

In-Service Training Framework: Initial Training Requirements Early Support for Infants and Toddlers (ESIT)

Initial Training Requirements and Checklists.....	1
Purpose	1
Timelines.....	1
FRC Credential.....	1
Required for Whom?	1
When Would an ESIT Professional be Required to Repeat Initial Training Requirements?.....	2
Step 1: Self-Paced Recorded Modules (Asynchronous).....	2
Step 2: Live Seminars (Synchronous).....	4
Initial Training Checklists by Type of ESIT Professional	5
Family Resources Coordinator (FRC)	6
Lead FRC or FRC Supervisor	6
Direct or Consult ESIT Service Provider (Not an FRC).....	7
ESIT Team Lead or Supervisor.....	7
Referral and Intake Coordinator	8
Agency or Program Administrator	8
Live Seminar Training Calendar	9
How to Register for an ESIT Live Seminar.....	14
Frequently Asked Questions.....	23

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, sexual orientation, age, veteran’s status, or presence of any physical, sensory, or mental disability.

If you would like free copies of this publication in an alternative format or language, please contact DCYF
Constituent Relations at 1-800-723-4831 or email communications@dcyf.wa.gov



Initial Training Requirements and Checklists

Purpose

The purpose of this document is to provide information about the Initial Training Requirement component in the framework of the ESIT in-service training program. The framework is designed to provide all ESIT Professionals, including service providers, supervisors, intake and referral coordinators, and program administrators, with a common understanding of the fundamentals of ESIT services. This document details how to fulfill the Initial Training Requirements of the ESIT In-Service Training Framework.

Timelines

The Initial Training Requirement is a series of foundational trainings comprised of **two steps** and must be taken sequentially. Some trainings may be particular to the role and responsibilities of the ESIT professional. Use the [Individual Provider Checklist](#) section of this document to track particular requirements for each category of ESIT Professional.

The Initial Training Requirements courses are accessed through the DCYF Training Portal (<https://dcyftraining.com/>). The requirements are met when both steps 1 and 2 are completed sequentially and successfully within the first 6 months of hire.

FRC Credential

Beginning February 1, 2024, Family Resources Coordinators (FRC) in Washington State will receive an ESIT Credential once they complete their Initial Training Requirements and [credential application](#).

To be considered fully trained and maintain their ESIT Credential, FRCs are required to complete 36 hours of continuing education over their three-year credential period. These hours must be tracked using the [FRC Training Documentation Form](#) and maintained in the FRCs personnel records, submitted with the credential renewal application, and may be requested by DCYF ESIT for verification. Additional information is included in the [Initial ESIT FRC Credential Guidance](#).

Required for Whom?

The Initial Training Requirements apply to any newly hired or contracted ESIT Professional.

Newly hired or contracted ESIT Professionals are those who:

- work for or contract with an ESIT Provider Agency (PA), including those directly contracted to DCYF ESIT or through a County Lead Agency (CLA); and
- were hired or began their contract on July 1, 2021 or later; or
- worked as an ESIT Professional, left the field, then returned after July 1, 2021.

All ESIT Professionals are required to create an account in the [DCYF Training Portal](#).

ESIT Professionals are:

- those who are employed or contracted by an ESIT PA to provide direct or consultative ESIT Services
- defined by CFR 303.13(b), and include Family Resources Coordinators (FRCs), educators, social workers, and therapists, such as occupational therapists, physical therapists, speech and language pathologists, etc.
- intake Coordinators and those processing referrals
- ESIT PA and CLA administrators

ESIT Professionals hired or contracted prior to July 1, 2021, are highly encouraged to complete the Initial Training Requirements.

Consult the ESIT Qualified Personnel Guidelines for specific information about ESIT Part C services and qualifications of each ESIT Professional and Provider type. [ESIT Qualified Provider Guidelines](#)

When Would an ESIT Professional be Required to Repeat Initial Training Requirements?

There are two scenarios when an ESIT Professional would need to repeat Steps 1 and 2 of the Initial Training Requirements.

1. If there was a lapse in service delivery for one year or more.
2. FRCs who did not maintain their ESIT Credential by completing 36 hours of annual continuing education over their 3-year credential period, and let their credential lapse, will be considered un-credentialed. They will not be able to provide service coordination until they repeat Steps 1 and 2 of the training requirements, and reestablish their ESIT FRC Credential.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements.

Step 1: Self-Paced Recorded Modules (Asynchronous)

The asynchronous portion is a series of self-paced recorded modules available within the DCYF Training Portal and total approximately 14 to 17 hours, depending on the individual ESIT Professional's requirements.

