

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

*The 30-hour Child Care Basics includes Washington State required content for early learning roles as specified in WAC. This includes, but is not limited to, the following topic areas as required by WAC 110-300-0106: 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	<ul style="list-style-type: none"> ▪ Prior to being in charge of a program 50% or more of the time ▪ This is completed once. 	<ul style="list-style-type: none"> ▪ DCYF provided online ▪ DCYF provided in-person: check here
Child Care Basics*	<ul style="list-style-type: none"> ▪ Prior to being granted a license ▪ Prior to working unsupervised with children ▪ This is completed once. 	<ul style="list-style-type: none"> ▪ Complete Child Care Basics with a State-approved trainer, with DCYF provided online, or in a college course. ▪ Complete ECED&107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the requirement for Child Care Basics.
Child Restraint	<ul style="list-style-type: none"> ▪ 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) ▪ This is completed annually. 	<ul style="list-style-type: none"> ▪ Must be approved by DCYF if not provided by DCYF.
Blood Borne Pathogens	<ul style="list-style-type: none"> ▪ Prior to being granted a license ▪ Prior to working with children ▪ This is completed as required by Department of Labor & Industries. 	<ul style="list-style-type: none"> ▪ Check with local agencies who offer this
First Aid/CPR	<ul style="list-style-type: none"> ▪ Prior to working unsupervised with children ▪ This is completed as required by Department of Labor & Industries 	<ul style="list-style-type: none"> ▪ Check with local agencies who offer this
Food Handlers Permit	<ul style="list-style-type: none"> ▪ Prior to preparing or serving food to children ▪ This is completed as required by local health department. 	<ul style="list-style-type: none"> ▪ Your local Health Department
Safe Sleep	<ul style="list-style-type: none"> ▪ Prior to being granted a license ▪ Prior to caring for infants ▪ This is completed annually. 	<ul style="list-style-type: none"> ▪ DCYF provided training online
<p>Volunteer Training Requirements: Trainings listed in WAC 110-300-0106 sections 4-7, and 10 are included in the 30-hour Child Care Basics curriculum. 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.