

# Completing Child Care Basics

Child Care Basics (CCB) is a required training that covers part of the health and safety requirements for educators working in licensed child care programs under WAC 110-300-0106 (3). The content in CCB meets the federally mandated topics required by the Child Care Development Fund (CCDF). If you complete CCB and it is recorded in MERIT, you also meet the requirements for the individual Health and Safety Modules. For more information, visit <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0106>.

## How Can I Complete CCB?

Early learning providers can choose **one** of the DCYF-approved options below:



## CHOOSE ONE OPTION

### Option 1: CCB Training

Enroll and complete CCB online at: <https://dcyftraining.com>  
**OR**

Take CCB with a DCYF-approved trainer. Search in MERIT “Find Training” at: <https://apps.dcyf.wa.gov/MERIT/Search>

### Option 2: ECED&107 Health, Safety & Nutrition

Complete this college course as a DCYF-approved alternative to CCB. Find colleges offering this course at <https://ececareers.dcyf.wa.gov>  
*Early Learning Career Planning Portal - ECE Careers.*

**Important:** If you completed this course before fall 2019, you must also review the Child Health & Safety Supplement Guide at: [tinyurl.com/HealthSafetyGuide](http://tinyurl.com/HealthSafetyGuide)

### Option 3: ECED&100 Child Care Basics

Complete this college course as a DCYF-approved alternative to CCB. Search for colleges at: <https://ececareers.dcyf.wa.gov>  
*Early Learning Career Planning Portal - ECE Careers.*

### Option 4: ECE Education + DCYF Online Modules

You may use this option if you already have qualifying education. **You must have BOTH:** Eligible education **and** All five Federal Health & Safety modules completed in the DCYF Student Training Portal Access modules at: <http://dcyftraining.com>

#### Education that qualifies:

- 12 ECE or ECE/School-Age quarter credits
- 13 Military Modules Certificates of Completion
- Current Child Development Associate (CDA)
- Montessori Credential/Endorsement (MACTE)

**Note:** These modules do not count toward in-service hours.

### Option 5: Head Start, ECEAP, or School District Programs

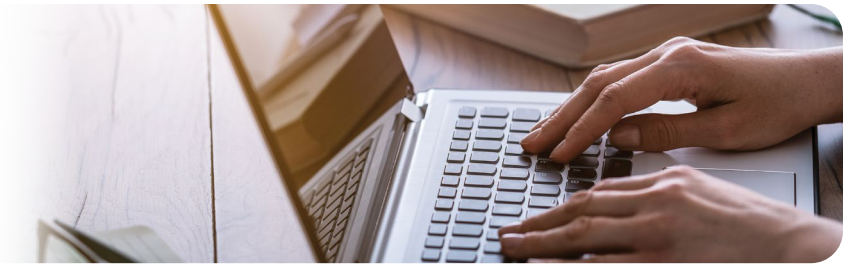
DCYF partners with Head Start, ECEAP, and school districts to recognize their health and safety training. Talk with your site supervisor to see if your program offers approved training.



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

## How do I make sure my CCB completion shows up in my MERIT record?

Please refer to the following table to see who is responsible for notifying DCYF of CCB completion.