- All new ESIT Professionals must complete Step 1 within 30 days of hire.
- FRCs must complete Step 1 **prior** to the assignment of a caseload.
- Step 1 must be completed prior to Step 2 of the Initial Training Requirement.

The recorded modules include:

1. ESIT Introductory Training Modules (5.5 hours)

These modules introduce all ESIT Professionals to Part C of the Individuals with Disabilities Education Act (IDEA). The six modules detail how ESIT services are provided in Washington State and must be viewed in order. All six modules are required.

2. Child Outcome Summary (COS) Introductory Training Modules (2.75-5.25 hours)

These modules provide an overview of the COS process, including why and how COS data are collected, the Summary of Functional Performance, and how to analyze COS data for program improvement. A passing quiz score tracks the completion of each of the six modules. There are six modules in total, however not all ESIT Professionals are required to view modules 5 and 6. See below for more information.

COS Modules 1-4 (2.75 hours)

Modules 1-4 are required for the following types of ESIT Professionals:

- Service Providers: FRCs
- Service Providers: Other (developmental specialists, therapists, social workers, etc.)
- Intake and Referral Staff (including data entry and intake coordination)
- Administrators (ESIT PA and CLA Program Directors, Executive Directors, other Administrators).

COS Modules 5-6 (2.5 hours)

Modules 5-6 are required for:

- Administrators with both ESIT PAs and CLAs
- Program Directors, Executive Directors
- Lead FRCs

3. Transitional Data Management System (T-DMS) Modules (~2 hours)

This set of recorded videos covers topics including a systems overview, child records, IFSP development and transition. They are required for new FRCs, program administrators, intake coordinators and anyone else needing training prior to using the T-DMS.

4. Three-Pronged Approach (TPA) Protocol for Screening Vision and Hearing Modules (2.5 hours)

These modules provide training on how to conduct the TPA. All ESIT Professionals are required to take the TPA modules to (1) build awareness of risk factors associated with vision and hearing concerns and (2) prepare to fully participate in the development of plans to address any vision and/or hearing concerns identified.

Introductory Module: Background, Why's and When's (27min)

Participants will learn the background of the Three-Pronged Approach (TPA), why and when we focus on a child's hearing and vision, and how the TPA Module is organized.

Module 1: Risk Factors for Hearing and Vision and Prong I- Parent Interview (55min)

Participants will learn to identify risk factors associated with hearing and vision; identify parent interview responses that point to potential concerns regarding vision and hearing; and how to transfer results from Prong I to the TPA Summary Form.

Module 2: Prong II- Developmental Skills Checklist (36min)

Participants will understand why certain developmental skills were selected for Prong II, and how to assess their agency's evaluation/ assessment tools to see if TPA developmental skills are aligned with theirs. They also will learn to identify red flags associated with hearing and vision, and how to transfer results of Prong II to the TPA Summary Form.

Module 3: Prong II- Developmental Skills Checklist and Summary Form (36min)

Participants will learn to observe and identify signs and behaviors that might signal a vision or hearing concern. They will learn to complete Prong III and transfer results to the TPA Summary Form. Finally, they will learn to document hearing and vision screening results and create a Follow-Up Plan to ensure that appropriate next steps take place.

Step 2: Live Seminars (Synchronous)

The synchronous portion includes **three live virtual sessions**, and offers an opportunity for all ESIT Professionals to explore the implementation of ESIT services. Registration is completed through the DCYF Training Portal. The descriptions and learning objectives for the Live Seminars are as follows:

Live Seminar 1 of 3: Concepts and Practice that Guide ESIT Services (3 hours)

Learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes.

Learning objectives:

- Explain how the seven ESIT Principles guide services
- Understand how the COS Process guides service delivery

Live Seminar 2 of 3: Culturally Responsive Assessment Practices (3 hours)

Learners will leave this three-hour session able to summarize four considerations for culturally responsive assessment, with an understanding of the difference between the Summary of Functional Development and the Present Levels of Development (PLOD), and how a family's

culture is taken into consideration when selecting the Child Outcome Summary (COS) descriptor statement.

Learning objectives:

- Summarize four considerations for culturally responsive assessment
- Explain the difference between the Summary of Functional Performance (SFP) and the Present Level of Development (PLOD).
- Explain ways to consider culture when selecting descriptor statements for COS

Live Seminar 3 of 3: Writing Functional IFSP Outcomes to Support Family-Centered Practice (3 hours)

During this three-hour session, learners will have the opportunity to review and develop high quality IFSP outcomes using the 7 quality components and gain an understanding of how coaching strategies support families in meeting outcomes.

