Yes, Direct Support Staff** |
| ***Summary of curriculum:*** *This course will cover information about the IISP and how staff will use the IISP to support their client.*  |
| ***Learning Objectives****: Students will be able to: (For additional support in writing outcomes please go to:* [*www.nwcphp.org*](http://www.nwcphp.org) *Effective Adult Learning page 7.)** *Name three components of an IISP*
* *Name two other documents/ assessments that provide information to the IISP.*
* *Demonstrate skills in data collection for one program*
 |
| ***Outline of Curriculum: T****he 2 hour class time is broken up into the following sections: 15 minutes: class introductions, instructor introductions, explain learning outcome goals. 45 minutes: basics of the IISP. 20 minutes: Practice finding information in the IISP as it relates to other assessments. 30 minutes: How to document goals and training programs for each IISP goal. 10 minutes: recap of information presented, quiz.* |
| ***On- line enhancement****: N/A This is classroom training.* |
| ***Bibliography:*** *See attached Page 17 of Trainer’s Instructions.* |

**Frequently Asked Questions**

**Who should use this application?**

This application is for Providers who are contracted for services and training through DDA or Curriculum Developers that are:

* Submitting new curriculum developed by you or your business with content relating to Developmental Disabilities
* Submitting enhancements to on-line courses already approved through DSHS

You **do not need** to complete this application if your curriculum is already approved through Home and Community Services in the State of Washington.

**Do I have to complete the whole application?**

You must complete all parts of Section 1 and 2. For Conference approvals please use the DDA Conference Approval Form.

**Can I get help filling out my application?**

If you have questions about the application or approval process, please contact your Resource Manager.

**How will I know my application was received?**

When you submit your application by email you will get a response right away that tells you we received your application and provides you with information about the application review process.

**How long will it take to process my application?**

Depending on the volume of applications, it could take 2 weeks to process your application. You can speed this process up by:

* Emailing your application
* Completing the application accurately
* Providing all additional information or forms that are needed to process your application. If you are not sure what you should include with your application, please contact us by email with your question. The application provides a guide for what is needed.

**What if I need room for more curricula?**

Please submit a new form with all applications being submitted with the appropriate curriculum.

**Don’t Forget –**

Submit a new DDA Trainer approval Form for new curriculum to identify the trainer from your agency that will provide it.

You need an approved curriculum with an approved trainer for each course. Trainers need to be qualified in the content area of the curriculum per WAC388-829.

**Why do I have to complete a new application for every curriculum?**

We are expecting high volumes of applications. To ensure that we keep applications and materials together in our filing system, we want to be certain that we have a complete application under each title. You may keep a copy of the first section once you have completed it to make it easier to submit one application for each request.

**What documentation will I receive to prove that my curriculum was approved?**

Your application will be returned with approval information and course number completed in the shaded box. Please maintain this approval for your records. All approvals will be made by e-mail just as all applications need to be submitted via e-mail.