

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

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

*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).

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"> • Before being in charge of a program 50% or more of the time • This is completed once 	<ul style="list-style-type: none"> • DCYF-provided online • DCYF-provided in-person: check online at www.dcyf.wa.gov/services/early-learning-providers/licensed-provider/orientation
Child Care 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 Child Care Basics with a state-approved trainer, provided online by DCYF or in a college course • Complete ECED&107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the Child Care 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 & Industries 	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"> Before working unsupervised with children This is completed as required by Department of Labor & Industries 	Check with local agencies that 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
Safe Sleep	<ul style="list-style-type: none"> Before being granted a license Before caring for infants This is completed annually 	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 fiscal year (July 1 – June 30).
- 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.”

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"> Builds on the foundation provided with Child Care Basics Training content includes: Family Engagement, Cultural Responsiveness, Environments and Interactions 	Enhancing Quality of Early Learning is developed and provided by DCYF or contractors. For more information on availability, check online at https://apps.dcyf.wa.gov/MERIT/Search/Trainings . Equivalent options: <ul style="list-style-type: none"> WA State ECE Short Certificate or higher DCYF-recognized education or credential equivalent to ECE Short Certificate
	Following the completion of Enhancing Quality of Early Learning: <ul style="list-style-type: none"> Ten hours of in-service training is completed each year (July 1 – June 30) Family home licensees, center directors, assistant directors, and program supervisors 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 ECE Core Competencies College coursework aligned with WA State ECE Core Competencies

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