

## **Licensing Journey**

### **Slide #1 Welcome**

Welcome to this course titled, “**Licensing Journey**”.

This course is developed as part of the Washington State Department of Children, Youth, and Families (DCYF) alignment process, to prepare early learning providers and licensors in their understanding of the “why”, the “what” and the “how” of complying with the updated Foundational Quality Standards for Early Learning Programs (referred to in each course as the Foundational Quality Standards).

### **Slide #2 Helpful Hints**

WA DCYF is pleased to present this e-Learning course! To help provide a positive learning experience for you, please take a moment to review the following “Helpful Hints” summary, detailing what you can expect from this course. A complete listing of Helpful Hints has been added to the Resources section of your learner’s screen for reference.

- If you would like to access and review the full course text, please visit the Resources section of your learner’s screen. You can view, print, or download a full version of the course text that is narrated within each module. The full text will be included in each course and listed as the first resource in the Resources section of your course frame.
- The time to complete the course will depend on the course topic and the pace at which you advance through the slides.
- To help you get the most out of the course, settings are in place to prevent users from skipping ahead through the slides. You can advance through the course when the narration for each slide concludes by selecting the “Next” button, or, go back to review material already presented by selecting the “Previous” button.
- Web links and additional resources will be utilized in some of the courses to enhance your learning experience. We hope you will take time to explore them to further develop your knowledge about the topics being presented.

### **Slide #3 Introduction**

This course is designed to introduce you to the updated Washington Administrative Code or WAC, as well as outline strategies and examples of WAC compliance. Updated WACs will be detailed in each course as a reference and a full listing of the WAC is included in the Resources section of your learner’s screen. You can print or download this resource at any time, either as a reference while you complete this course, or as a resource after the course is completed.

### **Slide #4 Learning Outcomes**

This course will help early learning professionals understand how to meet and demonstrate ongoing compliance with the Foundational Quality Standards.

Upon completion of this course, participants will:

- Identify practices that demonstrate compliance with Foundational Quality Learning Standards
- Know the application process for becoming licensed
- Identify circumstances in which an early learning provider is required to report situations where the health, safety, or welfare of enrolled children may be impacted
- Understand the requirement to operate within local building codes, zoning and ordinances

### **Slide #5 Guiding Principles**

As we cover the material in this course, please keep in mind the following Guiding Principles. We will revisit these at the end of the course to “check in” with you and give you an opportunity to assess your understanding and application of the course content.

#### **Guiding Principles:**

- The application process, or Licensing Journey, is designed to help applicants prepare for success in opening and operating an early learning program, and to prompt consideration of important business and operational practices
- Early learning programs must be intentional to ensure their early learning program, space and policies comply with health, safety and developmental quality standards
- Documentation and reporting are key features in protecting the health and safety of children

### **Slide #6 Terms and Definitions**

Take a moment to review and familiarize yourself with the following terms and definitions. For your reference, a listing of these terms has been added to the Resources section of your learner’s screen. You can access the list at any time by visiting the Resources section of your learner’s screen. You can download the file to keep as a future reference or print as a desk guide.

**Department** refers to the Washington State Department of Children, Youth, and Families, DCYF.

**Early learning professionals** are all early learning providers, child care licensing staff, and other professionals in the early learning field.

**Early learning provider** refers to an early learning licensee or designee who works in an early learning program during hours when children are or may be present. Designees include center directors, assistant director, program supervisors, lead teachers, assistants, instructional aides, aides, and volunteers.

**License** means a permit issued by the department legally authorizing an applicant to operate an early learning program.

**Licensee** means an individual or legal entity listed on a license issued by the department, authorized to provide child care or early learning services in a center or family home setting.

**Nonexpiring license** means a license that is issued to an early learning provider following the initial licensing period, pursuant to chapter 43.216 RCW.

**RCW** means Revised Code of Washington.

**Revocation** or **revoke** when used in reference to an early learning provider's licensing status, means an enforcement action by the department to close an early learning program and permanently remove the license.

**Suspend** when used in reference to an early learning provider's licensing status, means an enforcement action by the department to temporarily stop a license in order to protect the health, safety, or welfare of enrolled children or the public.

**WAC** means Washington Administrative Code.

### **Slide #7 Course Introduction**

Chapter 300 of the WAC, or the Foundational Quality Standards, is divided into seven topic areas. The last topic area in Chapter 300 is related to Program Administration. It's in this topic of the WAC we find guidance for obtaining and maintaining a license to operate an early learning program.