Learning objectives:

- Create high quality IFSP outcomes using seven quality components
- Explain how quality outcomes support the ability to effectively coach families

Prior to the registration for the first Live Seminar, all required self-paced modules in Step 1 for the ESIT Professional's role must be completed.

Each live session is offered once per month. All three virtual sessions must be taken in sequential order, but not necessarily within the same month. ESIT Professionals can complete the live seminars in a variety of ways. For example, all three can be completed within one month by taking one session per week for three weeks, or within three months by taking one session per month.

Consult the [Live Seminar Training Calendar](#) for 2023-24 schedule.

Find detailed instructions for [registering for Live Seminars](#) in the DCYF Training Portal at the end of this document.

Initial Training Checklists by Type of ESIT Professional

The following checklists can be used to track the Initial Training Requirements for each of these categories of ESIT Professionals:

- FRCs and Lead FRCs includes anyone designated as an FRC, even if you have additional roles.
- Direct or Consultative ESIT Service Providers, and Team Lead/Supervisor, are, but not limited to, the following professionals,
 - Developmental Specialist (including Developmental Specialist Associate or Special Educator who provides Special Instruction)
 - Physical Therapist (including Physical Therapist Assistant)

- Occupational Therapist (including Occupational Therapist Assistant)
- Speech Language Pathologist (including Speech and Language Pathology Assistant)
- Social Worker
- Family Counselor
- other ESIT Providers outlined in the ESIT “Qualified Provider Guidelines”
- Intake or Referral Coordinator whose primary role is to process referrals and conduct or coordinate intake visits.
- ESIT Program Administrator including program directors, executive directors, or other administrators with an ESIT Provider Agency or County Lead Agency Provider Agency.

Family Resources Coordinator (FRC)

Select the following role in the training portal: ESIT Service Provider - FRC

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1- 6
- Child Outcome Summary (COS) Introductory Training Modules 1-4
- T-DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to [apply for the FRC ESIT Credential!](#)

Step 3: Continuing Professional Development

To maintain their ESIT Credential and be considered fully trained, FRCs must complete 36 hours of continuing education over their 3-year credential period and re-apply for the ESIT Credential before expiration.

Lead FRC or FRC Supervisor

Select the following role in the training portal: ESIT Service Provider - FRC

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary (COS) Introductory Training Modules 1-6
- T-DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

After completion of Step 1, you may receive your assigned caseload.

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements. You are ready to [apply for the FRC ESIT Credential!](#)

Step 3: Continuing Professional Development

To maintain their ESIT Credential and be considered fully trained, FRCs must complete 36 hours of continuing education over their 3-year credential period and re-apply for the ESIT Credential before expiration.

Direct or Consult ESIT Service Provider (Not an FRC)

Select the following role in the training portal: ESIT Provider – Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-4
- T-DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

ESIT Team Lead or Supervisor

Select the following role in the training portal: ESIT Provider - Other

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-6

- T-DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Continuing Professional Development

Ongoing continuing education requirements are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Referral and Intake Coordinator

Select the following role in the training portal: ESIT Intake and Referral

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-4
- T-DMS Training Modules *Required for system users only*
- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirement are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Agency or Program Administrator

Select the following role in the training portal: ESIT Agency Admin

Step 1: Asynchronous (Self-Paced Recorded Modules)

- ESIT Introductory Training Modules 1-6
- Child Outcome Summary Introductory Training Modules 1-6
- T-DMS Training Modules *Required for system users only*

- Three-Pronged Approach (TPA) *Required if hired after July 1, 2023*

Step 2: Synchronous (Live Seminars)

- Live Seminar - #1 of 3
- Live Seminar - #2 of 3
- Live Seminar - #3 of 3

Congratulations! You have completed your ESIT Initial Training Requirements.

Step 3: Ongoing Professional Development

Ongoing continuing education requirement are determined by the ESIT Qualified Provider Guidelines and/or your professional license.

