

# Staff Qualifications – Know Your Options

July 2023 Webinar | Questions and Answers

## Education & Equivalents

### What's an affidavit? Who is it for?

An affidavit is a sworn statement attesting that you cannot access your documents due to special circumstances. The affidavit is available for early learning roles that need a high school diploma or equivalent as their hiring requirement. To request this option, please contact the MERIT at [merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov).

### What equivalent options are available?

Equivalent options include alternative credentials, experience, and PACE. For all available options and to see if an option is available for your role, reference the Equivalent Options to Education guide [[English](#)] [[Somali](#)] [[Spanish](#)].

### How does the CDA fit into meeting the education requirement?

The CDA is considered an equivalent to the named credential, Washington State ECE Initial Certificate. It can be used to meet a portion of the education requirement for the Short and State certificates. To see how it is applied to each education requirement, reference the Equivalent Options to Education guide [[English](#)] [[Somali](#)] [[Spanish](#)].

### Where can I learn more information about the ECE Stackable Certificates and college classes?

Check out the [Early Learning Career Planning Portal](#)! There, you can learn more about the ECE Stackable Certificates and find direct point of contacts to each of Washington's colleges offering this program. You can also learn more about scholarship opportunities and find a college that will fit your needs.

**Stackable Certificates flyer:** [https://www.dcyf.wa.gov/publications-library?combine\\_1=eps\\_0026&combine=&field\\_program\\_topic\\_value=All&field\\_languages\\_available\\_value=All](https://www.dcyf.wa.gov/publications-library?combine_1=eps_0026&combine=&field_program_topic_value=All&field_languages_available_value=All)

### How does someone complete PACE?

PACE is available for assistant teachers, lead teachers, and family home licensees who have not completed education higher than a high school diploma or GED.

PACE as the equivalent to the Initial Certificate consists of Child Care Basics, EQEL, PACE Part 1 and PACE Part 2. You can find available training for PACE by using the ["Find Training" tab in MERIT](#).



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To select this pathway on your licensing dashboard, select the option “I am interested in PACE, the community-based training”. By making this selection, someone will reach out to you directly about available training offerings.

PACE Part 3 and PACE Part 4 for the Short Certificate equivalent will be available in the future.

### **What if I have a degree that is not in ECE?**

DCYF is developing a pathway for those that have a non-ECE degree. You are currently considered in compliance (no waiver is required) and do not need to do anything until DCYF reaches out to you with how to complete this option. In the meantime, please update your licensing dashboard to select “I already have a degree that is not ECE.”

## **Licensing Dashboard**

### **Who has a licensing dashboard?**

Early learning providers in one of the following roles with active employment have a licensing dashboard: aide, assistant teacher, lead teacher, family home licensee, program supervisor, assistant director, and center director.

If you are listed in another role, such as ‘owner’, ‘household member’, ‘I’m currently applying’, or ‘volunteer’, or are in another program type, you do not have a licensing dashboard at this time.

### **How do I know if I meet my hiring or job role education requirement?**

Once you login to MERIT, take a look at your licensing dashboard. If your status bar is green, this means that you meet that qualification. If it is yellow, that means that you have time to meet this requirement.

### **How do I update my licensing dashboard?**

Most information found on your licensing dashboard is pulled from other areas of your MERIT professional record. If you have missing training, you will need to update your health and safety training section. To update your experience, hiring education, or job role, select the arrow to reveal the drop-down options available to you.

If you need assistance, please reach out to our MERIT Team at [merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov) or 866-482-4325, option 5.

### **How does one select the experience option in MERIT?**

If this option is available in the role that you are in and that you will meet the 7-year requirement by August 1, 2026, this option will appear in your job role education drop-down list. Select the correct option and click “save”. Your job role education status bar will update to green, and you have met the full job role education requirement for your role.

## Training

### What are the available options to meet Child Care Basics?

There are several options to meeting the initial training requirement, Child Care Basics. See the Completing Child Care Basics guide [[English](#)] [[Somali](#)] [[Spanish](#)] for all available options.

### How can I find trainings like Child Care Basics and EQEL?

To find all available training options, use the “Find Training” tool in [MERIT](#).

### If you have education in ECE, do you still need to complete the annual in-service hours?

If you are currently completing coursework in early childhood education, you can submit an education application with an unofficial transcript to receive in-service training hours.

If you are not currently completing coursework in early childhood education but have already completed your education, you will need to complete your annual in-service training hours.

Early learning providers must complete 10 hours of in-service training every year (January – December).

## Resources

- Completing Child Care Basics guide [[English](#)] [[Somali](#)] [[Spanish](#)]
- [DCYF’s Qualifications & Role Requirements webpage](#)
- [Early Learning Career Planning Portal](#)
- Early Learning Hiring Education Affidavit [[English](#)] [[Somali](#)] [[Spanish](#)]
- Equivalent Options to Education [[English](#)] [[Somali](#)] [[Spanish](#)]
- General Staff Qualifications Chart [[English](#)] [[Somali](#)] [[Spanish](#)]
- Training Requirements and Completion Timeline [[English](#)] [[Somali](#)] [[Spanish](#)]
- Washington State Stackable Certificates [[English](#)] [[Spanish](#)]

## Contact

If you have any further questions, please reach out to our MERIT Team at [merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov) or call 866.482.4325 option 5.