### **Slide #8 Course Introduction continued**

We will begin our "Licensing Journey" with a high-level overview of the licensing process.

**Step 1: Attend the required licensing orientation.** Licensing orientation provides general information about the licensing process and an overview of the requirements involved in providing child care and early learning. It can help a person or entity decide if becoming a licensed early learning program is right for them. It also identifies resources and supports for providing child care and early learning and includes instructions for accessing and submitting an application. For more information, including how to complete the orientation, visit this link: [dcyf.wa.gov](http://dcyf.wa.gov)

**Step 2: Submit a complete license application packet.** Submission of a complete application is required to begin the licensing process. This course will discuss the required contents of a completed licensing application.

**Step 3: Plan review and inspection.** When a completed application is received by

WAC Course- **Licensing Journey**

DCYF, licensing staff begin working towards issuing an initial license. A DCYF licensor will contact the early learning provider to schedule an inspection of the premises. The licensor will also talk with the early learning provider about how they will meet the Foundational Quality Standards within their own philosophy, vision, and culture.

**Step 4: Issue a license.** A license can be issued by DCYF when compliance with health and safety requirements has been confirmed. A license must be issued, or the application denied, within 90 days of submission.

**Slides #9 WAC 110-300-0400**

Now that we've covered a high-level review of the Licensing Journey, let's review the specific requirements along the way. It is important to note that an existing license is non-transferable, so if there is going to be a change in who owns the early learning program, a new application must be submitted. WAC 110-300-0400 (1) (a) lists the applicant's professional and background information that must be included with the application.

**WAC 110-300-0400 Application materials.**

**(1) After completing a department orientation an applicant must submit a complete license application packet, pursuant to chapter [43.216](#) RCW. This requirement also applies to a change of ownership. A complete license application packet includes:**

**(a) Professional and background information about the applicant:**

- (i) A completed department application form for the type of license being applied for (center or family home);**
- (ii) A copy of the applicant's certificate from an orientation completed within twelve months of the application;**
- (iii) A Washington state business license or a tribal, county, or city business or occupation license, if applicable;**
- (iv) Liability insurance, if applicable;**

**Slide #10 WAC 110-300-0400 continued**

- (v) Certificate of incorporation, partnership agreement, or similar business organization document, if applicable;**
- (vi) The license fee;**
- (vii) A copy of current government issued photo identification;**
- (viii) A copy of Social Security card or sworn declaration stating that the applicant does not have one;**
- (ix) Employer identification number (EIN) if applicant plans to hire staff; and**
- (x) Employment or education verification. For example, diploma, transcripts, or a sworn declaration stating that the applicant cannot verify education requirements.**

**Slide #11 WAC 110-300-0400 continued**

Additionally, the early learning facility information, hours of operation, and even information about early learning program staff is required as part of the application process. Information around the preparedness of the physical space, programming, and staffing are essential components of a business plan. By clearly detailing these components, the applicant demonstrates readiness to provide services and open the business.

These requirements are detailed in Sections “b, c, and d” of this WAC:

**WAC 110-300-0400 Application materials.**

- (1) (b) Information about the facility to be licensed:**
  - (i) A floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways;**
  - (ii) Certificate of occupancy, if applicable;**
  - (iii) An on-site septic system inspection report within six months of the inspection, if applicable;**

**Slide #12 WAC 110-300-0400 continued**

- (iv) Well water coliform and nitrate testing results within six months of license application, if applicable;
- (v) A lead or arsenic evaluation agreement, only for sites located in the Tacoma smelter plume (counties of King, Pierce, and Thurston); and
- (vi) Lead and copper test results for drinking water.

(c) Program hours of operation, including closure dates and holiday observances;

**Slide #13 WAC 110-300-0400 continued**

- (d) Information about early learning program staff:
  - (i) List of applicant, staff persons, volunteers, and household members, if applicable, required to complete the background check process as outlined in chapter [110-06 WAC](#);
  - (ii) Resume for applicant, center director, assistant director, program supervisor, and family home lead teacher, if applicable; and
  - (iii) Three letters of professional reference for applicant, director, assistant director, program supervisor, and family home lead teacher.

The department will use the information submitted with the application to conduct an initial review of the compliance with the Foundational Quality Standards. For example, a floor plan will help indicate compliance with fire codes, and a current septic system report will help indicate if the requested licensed capacity can be supported.