Live Seminar Training Calendar

September

Training Title	Date	Time	Registration
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	09/26/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

October

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	10/11/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	10/18/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	10/25/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

November

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	11/07/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	11/14/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

INITIAL TRAINING REQUIREMENTS

Training Title	Date	Time	Registration
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	11/21/23	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

January

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	01/10/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	01/17/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	01/24/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

February

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	02/06/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	02/13/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	02/20/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

March

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	03/06/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	03/13/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	03/20/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

INITIAL TRAINING REQUIREMENTS

April

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	04/09/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	04/16/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	04/23/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

May

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	05/14/24 (new date)	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	05/21/24 (new date)	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	05/28/24 (new date)	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

July

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	Tuesday 7/23/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	Wednesday 7/24/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	Thursday 7/25/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

INITIAL TRAINING REQUIREMENTS

August

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	Wednesday 8/7/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	Wednesday 8/14/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	Wednesday 8/21/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

September

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	Tuesday 9/3/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	Wednesday 9/4/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	Thursday 9/5/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

October

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	Tuesday 10/8/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	Tuesday 10/15/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	Tuesday 10/22/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

November

Training Title	Date	Time	Registration
ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services	Tuesday 11/5/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

INITIAL TRAINING REQUIREMENTS

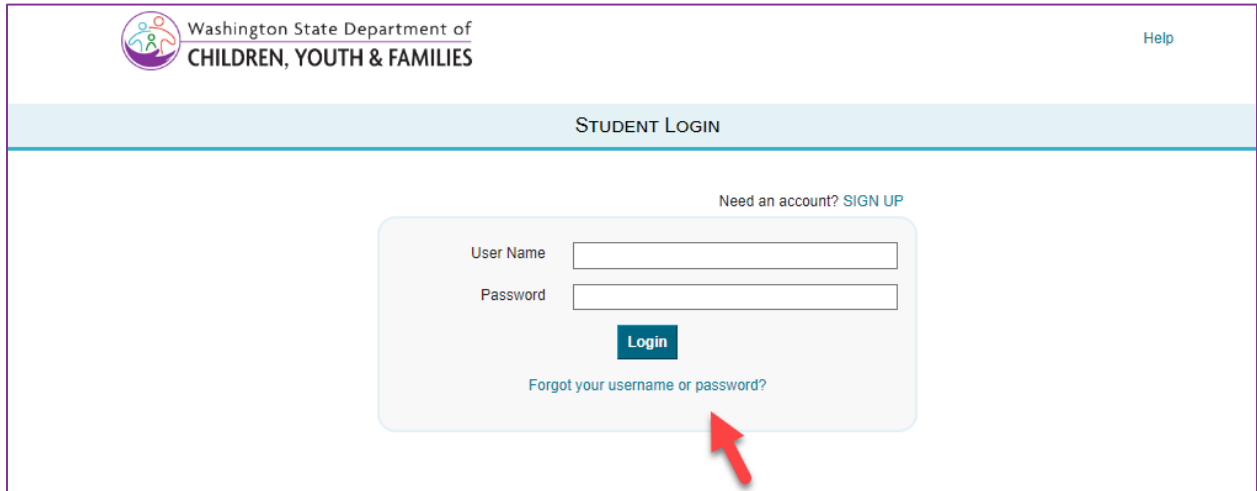
Training Title	Date	Time	Registration
ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices	Wednesday 11/6/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal
ESIT Live Seminar 3 of 3: Writing Functional IFSP Outcomes	Thursday 11/7/24	9:00 a.m.-12:00 p.m.	Click here to register in the DCYF Training Portal

For questions about available professional development opportunities and training requirements, email dcyf.esittraining@dcyf.wa.gov.

