

**Hiring Education Affidavit Request  
(Out Door Nature-Based)**

Use this form to explain why you are requesting an affidavit for your hiring education staff qualification. A provider may be supported through an education affidavit when they are unable to obtain supporting documents for education verification due to special circumstances. Submit this form along with your completed affidavit. Review [Policy 301 Education Application and Verification](#). For more information or questions regarding the hiring education affidavit, please email [MERIT@dcyf.wa.gov](mailto:MERIT@dcyf.wa.gov)

|             |                                      |
|-------------|--------------------------------------|
| First Name: | Last Name:                           |
| STARS ID:   | Date of Birth ( <i>mm/dd/yyyy</i> ): |
| Job Role:   |                                      |

**INSTRUCTIONS**

Print or type your response in the field below and then email the completed form along with your signed affidavit to [MERIT@dcyf.wa.gov](mailto:MERIT@dcyf.wa.gov).

**REASON FOR HIRING EDUCATION AFFIDAVIT REQUEST**

Please use the space below to describe the reason for your affidavit request. Be sure to include your name and STARS ID on all supporting documents that you provide.

**The reason I am requesting an affidavit for my hiring education is because:**

- My education was completed at an institution that is now closed.
- My education was completed outside of the United States and I cannot access my supporting documents.
- Other: \_\_\_\_\_

Additional Information:

OUTDOOR NATURE-BASED PROVIDER  
SWORN STATEMENT of EDUCATION STANDARDS

Under Washington law, an outdoor nature-based provider is an individual authorized to work in an outdoor nature-based program, pursuant to chapter 43.216 RCW and chapter 110-302 WAC. Such an individual is required to achieve minimum education standards and prove such education by submitting proof of completion or written evidence of equivalent education, pursuant to WAC 110-302-0100.

If an outdoor nature-based provider cannot produce to the Department of Children, Youth, and Families proof of completion or written evidence of equivalent education, but has completed the required education, the applicant may alternatively meet this requirement by completing the below sworn testament declaring they have achieved the required minimum education standards pursuant to WAC 110-302-0100.

MY SWORN STATEMENT IS AS FOLLOWS:

**DECLARATION OF \_\_\_\_\_**

1. I have successfully completed the education requirements described in WAC 110-302-0100 for my role and am otherwise qualified to be an outdoor nature-based provider. However, I am unable to locate, find, acquire, or produce evidence of the completion due to hardship including refugee status, acquiring foreign degree transcripts, or related limitations.
2. Attached to this declaration are copies of RCW 9A.72.010 and RCW 9A.72.030. Prior to signing this declaration I reviewed both of these statutes.
3. I understand that knowingly making a materially false statement under penalty of perjury is a crime that, if prosecuted, may subject me to criminal penalties, including incarceration in jail or prison. I further understand that knowingly making a materially false statement under penalty of perjury may result in the rejection of my application or revocation of my license to operate as a licensed Family Child Care provider in the State of Washington.
4. I understand that my use of this affidavit may support me to meet licensing requirements but will not accrue education points under the Early Achievers program or guarantee compliance with the education requirements detailed in the ECEAP program's Performance Standards.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ (City),  
\_\_\_\_\_ (County), \_\_\_\_\_ (State).

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License Applicant

**RCW 9A.72.010**

**Definitions**

The following definitions are applicable in this chapter unless the context otherwise requires:

(1) "Materially false statement" means any false statement oral or written, regardless of its admissibility under the rules of evidence, which could have affected the course or outcome of the proceeding; whether a false statement is material shall be determined by the court as a matter of law;

(2) "Oath" includes an affirmation and every other mode authorized by law of attesting to the truth of that which is stated; in this chapter, written statements shall be treated as if made under oath if:

(a) The statement was made on or pursuant to instructions on an official form bearing notice, authorized by law, to the effect that false statements made therein are punishable;

(b) The statement recites that it was made under oath, the declarant was aware of such recitation at the time he or she made the statement, intended that the statement should be represented as a sworn statement, and the statement was in fact so represented by its delivery or utterance with the signed jurat of an officer authorized to administer oaths appended thereto; or

(c) It is a statement, declaration, verification, or certificate, made within or outside the state of Washington, which is certified or declared to be true under penalty of perjury as provided in RCW 9A.72.085.

