

Training Requirements and Completion Timeline for School-Age Providers

Use this as a summary document for pre-service and in-service training requirements for all roles.

Notes to Remember:

- School-age providers must complete a department background check pursuant to WAC 110-06.
- School-age providers, including volunteers, must provide documentation signed within the past 12 months by a licensed health care professional of tuberculosis (TB) testing or treatment (see WAC 110-301-0105, section 3).
- All providers must register with the electronic workforce registry (MERIT) online at merit.dcyf.wa.gov before being granted a license or before working unsupervised with children.



Training Requirements Overview:

- Pre-Service Requirements – WAC 110-301-0105 – <https://app.leg.wa.gov/wac/default.aspx?cite=110-301-0105>
- Training Requirements - WAC 110-301-0106 – <https://app.leg.wa.gov/wac/default.aspx?cite=110-301-0106>
- In-Service Training – WAC 110-301-0107 – <https://app.leg.wa.gov/wac/default.aspx?cite=110-301-0107>

Training Requirements Overview		
ROLE	TRAINING REQUIREMENTS	IN-SERVICE REQUIREMENTS
Program Director Site Director	<ul style="list-style-type: none"> • Licensing Orientation (if applicable) • School-Age Basics* • First Aid/CPR • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	10-hour Annual In-service Training
Lead Teacher	<ul style="list-style-type: none"> • School-Age Basics* • First Aid/CPR • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	10-hour Annual In-service Training

*School-Age Basics covers trainings listed in WAC 110-301-0106 sections 4-7. This includes the following: Recognizing and Reporting Abuse (0106 section 4), Emergency Preparedness (0106 section 5), Serving Children Experiencing Homelessness (0106 section 6), Medication Management (0106 section 7).



Washington State Department of
CHILDREN, YOUTH & FAMILIES

Training Requirements Overview

ROLE	TRAINING REQUIREMENTS	IN-SERVICE REQUIREMENTS
Assistant Teacher	<ul style="list-style-type: none"> School-Age Basics* First Aid/CPR Blood Borne Pathogens Food Handlers Permit (if applicable) 	10-hour Annual In-service Training
Aide	<ul style="list-style-type: none"> School-Age Basics* Blood Borne Pathogens Food Handlers Permit (if applicable) 	N/A
Volunteer	<ul style="list-style-type: none"> Blood Borne Pathogens Safe Sleep (required if also volunteering in an early learning program) Health and Safety Trainings – Recognizing and Reporting Abuse, Emergency Preparedness, Serving Children Experiencing Homelessness 	N/A

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Training Completion Timeline:

- Pre-Service Requirements – WAC 110-301-0105
- Training Requirements – WAC 110-301-0106

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"> Before being in charge of a program. This is completed once. 	<ul style="list-style-type: none"> DCYF provided online. DCYF provided in-person: https://dcyf.wa.gov/services/early-learning-providers/licensed-provider/school-age-providers
School-Age Basics*	<ul style="list-style-type: none"> Before being granted a license. Before working unsupervised with children. This is completed once. 	<ul style="list-style-type: none"> Complete School-Age Basics with a state-approved trainer. Complete ECED&107 Health, Safety, and Nutrition (part of the Initial Certificate) which meets the School Age Basics requirement.
Blood Borne Pathogens	<ul style="list-style-type: none"> Before being granted a license. Before working with children. This is completed as required by the Department of Labor and Industries. 	Check with local agencies who offer this.

Volunteer Training Requirements: Trainings listed in WAC 110-301-0106 sections 4-7 are included in School-Age Basics. If a volunteer does not complete School-Age Basics (which is not required for volunteers), a volunteer can complete these trainings as stand-alone trainings for free with DCYF online.

*If already employed at the time this rule goes into effect, School-Age Basics must be completed within three months of the date this section becomes effective. All new employees must have completed School-Age Basics before working unsupervised with children.

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"> Before working unsupervised with children. This is completed as required by the Department of Labor and Industries. 	Check with local agencies who offer this.
Food Handlers Permit	<ul style="list-style-type: none"> Before preparing or serving food to children. This is completed as required by your local health department. 	Your local health department.

Volunteer Training Requirements: Trainings listed in WAC 110-301-0106 sections 4-7 are included in School-Age Basics. If a volunteer does not complete School-Age Basics (which is not required for volunteers), a volunteer can complete these trainings as stand-alone trainings for free with DCYF online.

**If already employed at the time this rule goes into effect, School-Age Basics must be completed within three months of the date this section becomes effective. All new employees must have completed School-Age Basics before working unsupervised with children.*

In-Service Training Requirements:

WAC 110-301-0107

Notes to Remember:

- School-Age 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 (January 1 – December 31).
- Five in-service training hours may be carried over from one fiscal year to the next fiscal year.
- “STARS hours” or “state-approved training” are other words commonly used when referring to “in-service.”

In-Service Training Requirements

IN-SERVICE REQUIREMENT	WHEN MUST THIS TRAINING REQUIREMENT BE COMPLETED?	HOW IS THIS TRAINING REQUIREMENT MET?
In-Service Training	Following the completion of School-Age Basics: <ul style="list-style-type: none"> 10 hours of in-service training is completed each year (January 1 – December 31). Program directors and site directors must complete 10 hours of Leadership Practices* every three years. 	<ul style="list-style-type: none"> State-approved training. Other training must align with the WA State Core Competencies. College coursework aligned with WA State Core Competencies.

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

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