

# General Staff Qualifications

## Early Learning Providers



Use this as a summary document for staff qualifications. For complete staff qualification requirements, please see WAC 110-300-0100 online at <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0100> for licensed center and family home providers as well as ECEAP Performance Standards online at [www.dcyf.wa.gov/sites/default/files/pdf/eceap/2024-25-ECEAP-Performance%20Standards-TC.pdf](http://www.dcyf.wa.gov/sites/default/files/pdf/eceap/2024-25-ECEAP-Performance%20Standards-TC.pdf) for ECEAP sites. For a list of approved equivalents for each role, please see Equivalent Options for Education (EPS\_0037) online at [https://dcyf.wa.gov/sites/default/files/pubs/EPS\\_0037.pdf](https://dcyf.wa.gov/sites/default/files/pubs/EPS_0037.pdf). For more information about each role, visit the Role Determination Chart online at [www.dcyf.wa.gov/sites/default/files/pdf/PDRoleDeterminationChart.pdf](http://www.dcyf.wa.gov/sites/default/files/pdf/PDRoleDeterminationChart.pdf).

Center-Based Programs (Licensed Centers or School Districts)	Minium Age Allowed	Minimum Hiring Requirement	Education Requirement (or Equivalent)	Time Allowed From Date of Hire or Promotion
<b>Center Director<sup>1</sup></b>	18	10 ECE Credits (12 children or less) 25 ECE Credits (13-24 children) 45 ECE Credits (25 or more children) <b>2 years experience as a teacher*</b> At least 6 months of experience in administration or management	State Certificate (47 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
<b>Center Assistant Director</b>	18	Same as Center Director	State Certificate (47 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
<b>Center Program Supervisor</b>	18	10 ECE Credits (12 children or less) 25 ECE Credits (13-24 children) 45 ECE Credits (25 or more children) <b>2 years experience as a teacher*</b>	State Certificate (47 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
<b>Center Lead Teacher – Serving ECEAP</b>	18	AA or Higher Degree in ECE	AA or Higher Degree in ECE	Upon Hire <sup>2</sup>
<b>Center Lead Teacher</b>	18	High School Diploma	Initial Certificate (12 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
			Short Certificate (20 credits)	By Aug. 1, 2028, or within two years of completing Initial Certificate, whichever occurs later.
<b>Center Assistant Teacher – Serving ECEAP</b>	18	ECE Initial Certificate	Initial Certificate (12 credits)	Upon Hire
<b>Center Assistant Teacher</b>	18	High School Diploma	Initial Certificate (12 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
<b>Center Aide</b>	14	High School Diploma or Enrolled	High School Diploma Or Enrolled	N/A
<b>Center Volunteer</b>	14	None Required	None	N/A
<b>Center Other Staff</b> <i>These roles do not care directly for children and are not in ratio</i>	N/A	None Required	N/A	N/A

<sup>1</sup> At least one person in these roles must meet the minimum hiring requirement.

<sup>2</sup> If the best candidate for the position is not fully qualified, the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire.

\*Teaching children between the ages of 0-5 years.



Family Home Programs	Minium Age Allowed	Minimum Hiring Requirement	Education Requirement	Time Allowed From Date of Hire or Promotion
Family Home Owner	18	High School Diploma	Initial Certificate (12 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
			Short Certificate (20 credits)	By Aug. 1, 2028, or within two years of completing Initial Certificate, whichever occurs later.
Family Home Lead Teacher – Serving ECEAP	18	AA or Higher Degree in ECE	AA or Higher Degree in ECE	Upon Hire <sup>3</sup>
Family Home Lead Teacher	18	High School Diploma	Initial Certificate (12 credits)	5 years or by Aug. 1, 2026
Family Home Assistant Teacher – Serving ECEAP	18	ECE Initial Certificate	Initial Certificate (12 credits)	Upon Hire
Family Home Assistant Teacher	18	High School Diploma	Initial Certificate (12 credits)	By Aug. 1, 2026, or within five years, whichever occurs later.
Family Home Aide	14	High School Diploma or Enrolled	High School Diploma or Enrolled	N/A
Family Home Volunteer	14	None Required	None	N/A

<sup>3</sup>. If the best candidate for the position is not fully qualified, the newly hired staff person is on a Professional Development Plan (PDP) to fully meet the qualifications of their role within five years from the date of hire.