(3) An oath is "required or authorized by law" when the use of the oath is specifically provided for by statute or regulatory provision or when the oath is administered by a person authorized by state or federal law to administer oaths;

(4) "Official proceeding" means a proceeding heard before any legislative, judicial, administrative, or other government agency or official authorized to hear evidence under oath, including any referee, hearing examiner, commissioner, notary, or other person taking testimony or depositions;

(5) "Juror" means any person who is a member of any jury, including a grand jury, impaneled by any court of this state or by any public servant authorized by law to impanel a jury; the term juror also includes any person who has been drawn or summoned to attend as a prospective juror;

(6) "Testimony" includes oral or written statements, documents, or any other material that may be offered by a witness in an official proceeding.

**RCW 9A.72.030**

**Perjury in the second degree**

(1) A person is guilty of perjury in the second degree if, in an examination under oath under the terms of a contract of insurance, or with intent to mislead a public servant in the performance of his or her duty, he or she makes a materially false statement, which he or she knows to be false under an oath required or authorized by law.

(2) Perjury in the second degree is a class C felony.

**WAC 110-300-0005**

**Definitions.**

**"Licensee"** means an individual or legal entity listed on a license issued by the department, authorized to provide child care or early learning services in an ONB program.

**"Outdoor nature-based (ONB) child care"** or **"outdoor nature-based (ONB) program"** mean an agency-offered program that:

- (a) Enrolls preschool or school-age children;
- (b) Provides early learning services to the enrolled children in an outdoor natural space approved by the department for not less than four hours per day or fifty percent of the daily program hours, whichever is less; and
- (c) Teaches a nature-based curriculum to enrolled children.

**"Outdoor nature-based child care (ONB) provider"** or **"provider"** refers to an outdoor nature-based child care licensee or a designee who works in an outdoor nature-based program during hours when children are or may be present. Designees include outdoor nature-based child care directors, program directors, assistant directors, site directors, program supervisors, lead teachers, assistant teachers, aides, and volunteers.

**WAC 110-302-0100**

**General staff qualifications.**

All ONB providers must meet the following requirements prior to working:

(1) Licensees must meet the requirements of the director listed in subsection 2 of this section or the requirements of the program director listed in subsection 5 of this subsection, or hire a director or program director who meets the qualifications prior to being granted an initial license.

(2) Directors or assistant directors (for programs that enroll preschool-age and school-age children, or only preschoolage children) manage the outdoor nature-based program and set appropriate program, and staff expectations.

(a) A director must meet the following qualifications:

- i. Be at least eighteen years old;
  - ii. Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:
    - (A) Have thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
    - (B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later.
  - iii. Have two years of experience as a teacher of children in any age group enrolled in the ONB program and at least six months of experience in administration or management, or a department approved plan;
  - iv. Complete the applicable preservice requirements, pursuant to standard 0105;
  - v. If a director does not meet the minimum qualification requirements, the ONB program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions;
  - vi. Have their continued professional development progress documented annually.
- (b) An assistant director must meet the following qualifications:
- i. Be at least eighteen years old;
  - ii. Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:
    - (A) Have thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
    - (B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of licensure or being hired or promoted into the position, whichever occurs later.
  - iii. Have two years of experience as a teacher of children in any age group enrolled in the ONB program or two years of experience in administration or management, or a department approved plan;
  - iv. Complete the applicable preservice requirements, pursuant to standard 0105;
  - v. Have their continued professional development progress documented annually.
- (c) A director or assistant director or equivalent must provide the following services:
- i. Be on-site for the daily operation of the ONB program fifty percent or more of the weekly operating hours up to forty hours per week, or designate a person with the qualifications of an assistant director, program supervisor or equivalent. The director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities;
  - ii. Be available to provide in-person support to the ONB program within fifteen minutes of a request for support. On-site duties may include, but are not limited to, providing oversight, as-needed support for children and staff, and providing family engagement services.
  - iii. Comply with WAC 110-300E and these standards;
  - iv. Develop a curriculum philosophy, communicate the philosophy to all ONB program staff and parents, and train staff to ensure the

philosophy serves all children in the ONB program (or designate a program supervisor with this responsibility);

v. Lead the development of benefit-risk assessments, and associated risk management policies and procedures, pursuant to standard 0471.

vi. Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families; and

vii. Oversee professional development plans for ONB program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Observing and mentoring staff.

(3) Program supervisors (for programs that enroll preschool-age and school-age children, or only preschool-age children) plan the ONB program services under the oversight of a director or assistant director.

