



## GUIDE TO TRAINING REQUIREMENTS FOR LICENSED EARLY LEARNING PROVIDERS



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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Eligibility and Provider Supports | Approved for Distribution by Diana Stokes, Staff Qualifications Coordinator



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## Introduction

The Washington State Department of Children, Youth, and Families (DCYF) appreciates everything that you do in supporting the children, youth, and families in Washington State. Thank you!

This guide is a resource to help you navigate the **training** requirements for your licensed early learning role.

If you are a family, friend, or neighbor (FFN) provider, please go to [tinyurl.com/FFNTraining](https://tinyurl.com/FFNTraining) to learn more about your training requirements. If you are part of an Early Childhood Education and Assistance (ECEAP) program, please look at the Professional Development, Training and Requirements found in the [ECEAP Performance Standards](#).

## What Does It Mean to Meet Staff Qualifications?

To meet licensing standards, early learning providers must meet three general staff qualifications:

- Pre-Service and Hiring
- Training
- Education

This guide focuses on how you can meet the pre-service and training portion of Staff Qualifications. Additional information on staff qualification is available at <https://dcyf.wa.gov/services/early-learning-providers/qualifications>.

If you need information about how to meet the education portion of your staff qualifications, please review the [Guide to Professional Development Plans \(PDP\) for Early Learning Providers](#).



## What are the Training Requirements?

This section looks at the training requirements for licensed early learning programs. Early learning professionals are responsible for completing training before they provide care and throughout their career. Depending on your role, this includes:

- Licensing Orientation (if applicable)
- Child Care Basics
- Health and Safety Trainings
  - CPR
  - First Aid
  - Blood Borne Pathogens
  - Food Handlers
- In-Service Training Requirements:
  - Enhanced Quality Early Learning (EQEL)
  - 10 Hours of Annual In-Service Training
  - Leadership Practices

See the [Training Requirements Chart](#) for the training requirements for your role.

## Licensing Orientation

Not all roles are required to complete DCYF licensing orientation. Information on which roles must complete this training is included in the table below. You must complete the licensing orientation before being in charge of an early learning program 50% of the time or more. If you are newly promoted, you must complete or be registered in orientation training before assuming the role.

Role	Completes Orientation
<ul style="list-style-type: none"> <li>• Applicants</li> <li>• Co-applicants</li> <li>• Family home licensees</li> <li>• Center directors</li> <li>• Assistant directors</li> <li>• Program supervisors</li> </ul>	Yes, these roles are in charge of early learning programs and complete orientation
<ul style="list-style-type: none"> <li>• Family Home Lead Teachers</li> </ul>	Yes – if in charge of the early learning program 50% or more of the time
<ul style="list-style-type: none"> <li>• Assistant Teachers</li> <li>• Aides</li> <li>• Volunteers</li> </ul>	No

### How to Complete Licensing Orientation



- ☐ The Licensing Orientation training is available on the [DCYF Online Training site](https://www.dcyf.wa.gov/training) (DCYFtraining.com) in English, Spanish, and Somali.
- ☐ To complete the licensing orientation training in person or in another language, please contact [dcyf.welcome@dcyf.wa.gov](mailto:dcyf.welcome@dcyf.wa.gov). In-person orientations are scheduled based on need.

### Child Care Basics

Child Care Basics (CCB) is the initial 30-hour training that meets most of the health and safety requirements for educators working in licensed early learning facilities, [WAC 110-300-0106\(3\)](#).

This training must be completed:

- Within 90 days of hire or promotion to a role that requires CCB.
- Before being left unsupervised with children.
- Before a license can be issued.

### How to Complete Child Care Basics



Instructions for how to complete and add CCB to MERIT are available on:

- [MERIT Workforce Registry webpage](#)
- [Completing Child Care Basics Guide](#)

Once you have met the CCB training requirement, it is your responsibility to ensure that the training is recorded accurately in your professional record in MERIT.

### Health and Safety Training

In addition to the federally required health and safety training topics included in CCB, there are additional health and safety training requirements that must be met. These trainings are not part of the CCB curriculum and must be completed separately.

You must renew your health and safety training based on the individual expirations. You will need to reference your expiration date for each training to know when you need to renew the training by.

