

PACE Completion Checklist

If you are participating in PACE – the **Provider Access to a Community Equivalent** community-based training option – you can use this checklist to keep track of what needs to be completed to have this equivalent meet your licensing education requirement.

COMING SOON! DCYF is establishing how you can continue your certificate pathway in college once you complete PACE.

Need help determining if this is the right fit for you? Use DCYF's Guide to Professional Development Plans (PDP) for Early Learning Providers to learn more about PACE and the other options available. A reminder: PACE is an option for roles who need an initial or short certificate – family home licensee, lead teacher, or assistant teachers.

View the PDP guidebook: <https://dcyf.wa.gov/sites/default/files/pdf/pdpGuidebook.pdf>

Training Completion – Initial Certificate Equivalent

The following is a list of all trainings that must be completed before PACE is considered complete. This can be used as a personal guide to keep track of your progress.

Training	Modules	Completion Date
Child Care Basics (CCB)	Modules 1-10 or equivalent	
Enhancing the Quality of Early Learning (EQEL)	Part 1 – Responsive Caregiving and Brain Building	
	Part 2 – Engaging Interactions & Environments, and Positive Behavior Supports	
PACE – The Field of Early Care and Education (ECE)	Reflective Teaching – 7 hours <ul style="list-style-type: none"> • Reflective Teaching Practices • Productive Reflection • Goal Setting 	
	ECE Then & Now – 9 hours <ul style="list-style-type: none"> • History of ECE • ECE Settings • Policy & Advocacy 	
	The Early Learning Profession – 4 hours <ul style="list-style-type: none"> • Educator Development • Values & Ethics 	
PACE – Supporting Child Development and Wellness	Child Development – 6 hours <ul style="list-style-type: none"> • Child Development • Supporting Behavior 	
	Children and Families – 8 hours <ul style="list-style-type: none"> • Child Outcomes • Family Engagement 	
	Child Wellness – 6 hours <ul style="list-style-type: none"> • Health & Safety • Promoting Wellness 	



What if I miss a class?

If you miss a training session, please work with your state-approved trainer to make up the session. All sessions must be completed to receive credit.

Additional Work Completion

Workbooks are complete and reviewed by the trainer.

Completed: _____

Job-Embedded Learning complete and reviewed by trainer.

- Putting it into Practice activities completed and reviewed by the trainer.
- Work Hours are recorded on specific log worksheet and verified by the trainer.

Completed: _____

This completes your Washington State ECE Initial Certificate equivalent for licensing.

See below for continued professional growth options.

If you are required to have the Washington State ECE Short Certificate for your role, you have two options:

- Complete PACE through the Short Certificate. (coming in 2023!)
- Go to a participating college to complete the additional courses for your Short Certificate at the participating college.

Training Completion – Short Certificate Equivalent

PACE as an equivalent through the Short Certificate will be coming in 2023. This checklist will be updated later to include the additional trainings to be completed.



If you would like copies of this document in an alternative format or language, please contact DCYF Constituent Relations (1-800-723-4831 | 360-902-8060, ConstRelations@dcyf.wa.gov).