How did I complete CCB?	Who makes sure MERIT shows I completed CCB?	What do I need to do?
Child Care Basics Training	State-approved trainer or DCYF training site	There is no action required. If the training is not in your record within 30 days of training completion, and the trainer is unable to assist, contact <b>MERIT@dcyf.wa.gov</b> and provide a copy of your CCB certificate.
<ul style="list-style-type: none"> <li>• ECED&amp;107 Health, Safety &amp; Nutrition</li> <li>• ECED&amp;100 Child Care Basics</li> </ul>	Provider/student	Complete an education application in MERIT and upload or email a <b>copy of your transcript</b> to <b>edverification@uw.edu</b> .
Early Childhood Education + DCYF online Individual Health & Safety Modules	Provider/student	Submit the following: <ol style="list-style-type: none"> <li>1. Complete an education application in MERIT and upload or email a <b>copy of your transcript</b> to <b>edverification@uw.edu</b>.</li> <li>2. Complete all five “Federal Health &amp; Safety Trainings” in the DCYF Student Training Portal at <b>https://dcyftraining.com</b>.</li> <li>3. Notify DCYF of completion at <b>MERIT@dcyf.wa.gov</b>.</li> </ol>
Head Start, ECEAP and School District Partnerships	State-approved trainer or DCYF-approved agency representative	Contact the site manager to ask if they provide ways to meet the required training.  The site manager is responsible for creating, attesting the training plan to DCYF, and notifying the date of completion.

## CCB—Frequently Asked Questions

### What Is Included In CCB?

**CCB covers the health and safety topics required by CCDF, including:**

- Prevention and control of infectious diseases
- Sleep and rest for infants and young children
- Administration of medication
- Prevention and response to emergencies due to food and allergic reactions
- Building and physical premises safety
- Prevention of shaken baby syndrome
- Emergency preparedness and response planning for emergencies
- Handling and storage of hazardous materials
- Appropriate precautions in transporting children, if applicable
- Pediatric first aid and cardiopulmonary resuscitation
- Recognition and reporting of child abuse and neglect

**Important:** *CPR, First Aid, Bloodborne Pathogens, and Safe Sleep are **not included** in CCB. These must be completed to meet WAC 110-300-0106.*

### Child Care Basics Includes 10 Modules

1. Professional Practice
2. Valuing Each Child and Community
3. Child Growth and Development
4. Celebrating Child Growth
5. Curriculum and Learning Environment
6. Family and Community Partnerships
7. Healthy Practices (Part 1)
8. Healthy Practices (Part 2)
9. Interactions and Guidance
10. Supporting Children for Life Success

### Can I get an exemption from CCB?

No, DCYF does not grant exemptions from required health and safety training. However, you may use one of the approved alternatives listed above to meet the requirement.



### If I already completed CCB, do I also need to complete the Federal Health and Safety modules?

If you completed CCB before **August 2019** and it is recorded in MERIT, you do not need to complete the “Individual Health and Safety Modules.” Updates to federal topics are provided through the *Health and Safety Supplement Guide*:

- English: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038.pdf)
- Spanish: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038SP.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038SP.pdf)
- Somali: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038SM.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038SM.pdf)

**Note:** If your certificate was not entered into MERIT, DCYF accepts certificates up to seven years after the training date.

For the full Training Requirements and Completion Timeline visit: [www.dcyf.wa.gov/publications-library/EPS\\_0050](http://www.dcyf.wa.gov/publications-library/EPS_0050).

### How is DCYF partnering with Head Start, ECEAP, and School District preschool programs for CCB?

If you work in a Head Start, ECEAP, or school district preschool program, your program may verify that you meet the health and safety requirements in WAC 110-300-0106.

The hiring program is responsible for documenting your training completion.



### What education can help me meet CCB?

You may qualify through education **if you also complete** the required five Federal Health & Safety modules.

#### **This option may work if you have:**

- 12 ECE or ECE/School-Age quarter credits
- 13 Military Modules Certificates of Completion
- Current CDA
- Montessori Credential/Endorsement (MACTE)

#### **Required modules:**

- Mandated Reporter – Recognizing and Reporting Child Abuse
- Disaster & Emergency Preparedness
- Medication Management
- Families Experiencing Homelessness
- Abusive Head Trauma

Complete modules at: <https://dcyftraining.com>

### Does CCB meet my annual training hours?

**Yes:** If you completed CCB or ECE education during the current calendar year, you have met your annual training requirement.

**No:** If you completed it in a previous year, you still need additional in-service hours this year.

**Reminder:** Training hours are reviewed by calendar year (January 1–December 31).