

# Family Resources Coordinator (FRC) ESIT Credential Webinar Q&A

## Eligibility for the FRC ESIT Credential

### **Q: Who should receive the FRC ESIT Credential?**

**A:** This credential is for ESIT Providers who are currently providing service coordination, known as Family Resources Coordinators (FRC) in the state Washington, as defined within ESIT's [Qualified Personnel Guidelines](#) and the IDEA Federal Regulations ([34 CFR 30a3.34](#)).

### **Q: Should other ESIT Professionals apply to receive the FRC ESIT Credential if they have completed the Initial Training Requirements?**

**A:** No. A FRC is the only ESIT Professional eligible to receive this credential. However, if an ESIT Provider, such as physical therapist, has a dual role as a FRC they would also apply to receive.

### **Q: What about FRC Admins...do they need the credential?**

**A:** It depends on their scope of work. If they are providing the full range of service coordination, the FRC Admin would be eligible for the FRC ESIT Credential. If the FRC Admin is completing data entry only, for instance, they would not be considered as providing service coordination, and therefore would not be eligible for the FRC ESIT Credential.

### **Q: I was hired before July 1, 2021 and completed all the required FRC training. Do you have my training records from before ESIT began using the DCYF Training Portal?**

**A:** Yes, we can confirm if an FRC completed their required training from as early as 1995.

### **Q: I completed the Child Outcome Summary (COS) modules prior to the use of the DCYF Training Portal. Do you have a record of this?**

**A:** Our COS module completion records go back to 2016 when the modules first became a requirement for all ESIT service providers. Prior to moving the COS Modules to the Training Portal, providers were asked to print and retain their quiz certificate to show they had successfully completed all modules and passed the quiz. You may be asked to provide verification of completion if we do not have a record of it prior to the DCYF Training Portal.



Original Date: 3/21/2024

Department of Children, Youth and Families | Early Support for Infants and Toddlers  
Approved for distribution by DeEtte Snyder, Workforce Development Manager

**Q: I was hired before July 2023, and I missed a PLC. What do I do?**

**A:** FRCs who did not complete their PLCs sessions will need to complete the Live Seminar series.

**Q: I was hired before July 2023, and I didn't complete the COS modules. What do I do?**

**A:** The COS modules have been a training requirement since 2016. If a FRC has not completed all the required modules, they will need to complete the COS modules to receive the credential.

## **FRC Credential Renewal**

**Q: How should we submit our training hours?**

**A:** FRCs will continue to maintain their ongoing training documentation in your own records until they apply for their credential renewal. We are working with the Training Portal administrator to create a way to submit credential renewal requests and training documentation electronically. Stay tuned to learn more as we move toward the use of the new DEVELOP training tracking system with the Training Portal.

**Q: Who can sign off on the trainings listed on the FRC Training Documentation form?**

**A:** This decision is one that ESIT Provider Agency leadership can make for their staff.

**Q: Do we have to use the FRC Training Documentation form?**

**A:** No, the FRC Training Documentation form is intended to be a helpful tool for FRCs to track their training completion. It is not a required form.

**Q: What about the training hours I earned before I got the credential?**

**A:** Training hours completed prior to the issue date on the credential certificate do not count towards the ongoing professional development requirement after the issue date.

## **Retaining the FRC ESIT Credential**

**Q: What if I take a leave of absence?**

**A:** A leave of absence will not affect the timing of your credential renewal date or the date by which you must have completed 36 ongoing training hours.

**Q: What happens if I don't complete 36 hours of training in 3 years?**

**A:** You will not be able to renew your credential if you have not completed and retained documentation of the required 36 hours of ongoing training hours over the three-year credential period. In an emergency, you may be able to request and receive an extension. This decision will be made on an individual basis.

## Other Questions

**Q: Does the credential have anything to do with the data management system?**

**A:** No, the credential is not related to accessing or using the data management system.

**Q: I earned my credential while at one ESIT Provider Agency, and now I work for another. Does my credential travel with me?**

**A:** Yes, the credential will travel with the FRCs if they move from one employer to another.

**Q: I have been an FRC for years and have been working on completing my 12 hours of ongoing training hours for 23-24. Do I have to apply for the credential right now?**

**A:** No, FRCs can complete their training hours for 23-24, and apply for the credential by July 1, 2024.