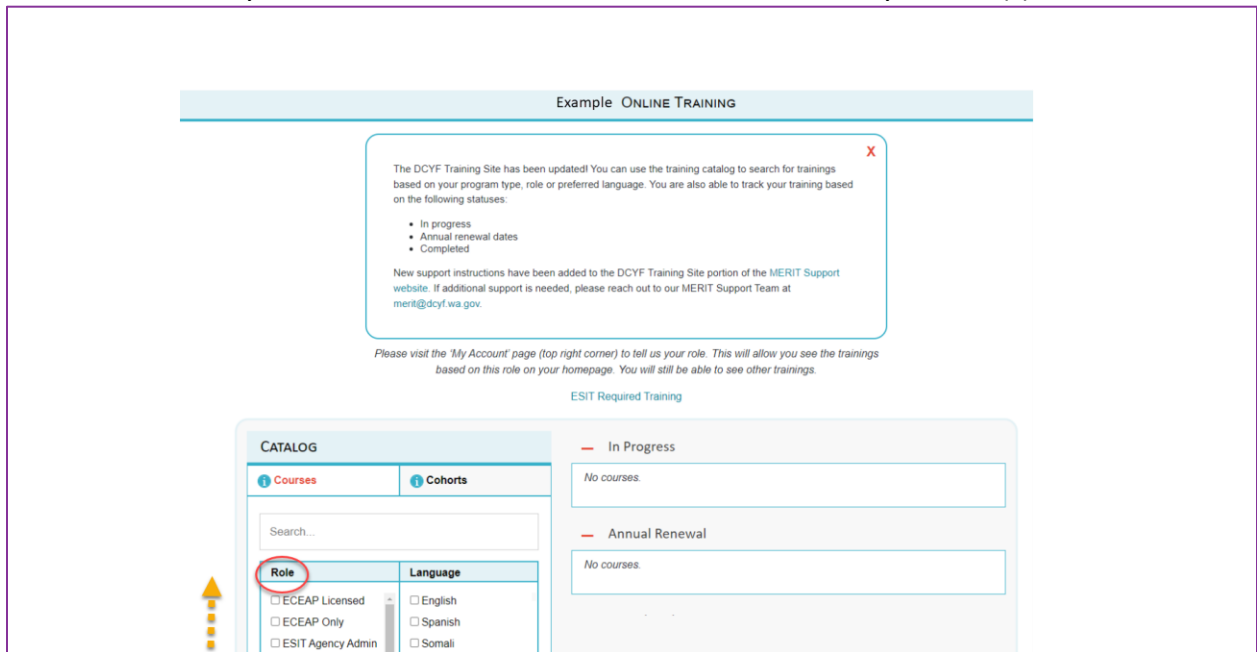
How to Register for an ESIT Live Seminar

1. Login to your DCYF Training Site account at www.dcyftraining.com.

Note: Instructions for creating an account can be found on the [DCYF ESIT webpage](#), under the heading “How to Complete Online Training”.



2. Make sure your ESIT role is selected. If not, **click** the box for your role(s).



INITIAL TRAINING REQUIREMENTS

3. Click **Cohorts** to see the catalog listing(s) for ESIT Live Seminars.

The screenshot shows the 'CATALOG' interface with the 'Cohorts' tab selected. A red arrow points to the 'Cohorts' tab. Below the search bar, there are filter options for 'Role' and 'Language'. The 'Role' filter includes options like 'ESIT Intake and Referral', 'ESIT Service Provider: FRC', 'ESIT Service Provider: Other', and 'Friend/Neighbor'. The 'Language' filter includes 'English', 'Spanish', and 'Somali'. To the right, there are sections for 'In Progress', 'Annual Renewal', and 'Completed', each with a 'No courses' message. Below these is a section for 'Adult Learning Modules' with a table showing 'Started' and 'Completed' dates.

4. Scroll to the **Topic** area of the catalog, and select **ESIT Live Seminars 2023-24**.

The screenshot shows the 'Topic' area of the catalog. A red circle highlights the 'Topic' dropdown menu, and a red arrow points to the 'ESIT Live Seminars 2023-24' option. The list of topics includes 'ESIT Introductory Modules', 'ESIT Introductory Professional Learning Community (PLC)', 'ESIT Live Seminars 2023-24', 'ESIT T-DMS Modules', 'Health & Safety (for FFN, Licensed)', and 'In-service training for STARS hours'. To the right, there is a table of 'Adult Learning Modules' with columns for 'Started' and 'Completed' dates, and a 'Completed' status icon.

Available options for all three sessions in the series should now appear under the **Topic** box.

5. Click on the ESIT Live Seminar 1 of 3 session you would like to register for.

The screenshot shows the 'Topic' area of the catalog. A red circle highlights the 'Topic' dropdown menu, and a red arrow points to the 'ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services' option. The list of topics includes 'ESIT Introductory Modules', 'ESIT Introductory Professional Learning Community (PLC)', 'ESIT Live Seminars 2023-24', 'ESIT T-DMS Modules', 'Health & Safety (for FFN, Licensed)', and 'In-service training for STARS hours'. Below the list, there are three specific seminar options with their dates and times. To the right, there is a table of 'Adult Learning Modules' with columns for 'Started' and 'Completed' dates, and a 'Completed' status icon.

INITIAL TRAINING REQUIREMENTS

6. Session details will appear. Your status will show you are not in this cohort yet. **Click Register** to enroll. If this isn't the session you want, click Return to your courses to go back without registering. Do not register for more than one of the same session.

Note: You will need to register for each of the three sessions in the ESIT Live Seminars series separately. Sessions must be completed in order, but not necessarily in the same month. Prior to attending, please complete all required self-paced new provider training modules.

