

# Training Requirements and Completion Timeline

**Early Learning Providers:** Use this as a summary document pre-service and training requirements for all roles that must be completed within a certain timeframe and throughout their career.

**Remember:**

- Early learning providers and household members ages 13 and older in a family home early learning program must complete a department background check pursuant to WAC 110-06. For more information, go to <http://apps.leg.wa.gov/wac/default.asp?cite=110-06>.
- Early learning providers, volunteers, and household members in a family home early learning program ages 14 and older must provide documentation signed within the last 12 months by a licensed health care professional of tuberculosis (TB) testing or treatment (see WAC 110-300-0105, section 3).
- All providers must register with the electronic workforce registry (MERIT) before being granted a license or before working unsupervised with children.



## Training Requirements Overview

- Pre-Service Requirements – WAC 110-300-0105
- Training Requirements - WAC 110-300-0106
- In-Service Training – WAC 110-300-0107

**Table 1: Training Requirements Overview**

| Role  | Training Requirements   | In-Service Requirements   |
|---|---|---|
| Family Home Licensee<br>Center Director<br>Assistant Director<br>Program Supervisor | <ul style="list-style-type: none"> <li>• Licensing Orientation (if applicable)</li> <li>• Child Care Basics*</li> <li>• First Aid/CPR</li> <li>• Blood Borne Pathogens</li> <li>• Food Handlers Permit (if applicable)</li> <li>• Safe Sleep (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>• 10-hour Annual In-service Training</li> <li>• Enhancing Quality of Early Learning</li> </ul> |
| Lead Teacher  | <ul style="list-style-type: none"> <li>• Child Care Basics*</li> <li>• First Aid/CPR</li> <li>• Blood Borne Pathogens</li> <li>• Food Handlers Permit (if applicable)</li> <li>• Safe Sleep (if applicable)</li> </ul>  | <ul style="list-style-type: none"> <li>• 10-hour Annual In-service Training</li> <li>• Enhancing Quality of Early Learning</li> </ul> |

\*Child Care Basics covers trainings listed in WAC 110-300-0106 sections 4-7 and 10. This includes the following: Recognizing and Reporting Abuse (0106 section 4), Emergency Preparedness (0106 section 5), Prevention of Shaken Baby Syndrome (0106 section 6), Serving Children Experiencing Homelessness (0106 section 7), Medication Management (0106 section 10).



**Table 1: Training Requirements Overview**

| Role                   | Training Requirements  | In-Service Requirements   |
|------------------------|--|---|
| Assistant Teacher      | <ul style="list-style-type: none"> <li>Child Care Basics*</li> <li>First Aid/CPR</li> <li>Blood Borne Pathogens</li> <li>Food Handlers Permit (if applicable)</li> <li>Safe Sleep (if applicable)</li> </ul>   | <ul style="list-style-type: none"> <li>10-hour Annual In-service Training</li> <li>Enhancing Quality of Early Learning</li> </ul> |
| Aide                   | <ul style="list-style-type: none"> <li>Child Care Basics*</li> <li>Blood Borne Pathogens</li> <li>Food Handlers Permit (if applicable)</li> <li>Safe Sleep (if applicable)</li> </ul>  | 10-hour Annual In-service Training  |
| Volunteer – Ongoing    | <ul style="list-style-type: none"> <li>Blood Borne Pathogens</li> <li>Safe Sleep (if applicable)</li> <li>Health and Safety Trainings – Recognizing and Reporting Abuse, Emergency Preparedness, Serving Children Experiencing Homelessness, Prevention of Shaken Baby Syndrome (if applicable)</li> </ul> | N/A   |
| Volunteer – Occasional | N/A  | N/A   |

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## Training Completion Timeline

- Pre-Service Requirements – WAC 110-300-0105
- Training Requirements – WAC 110-300-0106

