

**Hiring Education Affidavit Request  
(School Age)**

Use this form to explain why you are requesting an affidavit for your hiring education staff qualification. A provider may be supported through an education affidavit when they are unable to obtain supporting documents for education verification due to special circumstances. Submit this form along with your completed affidavit. Review [Policy 301 Education Application and Verification](#). For more information or questions regarding the hiring education affidavit, please email [MERIT@dcyf.wa.gov](mailto:MERIT@dcyf.wa.gov)

First Name:	Last Name:
STARS ID:	Date of Birth ( <i>mm/dd/yyyy</i> ):
Job Role:	

**INSTRUCTIONS**

Print or type your response in the field below and then email the completed form along with your signed affidavit to [MERIT@dcyf.wa.gov](mailto:MERIT@dcyf.wa.gov).

**REASON FOR HIRING EDUCATION AFFIDAVIT REQUEST**

Please use the space below to describe the reason for your affidavit request. Be sure to include your name and STARS ID on all supporting documents that you provide.

**The reason I am requesting an affidavit for my hiring education is because:**

- My education was completed at an institution that is now closed.
- My education was completed outside of the United States and I cannot access my supporting documents.
- Other: \_\_\_\_\_

Additional Information:

**SCHOOL-AGE PROVIDER  
SWORN STATEMENT of EDUCATION STANDARDS**

Under Washington law, an early learning provider is an individual authorized to work in a school-age program, pursuant to chapter 43.216 RCW and chapter 110-301 WAC. Such an individual is required to achieve minimum education standards and prove such education by submitting proof of completion or written evidence of equivalent education, pursuant to WAC 110-301-0100.

If a school-age provider cannot produce to the Department of Children, Youth, and Families proof of completion or written evidence of equivalent education, but has completed the required education, the applicant may alternatively meet this requirement by completing the below sworn testament declaring they have achieved the required minimum education standards pursuant to WAC 110-301-0100.

MY SWORN STATEMENT IS AS FOLLOWS:

**DECLARATION OF**

\_\_\_\_\_  
*(Insert full name)*

1. I have successfully completed the education requirements described in WAC 110-301-0100 for my role and am otherwise qualified to be a school-age provider. However, I am unable to locate, find, acquire, or produce a evidence of the completion due to hardship including refugee status, acquiring foreign degree transcripts, or related limitations.
2. Attached to this declaration are copies of RCW 9A.72.010 and RCW 9A.72.030. Prior to signing this declaration I reviewed both of these statutes.
3. I understand that knowingly making a materially false statement under penalty of perjury is a crime that, if prosecuted, may subject me to criminal penalties, including incarceration in jail or prison. I further understand that knowingly making a materially false statement under penalty of perjury may result in the rejection of my application or revocation of my license to operate as a licensed School-Age Care provider in the State of Washington.
4. I understand that my use of this affidavit may support me to meet licensing requirements but will not accrue education points under the Early Achievers program or guarantee compliance with the education requirements detailed in the ECEAP program's Performance Standards.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_(City), \_\_\_\_\_(County), \_\_\_\_\_(State).

\_\_\_\_\_  
License Applicant

## **RCW 9A.72.010**

### **Definitions**

The following definitions are applicable in this chapter unless the context otherwise requires:

(1) "Materially false statement" means any false statement oral or written, regardless of its admissibility under the rules of evidence, which could have affected the course or outcome of the proceeding; whether a false statement is material shall be determined by the court as a matter of law;

(2) "Oath" includes an affirmation and every other mode authorized by law of attesting to the truth of that which is stated; in this chapter, written statements shall be treated as if made under oath if:

(a) The statement was made on or pursuant to instructions on an official form bearing notice, authorized by law, to the effect that false statements made therein are punishable;

(b) The statement recites that it was made under oath, the declarant was aware of such recitation at the time he or she made the statement, intended that the statement should be represented as a sworn statement, and the statement was in fact so represented by its delivery or utterance with the signed jurat of an officer authorized to administer oaths appended thereto; or

(c) It is a statement, declaration, verification, or certificate, made within or outside the state of Washington, which is certified or declared to be true under penalty of perjury as provided in RCW [9A.72.085](#).

