

## Training Requirements and Completion Timeline

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

Notes to remember:

- Early learning providers and household members 13 years of age and older in a family home early learning program must complete a department background check pursuant to [WAC 110-06](#).
- Early learning providers, including volunteers and household members in a family home early learning program ages 14 and over, must provide documentation signed within the last 12 months by a licensed health care professional of tuberculosis (TB) testing or treatment (see 110-300-0105, section 3).
- All providers must register with the electronic workforce registry (MERIT) prior to being granted a license or prior to working unsupervised with children.

### **Table 1: Training Requirements Overview**

Pre-Service Requirements – WAC 110-300-0105

Training Requirements - WAC 110-300-0106

In-Service Training – WAC 110-300-0107

Role	Training Requirements	In-Service Requirements
Family Home Licensee Center Director Assistant Director Program Supervisor	<ul style="list-style-type: none"> <li>▪ Licensing Orientation (if applicable)</li> <li>▪ Child Care Basics*</li> <li>▪ First Aid/CPR</li> <li>▪ Blood Borne Pathogens</li> <li>▪ Food Handlers Permit (if applicable)</li> <li>▪ Safe Sleep (if applicable)</li> <li>▪ Child Restraint (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10-hour Annual In-service Training</li> <li>▪ Enhancing Quality of Early Learning</li> </ul>
Lead Teacher	<ul style="list-style-type: none"> <li>▪ Child Care Basics*</li> <li>▪ First Aid/CPR</li> <li>▪ Blood Borne Pathogens</li> <li>▪ Food Handlers Permit (if applicable)</li> <li>▪ Safe Sleep (if applicable)</li> <li>▪ Child Restraint (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10-hour Annual In-service Training</li> <li>▪ Enhancing Quality of Early Learning</li> </ul>
Assistant Teacher	<ul style="list-style-type: none"> <li>▪ Child Care Basics*</li> <li>▪ First Aid/CPR</li> <li>▪ Blood Borne Pathogens</li> <li>▪ Food Handlers Permit (if applicable)</li> <li>▪ Safe Sleep (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10-hour Annual In-service Training</li> <li>▪ Enhancing Quality of Early Learning</li> </ul>
Aide	<ul style="list-style-type: none"> <li>▪ Child Care Basics*</li> <li>▪ Blood Borne Pathogens</li> <li>▪ Food Handlers Permit (if applicable)</li> <li>▪ Safe Sleep (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ 10-hour Annual In-service Training</li> </ul>
Volunteer	<ul style="list-style-type: none"> <li>▪ Blood Borne Pathogens</li> <li>▪ Safe Sleep (if applicable)</li> <li>▪ Health and Safety Trainings – Recognizing and Reporting Abuse, Emergency Preparedness, Serving Children Experiencing Homelessness, Prevention of Shaken Baby Syndrome (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>▪ N/A</li> </ul>

\*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 – updated to reflect WAC 110-300	<ul style="list-style-type: none"> <li>▪ Prior to being in charge of a program 50% or more of the time</li> <li>▪ This is completed once.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DCYF provided online beginning June 3, 2019</li> <li>▪ DCYF provided in-person: check <a href="#">here</a></li> </ul>
Child Care Basics* - provides foundational health and safety knowledge and skills	<ul style="list-style-type: none"> <li>▪ Prior to being granted a license</li> <li>▪ Prior to working unsupervised with children</li> <li>▪ This is completed once.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Complete Child Care Basics with a State-approved trainer, with DCYF provided online, or in a college course.</li> <li>▪ Complete ECED&amp;107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the requirement for Child Care Basics.</li> </ul>
Child Restraint – provides guidance and methods for using physical restraint as a method to support children in care	<ul style="list-style-type: none"> <li>▪ Prior to being authorized to restrain an enrolled child (only if applicable as per existing program policy that states the use of physical restraint as a method of practice)</li> <li>▪ This is completed annually.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must be approved by DCYF if not provided by DCYF.</li> </ul>
Blood Borne Pathogens – how to protect and reduce risk from exposure	<ul style="list-style-type: none"> <li>▪ Prior to being granted a license</li> <li>▪ Prior to working with children</li> <li>▪ This is completed as required by Department of Labor &amp; Industries.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check with local agencies who offer this</li> </ul>
First Aid/CPR – provides the critical skills needed to respond to an emergency	<ul style="list-style-type: none"> <li>▪ Prior to working unsupervised with children</li> <li>▪ This is completed as required by Department of Labor &amp; Industries</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check with local agencies who offer this</li> </ul>
Food Handlers Permit – how to prepare and serve food safely in early learning programs	<ul style="list-style-type: none"> <li>▪ Prior to preparing or serving food to children</li> <li>▪ This is completed as required by local health department.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Your local Health Department</li> </ul>
Safe Sleep – covers infant safe sleep practices	<ul style="list-style-type: none"> <li>▪ Prior to being granted a license</li> <li>▪ Prior to caring for infants</li> <li>▪ This is completed annually.</li> </ul>	<ul style="list-style-type: none"> <li>▪ DCYF provided training online</li> </ul>
<p><u>Volunteer Training Requirements:</u> 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 with DCYF online.</p>		

\* If already employed at the time 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 prior to working unsupervised with children.

**Table 3: In-Service Training Requirement**

WAC 110-300-0107

Notes to remember:

- Early learning providers complete ten (10) hours of annual in-service training
- In-Service is required after 12 months of cumulative employment
- The annual training requirement is based on DCYF Fiscal year (July 1 – June 30)
- Five (5) 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 Requirement	When must this training requirement be completed?	How is this training requirement met?
In-Service Training	<p>Enhancing Quality of Early Learning is completed as the first 2 years (20 hours) of in-service training.</p> <ul style="list-style-type: none"> <li>• Builds on the foundation provided with Child Care Basics</li> <li>• Training content includes: Family Engagement, Cultural Responsiveness, Environments, and Interactions</li> </ul>	<p>Enhancing Quality of Early Learning is developed and provided by DCYF or contractors.</p> <ul style="list-style-type: none"> <li>• First 10 hours will be available Fall 2019.</li> <li>• The second 10 hours will be available Spring 2020.</li> </ul>
	<p>Following the completion of Enhancing Quality of Early Learning:</p> <ul style="list-style-type: none"> <li>• Ten (10) hours of in-service training is completed each calendar year.</li> <li>• Family home licensees, center directors, assistant directors and program supervisors complete 10 hours of Leadership Practices* every 3 years.</li> </ul>	<ul style="list-style-type: none"> <li>• State-approved training</li> <li>• Other training must align with the state’s Core Competencies</li> <li>• College coursework aligned with core competencies</li> </ul>

\* Leadership practices training includes the following Washington state core competencies: Program planning and development, professional development and leadership.