**Slide #14 WAC 110-300-0400 continued**

DCYF will review any identified questions or concerns with the early learning provider throughout the licensing process and the early learning provider will have the opportunity to ask questions and get technical assistance to achieve compliance with the regulations.

**Slide #15 WAC 110-300-0400 continued**

“The Licensing Journey” is designed to help an applicant prepare to operate an early learning program and to ensure they have considered important business and operational practices.

The early learning provider will document their planned operational practices within their written policies and submit them with the application. WAC 110-300-0400 (2) lists the required policy documents:

**WAC 110-300-0400 Application materials.**

**(2) An applicant must include the following policy documents with the application, which will be reviewed by the department and returned to the applicant:**

- (a) Parent and program policies;**
- (b) Staff policies;**
- (c) An emergency preparedness plan;**
- (d) Health policies; and**
- (e) A plan to prevent exposure to blood and body fluids.**

**Slide #16 WAC 110-300-0400 continued**

Not only does this section outline what materials must be submitted as part of an application, subsection (3) also outlines the submission timeline and what happens if an applicant is unable to complete the application process in time. Notice that subsection (3)(d) references RCW. RCW is the Revised Code of Washington; it is Washington state law and both DCYF and the licensee must comply.

**WAC 110-300-0400 Application materials.**

**(3) An applicant must submit the completed application packet at least ninety calendar days prior to the planned opening of the early learning program. The department will inspect the early learning program space and approve all application submissions required in this chapter prior to issuing a license:**

- (a) The ninety calendar days begins when the department receives a complete application packet.**
- (b) Incomplete application packets will be returned to the applicant for completion.**

**Slides #17 WAC 110-300-0400**

- (c) An applicant who is unable to successfully complete the application and licensing process within ninety days may withdraw the application and reapply when the applicant is able to meet the licensing requirements.**
- (d) An applicant who is unable to meet the application requirements and has not withdrawn his or her application will be denied a license, pursuant to RCW [43.216.325](#).**

**Slide # 18 WAC 110-300-0401**

Section 110-300-0401 outlines the requirements around licensing fees pursuant to RCW. Both family home early learning programs and center early learning programs are required to submit a licensing fee as part of their initial license application, and annually thereafter as part of maintaining their non-expiring license.

**WAC 110-300-0401 License fees.**

- (1) The rules establishing licensing fees within this chapter are adopted pursuant to RCW [43.216.300](#).**
- (2) The license fee is nonrefundable and is due:**
  - (a) With the early learning applicant's initial license application packet; and**
  - (b) Annually thereafter, thirty calendar days prior to the anniversary date of the license.**
- (3) Payment must be in the form of a check, credit or debit card, or money order.**
- (4) The annual fee for family home early learning programs is thirty dollars, or as otherwise set by the legislature.**

**Slide #19 WAC 110-300-0401 continued**

- (5) The annual fee for center early learning programs is one hundred twenty- five dollars for the first twelve children plus twelve dollars for each additional child, or as otherwise set by the legislature.**

Please note that center based early learning program fees are based upon the capacity of children for which they are licensed. There are a number of factors that play in to the determination of a child care center's licensed capacity and, at the time of application, it is unlikely that the capacity will have been determined. For this reason, \$125 is due upon application for center-based programs, and any remaining fee due must be settled prior to issuance of the initial license.



**Slide #20 Test Your Learning!**

Before we continue, let's test your knowledge.

Review the following list and select the item that is NOT required in the application materials.

- A. License Fee
- B. Staff Policies
- C. Program Hours and Closures
- D. Curriculum Outline

**Slide #21 WAC 110-300-0402**

The Foundational Quality Standards focus on children's development, health, and safety. Accordingly, licensed early learning programs are required to inform the department prior to moving or substantially changing the early learning program space. Section 0402 is titled "*Changing early learning program space or location*" and outlines these types of changes.

DCYF and the early learning professional will work together to ensure new or changed spaces provide safe and healthy environments for child care and early learning.