The screenshot shows a course card for 'ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023, 9 am - 12 pm)'. The 'Your Status' field is circled in red and contains the text 'You are not in this cohort yet.'. A blue 'Register' button is located below the card, with a red arrow pointing to it. At the top of the card, a link 'Return to your courses' is circled in red.

Name	ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this first of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	7/6/2023
Ends	7/11/2023
Seats Available	10
Requires Approval	No
Your Status	You are not in this cohort yet.

7. Once you register, you will see confirmation. Your status now shows you in the cohort. **Click Return to your courses** to go back. **Note:** Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.

The screenshot shows the same course card as above, but with a blue confirmation banner at the top that reads 'Registration was successful. You may now return to your courses.' The 'Your Status' field is circled in red and contains the text 'You are already in this cohort.'. A red arrow points to the 'Return to your courses' link at the top of the card.

Name	ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this first of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	7/6/2023
Ends	7/11/2023
Seats Available	10
Requires Approval	No
Your Status	You are already in this cohort.

INITIAL TRAINING REQUIREMENTS

The session will now show under the **In Progress** section of your DCYF Training Site account.

The screenshot shows the 'Example ONLINE TRAINING' interface. At the top, there is a notification box with a red 'X' icon. The notification text reads: 'The DCYF Training Site has been updated! You can use the training catalog to search for trainings based on your program type, role or preferred language. You are also able to track your training based on the following statuses: In progress, Annual renewal dates, Completed. New support instructions have been added to the DCYF Training Site portion of the MERIT Support website. If additional support is needed, please reach out to our MERIT Support Team at merit@dcyf.wa.gov.' Below the notification, there is a link: 'Please visit the 'My Account' page (top right corner) to tell us your role. This will allow you see the trainings based on this role on your homepage. You will still be able to see other trainings.' Underneath, there is a section titled 'ESIT Required Training'. On the left, there is a 'CATALOG' section with tabs for 'Courses' and 'Cohorts', a search bar, and a table with columns 'Role' and 'Language'. On the right, there is a section titled 'In Progress' which contains a list of training sessions. The first session is 'ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)'. The second session is 'ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services'.

8. Register for the remaining sessions in the three-part ESIT Live Seminar series from your DCYF Training Site account. Make sure your ESIT role is selected. If not, **click** the box for your role(s).
9. Click **Cohorts** to see the catalog listing(s) for ESIT Live Seminars 2 of 3.

The screenshot shows the 'CATALOG' section of the DCYF Training Site interface. The 'Courses' tab is selected. A search bar is present with a red arrow pointing to it, labeled with a circled '8'. Below the search bar, there is a table with columns 'Role' and 'Language'. The 'Role' column has three options: 'ECEAP Licensed', 'ECEAP Only', and 'ESIT Agency Admin'. The 'Language' column has three options: 'English', 'Spanish', and 'Somali'. A red circle highlights the 'Role' column header, and a red arrow points to the 'Cohorts' tab, labeled with a circled '9'. On the right, there is a section titled 'In Progress' which contains a list of training sessions. The first session is 'ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)'. The second session is 'ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services'.

INITIAL TRAINING REQUIREMENTS

10. Available session options should now appear under the **Topic** box. Click on the next ESIT Live Seminar session you would like to register for.

The screenshot shows a training catalog interface. On the left, a list of sessions is displayed, with the second session circled in red: "ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)". On the right, the detailed view of this session is shown, including a table of completion status and a "Register" button highlighted with a red arrow.

	Started	Completed	
ESIT - Early Support for Infants and Toddlers: Child Outcome Summary (COS) Module 5	03/15/2023	05/15/2023	
ESIT - Early Support for Infants and Toddlers: Child Outcome Summary (COS) Module 6, part 1 and 2	03/15/2023	05/15/2023	

	Started	Completed	
ESIT Introductory Training Module 1: Part C of IDEA	03/29/2023	05/15/2023	

11. Details about the session will appear. Your status will show you are not in this cohort yet. Click **Register** to enroll. If this isn't the session you want, click Return to your courses to go back without registering. **Note: Do not register for more than one session.**

The screenshot shows the "COHORT DETAILS AND REGISTRATION" page. At the top, there is a link "Return to your courses" circled in red. Below is a table with session details:

Name	ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this second of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	8/11/2023
Ends	8/16/2023
Seats Available	21
Requires Approval	No
Your Status	You are not in this cohort yet.

At the bottom right, there is a blue "Register" button with a red arrow pointing to it.

