



TECHNICAL ASSISTANCE MEMO #36

DATE: AUGUST 24, 2021
TO: **WSW TRAINING SERVICE PROVIDERS**
FROM: SEAN MOORE, WSW SENIOR PROJECT MANAGER - HEALTHCARE
RE: CNA TRAINING

Workforce Southwest Washington (WSW) currently allocates funds to our subcontractors for training eligible participants in in-demand career pathways. As such, the Certified Nursing (CNA) pathway which has been widely promoted to employers and job seekers for the upcoming program year's funding.

Over the next year, Washington State will be rolling out a new statewide training curriculum for all training partners. This new program will include all the special short-term certification courses, which are currently an elective for each participant. These additional courses include Diabetes Care, Mental Health, Dementia Training, and Nurse Delegation. At course completion, a Certification of Completion must be received by the case manager to document the successful completion in the state MIS.

As a result of the upcoming curriculum change, WSW is requiring all CNA's funded through WSW programs to take all of the short-term certifications available to ensure they will remain at or above the education of their peers.

Furthermore, as a result of feedback from our employer partners regarding healthcare qualified job seekers, we are requiring each CNA candidate also complete a vetted online Medical Terminology and Electronic Health Record course as well as either a typing course (min 50wpm) or Microsoft Office Outlook or Word course with a Certificate of Completion.

In Summary, effective immediately all participants registering for CNA training through WSW funding must complete all of the following courses before being considered for reimbursement or to be included in the vetted talent pool.

- Certified Nursing Assistant classroom and lab course
- Diabetes Care
- Mental Health
- Dementia Training
- Nurse Delegation
- Medical Terminology
- Electronic Health Records
- Typing with exam of 50wpm **OR** Microsoft Outlook **OR** Microsoft Word

The participant file must document that all courses above were either included in the course curriculum or as separate completed courses. The case notes must document, and services should be attached to the program enrollment as appropriate. Case managers should be aware of the testing along the way and certificates received to assess if a measurable skill gain was achieved. A measurable skill gain should be documented according to policy.

For questions or comments email Sean Moore smoore@workforcesw.org or Amy Gimlin agimlin@workforcesw.org.