**Slide #22 WAC 110-300-0402 continued**

**WAC 110-300-0402 Changing early learning program space or location.**

**(1) An early learning provider must notify the department prior to making a change to early learning program space that may impact the health, safety, or welfare of enrolled children. Such changes include, but are not limited to:**

- (a) Moving early learning programs to a different residence, building, or facility (even if the new location is on the same premises);**
- (b) An early learning program altering a planned use of space including, but not limited to, the ages of children served in a room or previously unlicensed areas;**

**Slide #23 WAC 110-300-0402 continued**

- (c) Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction, such as remodeling or renovating early learning program space; and**
- (d) Changing outdoor play areas, such as adding or altering the type of surface or altering stationary climbing or play equipment.**

**(2) An early learning provider must submit to the department the new proposed floor plan prior to making changes under subsection (1)(a) through (c) of this section.**

**Slide #24 WAC 110-300-0402 continued**

**(3) An early learning provider planning a change under subsection (1)(a) of this section must also:**

- (a) Submit a complete application, pursuant to WAC [110-300-0400](#), as soon as the provider plans to move and has an identified address, but not more than ninety calendar days before moving;**
- (b) Not significantly change or move a center early learning program until the department has first inspected the new location and determines it meets the requirements in this chapter and RCW [43.216.305](#); and**
- (c) Not operate a family home early learning program for more than two weeks following the move before having the department inspect the new location, pursuant to RCW [43.216.305](#).**

**Slides #25 WAC 110-300-0410**

The WAC is intended to support early learning professionals across various roles in the early learning field. Section 0410 subsections (1) through (4) establish general requirements for the licensee.

**Slide # 26 WAC 110-300-0410 continued**

**WAC 110-300-0410 License and program location.**

- (1) An applicant for a license under this chapter must be at least eighteen years old.**
- (2) A licensee refers to the individual or organization:**
  - (a) Whose name appears on a license issued by the department;**
  - (b) Responsible for complying with the standards in this chapter, chapter [43.216](#) RCW including, but not limited to, liability insurance requirements pursuant to RCW [43.216.700](#), chapter [110-06](#) WAC, DEL background check rules, and other applicable laws or rules; and**
  - (c) Responsible for training early learning program staff on the foundational quality standards in this chapter.**

**Slide #27 WAC 110-300-0410 continued**

- (3) An early learning provider must comply with and implement all requirements in this chapter unless another code or ordinance is more restrictive (for example: A local municipal, building, or health authority code).**
- (4) An early learning provider must have the character, suitability, and competence pursuant to chapter [110-06](#) WAC to meet the needs of children in care.**

**Slide #28 WAC 110-300-0410**

Young children learn, grow, and develop within the context of their environment and relationships. Health and safety standards outlined in the WAC help ensure that child care facilities offer safe and secure spaces for child development and learning.

Section 0410 subsections (5) through (8) are designed to protect the basic health and safety needs of everyone entering an early learning program facility. They were developed relying heavily on Caring for Our Children, 3<sup>rd</sup> Edition, and the Child Care and Development Block Grant Act of 2014 for guidance.

**WAC 110-300-0410 License and program location.**

**(5) Early learning program space must be located:**

- (a) On a site free from environmental hazards;**
- (b) In an area where nonemergency services and utilities can serve the early learning program space; and**
- (c) In an area served by emergency fire, medical, and police during the hours the early learning provider provides care to children.**

**(6) An early learning provider must prevent child exposure to the following within and around the licensed premises:**

- (a) Lead based paint;**
- (b) Plumbing and fixtures containing lead or lead solders;**

**Slide #29 WAC 110-300-0410 continued**

- (c) Asbestos;**
- (d) Arsenic, lead, or copper in the soil or drinking water;**
- (e) Toxic mold; and**
- (f) Other identified toxins or hazards.**

**(7) An early learning provider must place address numbers on the outside of the house or building containing the early learning program space, and the numbers must be legible and plainly visible from the street or road serving the premises.**

**(8) A license applicant planning to open an early learning program in the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) must contact the state department of ecology (DOE) and complete and sign an access agreement with DOE to evaluate the applicant's property for possible arsenic and lead soil contamination.**

**Slide #30 Test Your Learning!**

Before we move on, let's test your knowledge of the material we just covered. Review each scenario and select "True" or "False".

A family home early learning program decides to expand their living room by adding an addition on their house. Prior to making the change, they must notify the department and submit a revised floor plan.

- a. True
- b. False

**Slide #31 Test Your Learning! continued**

A center-based early learning program only needs to place their address number on the mailbox at the end of the driveway.

- a. True
- b. False

**Slides #32 WAC 110-300-0415**

In addition to the RCW and Foundational Quality Standards, there are other regulations to which an early learning provider must adhere. To ensure the safety of early learning program space and structures, section 0415 details the required zoning, building codes, and ordinances.