INITIAL TRAINING REQUIREMENTS

12. After you register, you will see confirmation. Your status now shows you are in the cohort. **Click on Return to your courses** to go back. **Note: Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.**

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

Registration was successful. You may now return to your courses. x

Name	ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023, Each session is three (3) hours, from 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this second of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	8/11/2023
Ends	8/16/2023
Seats Available	21
Requires Approval	No
Your Status	You are already in this cohort.

The session will now show under the **In Progress** section of your DCYF Training Site account.

Note: The heading for ESIT Live Seminar 2 of 3 is greyed out. This indicates that ESIT Live Seminar 1 of 3 must be completed first.

CATALOGIn Progress

Courses**Cohorts**

Role	Language
<input type="checkbox"/> ECEAP Licensed	<input type="checkbox"/> English
<input type="checkbox"/> ECEAP Only	<input type="checkbox"/> Spanish
<input type="checkbox"/> ESIT Agency Admin	<input type="checkbox"/> Somali
<input type="checkbox"/> ESIT Intake and Referral	

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices

INITIAL TRAINING REQUIREMENTS

Note: If you click on a session before the one prior has been completed, a notification will appear, reminding you that ESIT Live Seminars must be completed in order.

dcyftraining.com says

This course requires that you complete the following course(s) before you can start the course:

1. ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

OK

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (09/12/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (09/19/2023)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices

Note: You will need to register for each of the ESIT Live Seminars in the 3-part series separately.

13. Register for the remaining ESIT Live Seminar session from your DCYF Training Site account. Make sure your ESIT role is selected. If not, **click** the box for your role(s).

14. Click **Cohorts** to see the catalog listing(s) for ESIT Live Seminars 3 of 3.

CATALOG

Courses | Cohorts

13 ch...

Role | Language

ECEAP Licensed | English

ECEAP Only | Spanish

ESIT Agency Admin | Somali

ESIT Intake and Referral

ESIT Service Provider: FRC

In Progress

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices

Annual Renewal

INITIAL TRAINING REQUIREMENTS

Available session options should now appear under the **Topic** box.

15. Click on the ESIT Live Seminar 3 of 3 session you would like to register for.

ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (08/23/2023, 9 am - 12 pm)

ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (09/26/2023, 9 am - 12 pm)

ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)

ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (11/21/2023, 9 am - 12 pm)

16. Details about the session will appear. Your status will show you are not in this cohort yet. Click Register to enroll. If this isn't the session you want, click Return to your courses to go back without registering. Do not register for more than one session.

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

Name	ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this third of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	10/20/2023
Ends	10/25/2023
Seats Available	28
Requires Approval	No
Your Status	You are not in this cohort yet.

[Register](#)

INITIAL TRAINING REQUIREMENTS

17. You will see a confirmation. Your status now shows you are in the cohort. **Click on Return to your courses** to go back. **Note: Approximately one week prior, you will receive an email with the Zoom registration link for the session you registered for.**

COHORT DETAILS AND REGISTRATION

[Return to your courses](#)

✕Registration was successful. You may now return to your courses.

Name	ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies that Support Family Centered Practices (10/25/2023, 9 am - 12 pm)
Description	ESIT Live Seminars are a series of three (3) "live" seminars held over Zoom. Each session is three (3) hours, from 9 am - 12 pm. ESIT Live Seminars must be completed sequentially, not necessarily within the same calendar month. Please complete all required self-paced new ESIT provider training modules, based on your role, prior to attending the first ESIT Live Seminar. In this third of three seminars, Concepts and Practices that Guide ESIT Services, learners will leave this three-hour session with an understanding of how the ESIT Guiding Principles guide services, the difference between domain based and functional child development, and how global child outcomes support the development of functional child and family outcomes. Seminar registrants will receive an email with the Zoom registration link approximately one (1) week prior to the seminar start date.
Starts	10/20/2023
Ends	10/25/2023
Seats Available	28
Requires Approval	No
Your Status	You are already in this cohort.

The session will now show under the **In Progress** section of your DCYF Training Site account.