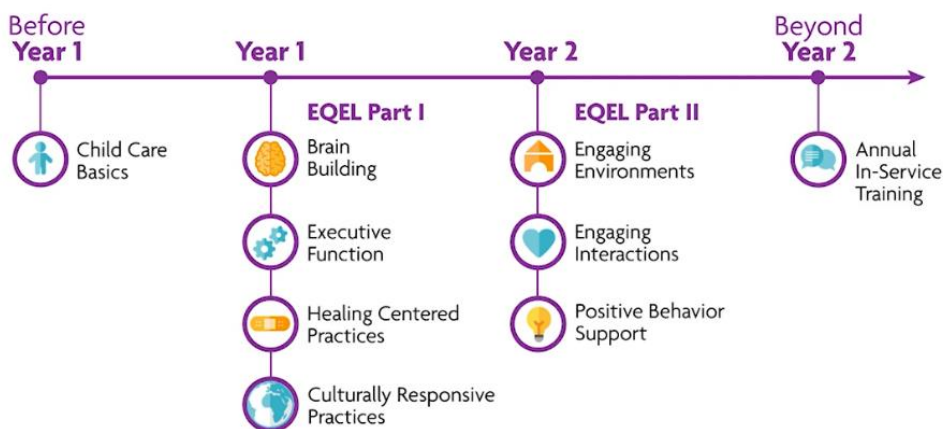
To see a list of the health and safety training for your role and how to complete them, review the [Training Requirements Chart](#).

## In-Service Training

Once you have met your initial training requirement, CCB, you will build on that foundation through your annual in-service training.

## Enhancing Quality of Early Learning (EQEL) Training Series

Your first two years (20 hours) of in-service training is completed through Enhancing Quality of Early Learning (EQEL). After completing EQEL you will then complete 10 hours of in-service training each year.



## How to Complete EQEL



To find a training near you, use the 'Find Training' option in [MERIT](#). EQEL is also available online on the [DCYF Online Training site](#) (DCYFTraining.com).

Equivalents for EQEL:

- WA State ECE Short certificate or higher, including DCYF recognized education/credential equivalents.
- DCYF partnership with ECEAP, Head Start, and Washington State school districts.

## Annual In-Service Training (10 Hours)

Following the completion of CCB and the EQEL training series, early learning roles must complete a minimum of 10 hours of in-service training each calendar year (Jan. 1 – Dec. 31).

### Annual Leadership and Business Practices

After completing CCB and EQEL training series, specific early learning roles must complete a minimum of 10 hours of in-service training on leadership practices every three years. These roles include:

- Center Director
- Assistant Director
- Program Supervisor
- Family Home Licensee

Leadership practices trainings include content within the Program Planning and Development, and Professional Development and Leadership core competencies. These hours can be completed at any time during each three-year period. The remaining hours align with the child development core competency areas.

### Carrying Over Training Hours from Year to Year

Early learning providers that have excess in-service hours can apply up to five hours toward the next calendar year (Jan. 1 – Dec. 31). Early learning providers must have at least 10 hours remain for the current calendar year. These hours are tracked manually between the provider and the licensor. MERIT does not reflect roll-over hours at this time.

## How to Complete Annual In-Service Training Requirement



There are several different ways to meet your annual in-service training requirements. Training hours are monitored by the calendar year (Jan. 1 – Dec. 31). In-service hours are required after the completion of CCB and EQEL (which counts as in-service hours for the first two years). You can read more about each option on the [MERIT Workforce Registry webpage](#).

- State-Approved Training
- Non-State-Approved Training
- College Coursework

## Questions?

If you need additional information, email MERIT Workforce Registry at [merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov) or call 1-866-482-4325, option 5.

## Resources

The following printable resources are available for you. We hope you will use the resources provided throughout this guide and listed here to help you choose the pathway that best meets your needs.

- [WAC 110-06](#)
- [Completing Child Care Basics Guide](#)
- [DCYF Online Training Site](#) (DCYFTraining.com)
- [ECEAP Performance Standards](#)
- [Family, Friend, and Neighbor \(FFN\) Training Requirements](#)
- EQEL Marketing Video ([English](#) | [Spanish](#))
- [Guide to Professional Development Plans \(PDP\) for Early Learning Providers](#)
- [MERIT Workforce Registry](#) (merit.dcyf.wa.gov)
- [MERIT Workforce Registry webpage](#)
- [Staff Qualifications Website](#)
- [Training Requirements Chart](#)
- [WAC 110-300-0105\(3\)](#)