**WAC 110-300-0415 Zoning, codes, and ordinances.**

**(1) The department adopts and incorporates by reference the Washington state building code (chapter [19.27 RCW](#)), as now and hereafter amended.**

**(2) Early learning program space must comply with the Washington state building code or local building code as enacted at the time of licensure. Facility modifications must comply with WAC [110-300-0402](#).**

**Slide #33 WAC 110-300-0415 continued**

**(3) Prior to licensing, an applicant must contact state, city, and local agencies that regulate the early learning program. An early learning provider must obtain regulations and comply with the direction given by such agencies. These agencies may include, but are not limited to, the Washington state department of labor and industries, the Washington state fire marshal, the Washington state department of health, and local health jurisdictions.**

**(4) Prior to licensing, a center early learning applicant must:**

- (a) Have a certificate of occupancy issued by the local building, planning, or zoning department, or a local equivalent if locality does not have the certificate of occupancy; and**
- (b) Be inspected and approved by the state fire marshal.**

**Slide #34 WAC 110-300-0425**

There are different types of licenses that may be issued to an early learning program. WAC section 0425 discusses the initial license and the nonexpiring license.

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(1) The department may issue an initial license when an early learning program applicant demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements, pursuant to RCW [43.216.315](#).**

- (a) An initial license is valid for six months from the date issued.**
- (b) At the department's discretion, an initial license may be extended for up to three additional six-month periods, not to exceed a total of two years.**
- (c) The department must evaluate the early learning provider's ability to follow requirements contained in this chapter during the initial license period.**

**Slide #35 WAC 110-300-0425 continued**

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(2) The department may issue a nonexpiring license to a licensee operating under an initial license who demonstrates compliance with the requirements of this chapter during the period of initial licensure, pursuant to RCW [43.216.305](#).**

**Slide #36 WAC 110-300-0425 continued**

Annually, a licensee will submit compliance documentation. The licensee will declare their operational intent for the upcoming year and document compliance related to background checks. This annual practice creates an opportunity for the early learning provider to assess their compliance with regulations and determine the future of their program.

**Slide #37 WAC 110-300-0425 continued**

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(3) A licensee must submit annual compliance documents at least thirty calendar days prior to that provider's anniversary date. A provider's anniversary date is the date the first initial license was issued. Pursuant to RCW [43.216.305](#), the required annual compliance documents are:**

- (a) The annual nonrefundable license fee;**
- (b) A declaration on the department's form indicating:**
  - (i) The intent to continue operating a licensed early learning program;**
  - (ii) The intent to cease operation as a licensed early learning program;**
  - (iii) A change in the early learning program's operational hours or dates; and**
  - (iv) The intent to comply with all licensing rules.**

**Slide #38 WAC 110-300-0425 continued**

**(c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW [43.216.270](#) (2); and**

**(d) For each individual required to have a background check clearance, the early learning provider must verify current background checks or require the individual to submit a background check application at least thirty calendar days prior to the anniversary date.**

**Slide #39 WAC 110-300-0425 continued**

WAC section 0425 goes on to describe what will happen if the licensee, does not meet the applicable requirements for maintaining a nonexpiring license.

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(4) If a licensee fails to meet the requirements for continuing a nonexpiring license by their anniversary date, the licensee's current license expires. The early learning provider must submit a new application for licensure, pursuant to RCW [43.216.305](#)(3).**

**(5) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practices, pursuant to RCW [43.216.305](#) (4)(a).**

**(6) A licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a nonexpiring license resulting from a failure to comply with the requirements of this section.**



**Slide #40 WAC 110-300-0425 continued**

**(7) A licensee must have department approval to hold dual licenses (for example: An early learning program license and another care giving license, certification, or similar authorization).**

**(8) If the department determines that a licensee is not meeting all applicable requirements and regulations:**

- (a) The department and licensee may agree to modify the child care license;**
- (b) The licensee may give up one of the licenses, certifications, or authorizations; or**
- (c) The department may suspend, deny, or revoke the early learning license, pursuant to RCW [43.216.325](#).**

**Slide #41 Test Your Learning!**

Let's test your knowledge! Review the question and select the best response.

An early learning program must comply with which of the following state or local agencies or codes?

- A. Washington state building code
- B. Washington state department of labor and industries
- C. The Washington state fire marshal
- D. All of the above and others that aren't listed here, if applicable

**Slide #42 WAC 110-300-0425 continued**

Reporting the events outlined in WAC section 0425 to the department and other local authorities is a critical part of protecting the health and safety of children.

For example, an early learning provider reports a small kitchen fire to local authorities and the department. The fire department inspects the premises for additional damage that may not be initially visible and ensures the fire was not the result of a larger underlying building concern.