CATALOG— In Progress

Courses**Cohorts**

Role	Language
<input type="checkbox"/> ECEAP Licensed	<input type="checkbox"/> English
<input type="checkbox"/> ECEAP Only	<input type="checkbox"/> Spanish
<input type="checkbox"/> ESIT Agency Admin	<input type="checkbox"/> Somali
<input type="checkbox"/> ESIT Intake and Referral	
<input checked="" type="checkbox"/> ESIT Service Provider: FRC	
Topic	
<input checked="" type="checkbox"/> Administrative (for FFN, Licensed, ECEAP)	

ESIT Live Seminars 2023-24 - ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services (07/11/2023)

ESIT Live Seminar 1 of 3: Concepts and Practices that Guide ESIT Services

ESIT Live Seminars 2023-24 - ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices (08/16/2023)

ESIT Live Seminar 2 of 3: Culturally Responsive Assessment Practices

ESIT Live Seminars 2023-24 - ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies (10/25/2023)

ESIT Live Seminar 3 of 3: Functional IFSP Outcomes and Strategies

Note: The headings for ESIT Live Seminars 2 of 3 and 3 of 3 are greyed out. This is because ESIT Live Seminars 1 of 2 and 2 of 3 must be completed before ESIT Live Seminar 3 of 3 can be taken.

Need Help with Registration?

If you need help registering or making a change to an existing registration, please contact training@dcyf.wa.gov.

Frequently Asked Questions

Type of Service Provider

Q: Are contracted ESIT Service Providers required to complete the Initial Training?

A: Yes. Per DCYF ESIT contracts, all ESIT Service Providers, employed or contracted after 7/1/21, are required to complete Step 1 and Step 1 of the Initial Training Requirements. Exceptions include T-DMS modules which are only required for those who will access the system, and the TPA modules which are only required for those hired or contracted after 7/1/23.

Q: I now work for a different ESIT Provider Agency. Does my training completion carry over to my new employer?

A: Any ESIT Service Provider, regardless of role, who becomes employed by another ESIT Provider Agency (PA) must update their organization in their DCYF Learning Portal account. All previously completed training will carry over to the new ESIT Provider Agency. If an ESIT provider has a new role within their current agency or at a new ESIT provider agency, additional training may be required.

Q: What if it takes me longer than the required time to complete the required trainings?

A: Newly hired or contracted ESIT Professionals must complete the Initial Training Requirements (Steps 1 and 2) within six months of hire. It is the responsibility of the ESIT PA administrator and/or supervisor to prioritize the completion of the required training within the given timeframe. DCYF ESIT Technical Assistance Specialists can support agencies in developing a plan to meet this contract requirement if compliance is a concern.

Repeating Initial Training Requirements

Q: I previously completed my ESIT Training Requirements but left my agency. I was working at a non-ESIT employer for over a year but am now working for another ESIT PA. What do I need to do?

A: When there is a lapse in service delivery for one year or more, Steps 1 and 2 of the Initial Training Requirements need to be completed again. This applies to all ESIT professionals.

Q: I supervise an ESIT service provider who began working in 2017. They were on leave from August 2020 to August 2021. Do they need to complete the Initial Training Requirements if they are not really a newly hired provider?

INITIAL TRAINING REQUIREMENTS

A: Yes, any provider in this situation would need to complete their Initial Training Requirements if they became employed (or re-employed) after July 1, 2021, when these new requirements were implemented.

Q: I have been working as an FRC for 3 years and completed my Initial Training Requirements within my first six months of hire. I have not completed and kept a record of 12 hours of continuing education. What do I need to do to be considered fully trained?

A: To be considered fully trained, FRCs must maintain a record of 36 hours of ongoing training during their ESIT Credential three-year period. When this does not happen, the FRC must complete Steps 1 and 2 of the Initial Training Requirements and re-apply for the ESIT Credential.

There may be other specific requirements, depending on individual circumstances. Contact dcyf.esittraining@dcyf.wa.gov to obtain requirements.

Live Seminars (Step 2 of Initial Training)

Q: Can the Live Seminars be recorded and accessed by those who are unable to attend them live?

A: No. The Live Seminars are interactive and include break out activities, therefore they are not designed to be watched later. An integral component of the live sessions is the ability to interact with and learn from other professionals. This includes professionals from the same discipline as well as those from other disciplines, backgrounds, and areas of experience and expertise. DCYF ESIT believes this type of active participation enhances the learning journey and cannot be duplicated with passive learning participation through a recorded session.

Q: Can ESIT add Live Seminar options on other days of the week, beyond Tuesday and Wednesday?

A: For now, ESIT is only able to offer Tuesdays and Wednesday training dates, on an alternating monthly schedule.

Q: Will there be a limit to the number of participants for each training offered?

A: Registration will be limited to 50 participants per Live Seminar. However, ESIT will re-evaluate as the year progresses based on need.

Accommodations

If you would like to request accommodations for a training, please email dcyc.esittraining@dcyf.wa.gov.

Questions?

For training related questions, please email dcyc.esittraining@dcyf.wa.gov.