**Table 2: Training Completion Timeline**

| Requirement           | When Must This Training Requirement be Completed?   | How is This Training Requirement Completed?   |
|-----------------------|---|---|
| Licensing Orientation | <ul style="list-style-type: none"> <li>Before being in charge of a program 50% or more of the time</li> <li>This is completed once</li> </ul>   | <ul style="list-style-type: none"> <li>DCYF-provided online</li> <li>DCYF-provided in-person: check online at <a href="http://www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/licensing-process">www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/licensing-process</a></li> </ul> |
| Child Care Basics*    | <ul style="list-style-type: none"> <li>Before being granted a license</li> <li>Before working unsupervised with children</li> <li>This is completed once</li> </ul>                                       | <ul style="list-style-type: none"> <li>Complete Child Care Basics with a state-approved trainer, provided online by DCYF or in a college course</li> <li>Complete ECED&amp;107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the Child Care Basics requirement</li> </ul>                    |
| Blood Borne Pathogens | <ul style="list-style-type: none"> <li>Before being granted a license</li> <li>Before working with children</li> <li>This is completed as required by the Department of Labor &amp; Industries</li> </ul> | Check with local agencies that offer this   |

\*If already employed when this rule goes into effect, Child Care Basics must be completed within three months of the date this section becomes effective. All new employees must have completed Child Care Basics before working unsupervised with children..

**Table 2: Training Completion Timeline**

| Requirement          | When Must This Training Requirement be Completed?  | How is This Training Requirement Completed? |
|----------------------|--|---|
| First Aid/CPR        | <ul style="list-style-type: none"> <li>Before working unsupervised with children</li> <li>This is completed as required by Department of Labor &amp; Industries</li> </ul> | Check with local agencies that offer this   |
| Food Handlers Permit | <ul style="list-style-type: none"> <li>Before preparing or serving food to children</li> <li>This is completed as required by your local health department</li> </ul>      | Your local health department                |
| Safe Sleep           | <ul style="list-style-type: none"> <li>Before being granted a license</li> <li>Before caring for infants</li> <li>This is completed annually</li> </ul>                    | DCYF-provided training online               |

**Volunteer Training Requirements:** Trainings listed in WAC 110-300-0106 sections 4-7 and 10 are included in Child Care Basics. If a volunteer does not complete Child Care Basics (which is not required for volunteers), a volunteer can complete these trainings as stand-alone trainings for free online through DCYF.

## In-Service Training Requirements

WAC 110-300-0107

### Remember:

- Early learning providers complete 10 hours of annual in-service training.
- In-Service is required after 12 months of cumulative employment.
- The annual training requirement is based on the DCYF calendar year (Jan. 1-Dec. 31).
- Five in-service training hours may be carried over from one calendar year to the next calendar year.
- “STARS hours” or “state-approved training” are other words commonly used when referring to “in-service.”

**Table 3: In-Service Training Requirements**

| Requirement         | When Must This Training Requirement be Completed?   | How is This Training Requirement Completed?  |
|---------------------|---|--|
| In-Service Training | Enhancing Quality of Early Learning is completed in the first two years (20 hours) of in-service training. <ul style="list-style-type: none"> <li>Builds on the foundation provided with Child Care Basics</li> <li>Training content includes: Family Engagement, Cultural Responsiveness, Environments and Interactions</li> </ul>                               | Enhancing Quality of Early Learning is developed and provided by DCYF or contractors. For more information on availability, check online at <a href="https://apps.dcyf.wa.gov/MERIT/Search/Trainings">https://apps.dcyf.wa.gov/MERIT/Search/Trainings</a> .<br><br>Equivalent options: <ul style="list-style-type: none"> <li>WA State ECE Short Certificate or higher</li> <li>DCYF-recognized education or credential equivalent to ECE Short Certificate</li> </ul> |
|                     | Following the completion of Enhancing Quality of Early Learning: <ul style="list-style-type: none"> <li>Ten hours of in-service training is completed each calendar year (Jan. 1-Dec. 31).</li> <li>Family home licensees, center directors, assistant directors, and program supervisors complete 10 hours of Leadership Practices* every three years</li> </ul> | <ul style="list-style-type: none"> <li>State-approved training</li> <li>Other training must align with the WA State ECE Core Competencies</li> <li>College coursework aligned with WA State ECE Core Competencies</li> </ul>   |

\* Leadership practices training includes the following Washington State Core Competencies: program planning and development, professional development, and leadership.