(a) A program supervisor must meet the following qualifications:

i. Be at least eighteen years old;

ii. Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later. If the director or assistant director does not have an ECE state certificate or equivalent as required by this section, the program supervisor must have an ECE state certificate at the time of initial licensing of the outdoor nature-based child care program or from the time of hire or promotion.

iii. Have two years of experience as a teacher of preschool-age or school-age age of children in any ONB program;

iv. Complete the applicable preservice requirements, pursuant to standard 0105; and

v. Have their continued professional development progress documented annually.

(b) A program supervisor performs the following duties:

i. Guide the planning of curriculum philosophy, implementation, and environmental design of the ONB program;

ii. Comply with these standards;

iii. Act as a teacher or director as long as it does not interfere with the program supervisor's primary responsibilities; and

iv. Manage the professional development plans and requirements for staff as needed.

(c) One person may be the director, assistant director, and the program supervisor when qualified for all positions, provided that all requirements of subsection (2) (a) and (b) of this section are met.

(4) Any individual hired or promoted into a position detailed in subsections (2) and (3), of this section who does not have an ECE state

certificate or equivalent as required in this section must instead meet the following requirement as approved and verified in the electronic workforce registry by the department:

|   |  |
|---|--|
| If an ONB program is licensed for this number children: | Then the director, assistant director, or program supervisor must have completed at least this number of college quarter credits in early childhood education core competencies: |
| (a) 12 or fewer   | 10   |
| (b) 13 to 24  | 25   |
| (c) 25 or more  | 45   |

(5) Program directors (for programs that enroll only school-age children) manage the overall ONB program operations and facilities and set appropriate program and staff expectations. The program director is not responsible for being on-site at the ONB program, unless the program director is filling in for an on-site role.

(a) A program director must meet the following qualifications:

i. Be at least eighteen years old;

ii. Have forty-five college credits in any one hundred-level or above college coursework or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Have at least twelve college credits in any one hundred-level or above college coursework or equivalent at the time of initial licensure or being hired or promoted into the position, and complete an additional thirty-three college credits in any one hundred-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position.

iii. Have two years of experience as a teacher of pre-school or school-age children enrolled in the ONB program and at least six months of experience in administration or management, or a department approved plan;

iv. Complete the applicable preservice requirements, pursuant to standard 0105; and

v. Have their continued professional development progress documented annually.

(b) A program director must provide the following services:

i. Comply with these standards;

ii. Be available to provide in-person support to the ONB program within fifteen minutes of a request for support. On-site duties may include, but are not limited to, providing oversight, as-needed support for children and staff, and providing family engagement services.

iii. Develop a curriculum philosophy, communicate the philosophy to all ONB program staff and parents, and train staff to ensure the

philosophy serves all children in the ONB program (or designate a site director with this responsibility);

iv. Lead the development of benefit-risk assessments, and associated risk management policies and procedures, pursuant to standard 0471 (or designate a site director to perform this duty);

v. Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families (or designate a site director with this responsibility); and

vi. Oversee professional development plans for ONB program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Mentoring the site director.

(6) Site directors (for programs that enroll only school-age children) plan and implement the ONB program services under the oversight of the program director. The site director is responsible for being on-site during the program's operating hours.

(a) A site director must meet the following qualifications:

i. Be at least eighteen years old;

ii. Have thirty college credits in any one hundred-level or above college coursework or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Have at least twelve college credits in any one hundred-level or above college coursework or equivalent at the time of initial licensure or being hired or promoted into the position, and complete an additional eighteen college credits in any one hundred-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position.

iii. Have two years of experience as a teacher of preschool-age or school-age age of children in any ONB program;

iv. Complete the applicable preservice requirements, pursuant to standard 0105; and

v. Have their continued professional development progress documented annually.

(b) A site director performs the following duties:

i. Plan and implement curriculum and environmental design of the ONB program;

ii. Be on-site providing regular supervision of staff and volunteers;

iii. Comply with these standards;

iv. Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and

v. Observe and mentor staff.

vi. One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (5)(a) of this section are met.

(7) Lead teachers are responsible for implementing the ONB program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.

(a) A lead teacher must meet the following qualifications:

- i. Be at least eighteen years old;
- ii. Have a high school diploma or equivalent;
- iii. Complete the applicable preservice requirements, pursuant to standard 0105;
- iv. Have their professional development progress documented annually.