In another example, the early learning provider reports to the department if there is a change of program director. The department reviews the qualifications of the new program director to ensure they meet the Foundational Quality Standards to work with children in this capacity and confirms the status of their background check.

In both of these examples, the early learning professional is supported by the department and other local authorities in protecting the health and safety of children.

**Slides #43 WAC 110-300-0425 continued**

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(9) An early learning provider must report within twenty-four hours:**

**(a) To the department and local authorities: A fire or other structural damage to the early learning program space or other parts of the premises;**

**(b) To the department:**

**(i) A retirement, termination, death, incapacity, or change of the program director, or program supervisor, or change of ownership or incorporation of a provider;**

**(ii) When a provider becomes aware of a charge or conviction against themselves, a staff person or, applicable household member, pursuant to WAC [110-06-0043](#);**

**Slide # 44 WAC 110-300-0425 continued**

**(iii) When a provider becomes aware of an allegation or finding of abuse, neglect, maltreatment, or exploitation of a child or vulnerable adult made against themselves, a staff person, or a house hold member, if applicable;**

**(iv) A change in the number of household members living within a family home early learning program space. This includes individuals fourteen years old or older that move in or out of the home, or a resignation or termination, pursuant to RCW [43.216.390](#). A birth or death affecting the number of household members must be reported within twenty-four hours or at first opportunity; and**

**(v) Any changes in the early learning program hours of operation to include closure dates.**

**Slide #45 WAC 110-300-0425 continued**

Additional requirements under this section of the WAC include:

**WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.**

**(10) Prior to increasing capacity of an early learning program, the licensee, center director, assistant director, or program supervisor must request and be approved to increase capacity by the department.**

**(11) Licensee, center director, assistant director, or program supervisor must have state fire marshal or department approval and comply with local building ordinances following a significant change under WAC 110-300-0402 (1)(a) through (c), if applicable.**

**(12) Licensee, center director, assistant director, or program supervisor must notify the department within thirty calendar days when liability insurance coverage under RCW 43.216.700 has lapsed or been terminated.**

**Slide #46 Test Your Learning!**

Before we finish this course, let's test your learning! Choose the correct answer on the following slides which covers the course material we just learned.

Review the list and select the situation where an early learning professional is NOT mandated to notify the department.

- An early learning professional becomes aware of an allegation of abuse of a child against a staff member
- The termination of the program director or supervisor
- Any changes to the early learning program furniture
- Any changes to the early learning program hours of operation

**Slide #47 Test Your Learning! Continued**

Review the following sentence and select the phrase that best complete the sentence.

“The Licensing Journey” is designed to help an applicant prepare for success in operating an early learning program and to ensure they have considered \_\_\_\_\_.

- How they will make the most money.
- Important business and operational practices.
- How to make their program the best it can be.

### **Slide #48 Guiding Principles**

This concludes the content portion of this course! Thank you for your participation!

Before this course ends, please take a moment to reflect and set personal goals related to the following Guiding Principles and ways that each of the principles relate to early learning.

#### **Guiding Principles:**

- The application process, or Licensing Journey, is designed to help applicants prepare for success in opening and operating an early learning program, and to prompt consideration of important business and operational practices.
- Early learning programs must be intentional to ensure their early learning program, space and policies comply with health, safety and developmental quality standards.
- Documentation and reporting are key features in protecting the health and safety of children.

What take-a-ways do you have? How will you change your practices as a result of participation in this learning module?

### **Slide #49 Course Evaluation**

Please take a moment to answer the following end-of-course assessment questions by selecting the appropriate choice.

This course improved my understanding of an early learning professional's *Licensing Journey*.

- True
- False

### **Slide #50 Course Evaluation continued**

The information presented in this course was clearly connected to the session and Learning Outcomes.

- True
- False

### **Slide #51 Course Evaluation continued**

There are opportunities for application of this course content in my role as an early learning professional.

- True
- False

**Slide #52 Course Evaluation continued**

I would recommend this course to others who work in the field.

- True
- False

**Slide #53 End of Course**

This concludes this course. If you have any questions following this session, please contact your supervisor or licensor.

We hope this course has been helpful in providing information about the WAC and how programs can meet the new standards with compliance.

Our goal is that all early learning professionals viewing this course have left with an increased understanding and knowledge of the updated WAC, and that you will be able to either assess programs for compliance or be able to maintain and demonstrate compliance.

Be sure to visit the Learning Management System to review and select additional modules that are part of this series.