

## PROCEDURE

Cancels: New

See also: POL 10.8.8; RCW 43.216; 110-300; 110-305; 110-145; 110-147; 110-148

Approved by:



### PRO 10.8.8 MANAGING LICENSING DIVISION STAFF TRAININGS WITH WASHINGTON STATE LEARNING CENTER (WSLC)

Action by:	Action:
Licensing Leadership	1. <b>Determines</b> mandatory child care division staff learning plans, initial standard training requirements, frequency of any repeat trainings and training deadlines. <b>Coordinates</b> with WSLC Administrator and <b>skips</b> to <b>step 2</b> .
Supervising Staff	1a. If Supervising Staff determines additional training need for individual staff via Human Resources, <b>notifies</b> staff and WSLC Administrator for assignment or registration and <b>skips</b> to <b>step 2</b> .
Licensing Division (LD) Staff	1b. If LD Staff has a new training topic, <b>informs</b> Workforce Development Team.  1c. If LD staff wants to attend an elective training offered through WSLC, <b>skips</b> to <b>step 19</b> .
WSLC Administrator or Designee	2. <b>Assigns</b> staff member learning plan and requested training(s).
LD Staff	3. <b>Receives</b> email notification for WSLC training.  4. <b>Completes</b> and <b>passes</b> assigned training within timeline provided.
Course Instructor	4a. If completed in person, <b>sends</b> class roster to WSLC Administrator and <b>skips</b> to <b>step 6</b> .
LD Staff	4b. If current training needs updates, technical fixes, or improvement ideas, <b>informs</b> Workforce Development Lead Coordinator via email and <b>skips</b> to <b>step 12</b> .
	5. <b>Confirms</b> completion.  5a. If course does not show as "completed", <b>contacts</b> Workforce Development team for correction.
WSLC Administrator	6. <b>Inputs</b> participants of in-person trainings.

Supervisory Staff	7. <b>Discusses</b> training completion status and <b>reminds</b> staff to complete any trainings not completed during monthly meetings.
WSLC Administrator	8. <b>Creates</b> a report and <b>sends</b> to Area Administrators (AAs) the list of staff not finished with training(s) five business days after due date.
AA	9. <b>Works</b> with Supervisor and LD staff to complete trainings.
WSLC Administrator	10. If trainings not completed by 10 business days past the due date, <b>creates</b> a report of list of staff not completed and <b>sends</b> to Licensing Division Administrator.
LD Administrator	11. <b>Contacts</b> staff to ensure training completion.

## Developing/Updating Training

Workforce Development Team	12. <b>Receives</b> notice that new training needs developed, updated or reviewed per sunset review cycle.
Workforce Development Lead Coordinator and Licensing Workforce Development Senior Administrator (LWDSA)	13. <b>Reviews</b> the training request. 14. <b>Formulates</b> decision and training plan as needed.
Workforce Development Team	15. <b>Develops</b> training material and <b>consults</b> subject matter experts as needed. 16. <b>Sends</b> final draft of training to Workforce Development Lead Coordinator for review.
Workforce Development Lead Coordinator	17. <b>Sends</b> finished training to LWDSA.

- LWDSA
18. **Reviews** and **approves** publishing in WSLC, **notifies** Licensing Leadership and **returns to step 1**.
- 18a. If not approved, **notifies** Workforce Development team and **returns to step 12**.

## Elective Training Requests

- LD Staff
19. **Requests** verbally or via email to attend training listed in WSLC to Supervisor.
- Supervising Staff
20. **Approves** or **denies** training requests, **notifies** staff of decision.
- LD Staff
- 20a. If not approved, **exits** this procedure.
- Supervising Staff
21. **Guides** staff on any training and travel expense requirements.
- LD Staff
22. **Self-enrolls** in elective training only in WSLC.
23. **Completes** training.
- 23a. If training completed in person, **sends** copy of completed certificate to Supervisor.