(b) A lead teacher (for programs that enroll preschool-age and school-age children, or only preschool-age children) must meet the following qualifications:

i. Have an ECE short certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have ten hours or one credit of nature-based education training at the time of hire; and

(B) Have an ECE initial certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later;

(C) Have an ECE short certificate or equivalent by August 1, 2028, or within two years of receiving an ECE initial certificate;

ii. During all operating hours when children are present and the director, assistant director, or program supervisor are not on-site, a lead teacher must meet the following additional requirements:

(A) Have an ECE short certificate or equivalent as approved and verified in the electronic workforce registry by the department;

(B) Have two years of experience as a teacher in an ONB program; and

(C) Have completed a department orientation for ONB programs.

(c) A lead teacher (for programs that enroll only school-age children) must meet the following qualifications:

i. Have twelve college credits in any one hundred-level or above college coursework or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have ten hours or one credit of nature-based education training at the time of hire; and

(B) Have twelve college credits in any one hundred-level or above college coursework or equivalent within five years of the being hired or promoted into this position.

ii. During all operating hours when children are present and the program director or site director are not on-site, a lead teacher must meet the following additional requirements:

(A) Have two years of experience as a teacher in an ONB program; and

(B) Have completed a department orientation for ONB programs.

(8) Assistant teachers help a lead teacher provide instructional support to children and implement developmentally appropriate programming.

(a) An assistant teacher must meet the following qualifications:  
i. Be at least eighteen years old;  
ii. Have a high school diploma or equivalent; and  
iii. Complete the applicable preservice requirements, pursuant to standard 0105.

(b) An assistant teacher (for programs that enroll preschool-age and school-age children, or only preschool-age children) must meet the following qualifications:

i. Have an ECE initial certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into this position, whichever occurs later and,

ii. Have their professional development progress documented annually.

(c) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job classroom training from the classroom's assigned lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

(9) Aides provide classroom support to an assistant teacher, lead teacher, program supervisor, site director, assistant director, program director, or director. Aides must meet the following qualifications:

(a) Be at least fourteen years old;

(b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;

(c) Complete the applicable preservice requirements, pursuant to standard 0105; and

(d) Have their professional development progress documented annually.

(e) Aides may be counted in the staff-to-child ratio if they are working under the continuous oversight of a lead teacher, program supervisor, site director, assistant director, program director, or director.

(10) Other personnel who do not directly care for children and are not listed in subsections (1) through (9) of this section must meet the following qualifications:

(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(b) Have a negative TB test, pursuant to standard 0105; and

(c) Complete program based staff policies and training, pursuant to standard 0110.

(11) Volunteers help at ONB programs. Volunteers must meet the following qualifications:

(a) Be at least fourteen years old (volunteers must have written permission to volunteer from their parent or guardian if they are under eighteen years old); and

(b) Work under the continuous oversight of a director, program director, assistant director, site director, program supervisor, lead teacher, or assistant teacher.

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they are met:

i. Are at least eighteen years old;

ii. Complete and pass a background check, pursuant to chapter 110-06 WAC;

iii. Complete a TB test; pursuant to standard 0105;

iv. Complete the training requirements; pursuant to standard 0106;

v. Complete a TB test; pursuant to standard 0105; and

vi. Complete program based staff polices and training, pursuant to standard 0110.

(d) Occasional volunteers must comply with subsections (a) and (b) of this subsection and cannot count in staff to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

#### **WAC 110-302-0435**

##### **Waiver from department rules (WAC).**

(1) The department cannot provide a variance from a requirement in state (RCW) or federal law.

(2) Upon written request of an applicant, licensee, director, program director, assistant director, site director, or program supervisor the department may grant a variance from a rule in these standards or chapter 110-300E WAC if the proposed program alternative does not jeopardize the health, safety, or welfare of the children in care.

(3) A request for a variance from these standards must be: (a) Submitted in writing to the department;

(b) Approved in writing by the department secretary or the secretary's designee prior to the provider implementing the variance from the rule; and

(c) For a specific program approach or methodology.

(4) A granted variance may be time specific or may remain in effect for as long as the provider continues to comply with the conditions of the variance. If the variance from the rule is time limited, the provider must not exceed the time frame established by the department.

(5) The department may revoke a granted variance if a licensing rule which was considered in granting the variance is materially altered or amended.