(3) An oath is "required or authorized by law" when the use of the oath is specifically provided for by statute or regulatory provision or when the oath is administered by a person authorized by state or federal law to administer oaths;

(4) "Official proceeding" means a proceeding heard before any legislative, judicial, administrative, or other government agency or official authorized to hear evidence under oath, including any referee, hearing examiner, commissioner, notary, or other person taking testimony or depositions;

(5) "Juror" means any person who is a member of any jury, including a grand jury, impaneled by any court of this state or by any public servant authorized by law to impanel a jury; the term juror also includes any person who has been drawn or summoned to attend as a prospective juror;

(6) "Testimony" includes oral or written statements, documents, or any other material that may be offered by a witness in an official proceeding.

## **RCW 9A.72.030**

### **Perjury in the second degree**

(1) A person is guilty of perjury in the second degree if, in an examination under oath under the terms of a contract of insurance, or with intent to mislead a public servant in the performance of his or her duty, he or she makes a materially false statement, which he or she knows to be false under an oath required or authorized by law.

(2) Perjury in the second degree is a class C felony.

## **WAC 110-301-0005**

### **Definitions.**

"**Licensee**" means an individual or legal entity listed on a license issued by the department, authorized to provide child care in a school-age program.

"**School-age program**" refers to regularly scheduled care for a group of children, five years of age through twelve years of age, who are attending public or private school or receiving home-based instruction under chapter 28A.200 RCW, for periods of less than twenty-four hours, licensed by the department.

"**School-age provider**" or "**provider**" refers to a licensee or designee who works in a school-age program during hours when children are or may be present. Designees include program directors, site directors, lead teachers, assistant teachers, aides, and volunteers.

## **WAC 110-301-0100**

### **General staff qualifications.**

All school-age providers must meet the following requirements prior to working:

(1) **School-age program licensees** must meet the requirements of a program director listed in subsection (2) of this section or hire a program director who meets the qualifications prior to being granted an initial license. School-age program licensees who fulfill the role of program director in their school-age program must complete all trainings and requirements for program director.

(2) **Program directors** manage the overall school-age program operations and facilities and set appropriate program and staff expectations. The program director is not responsible for being on-site at the program, unless the program director is filling in for an on-site role.

(a) A program director must meet the following qualifications:

(i) Be at least eighteen years old;

(ii) Complete forty-five college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) A program director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional thirty-three college credits in any one hundred-level or above college coursework or equivalent within five years of the date this section becomes effective.

(B) A program director hired or promoted after this chapter becomes effective must have completed twelve college credits in any one hundred-level or above coursework or equivalent prior to being hired or promoted,

and complete an additional thirty-three college credits in any one hundred-level or above coursework or equivalent within five years of the time of hire or promotion.

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(iv) Have their continued professional development progress documented annually.

(b) A program director must provide the following services:

(i) A program director may fill in as a site director or teacher if acting in this role does not interfere with the responsibilities of managing the school-age program;

(ii) Comply with foundational quality standards;

(iii) Develop a program philosophy, communicate the philosophy to all school-age program staff, parents, and guardians, and train staff to ensure the philosophy serves all children in the program (or designate a site director with this responsibility);

(iv) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families (or designate a site director with this responsibility); and

(v) Oversee professional development plans for school-age program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Mentoring the site director.

(3) **Site directors** plan and implement the school-age program services under the oversight of a program director. The site director is responsible for being on-site during the program's operating hours.

(a) A site director must meet the following qualifications:

(i) Be at least eighteen years old;

(ii) Complete thirty college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) A site director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional eighteen college credits in any one hundred-level or above coursework or equivalent within five years of the date this section becomes effective;

(B) A site director hired or promoted after this chapter becomes effective must have completed twelve college credits in any one hundred-level or above coursework or equivalent prior to being hired or promoted, and complete an additional eighteen college credits in any one hundred-level or above coursework or equivalent within five years of the time of hire or promotion.

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(iv) Have their continued professional development progress documented annually.

(b) A site director performs the following duties:

- (i) Plan and implement curriculum and environmental design of the school-age program;
- (ii) Be on-site providing regular supervision of staff and volunteers;
- (iii) Comply with foundational quality standards;
- (iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and
- (v) Observe and mentor staff.

(c) One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (2)(a) of this section are met.

(d) For program continuity, a lead teacher can fill in for a site director up to two weeks. If longer than two weeks, the licensee or program director must notify the department with a plan for how the site director's responsibilities will be managed during the site director's absence.

(4) **Lead teachers** are responsible for implementing the school-age program. Lead teachers develop and provide a nurturing and responsive environment that meets the needs of enrolled children. A lead teacher must meet the following qualifications:

- (a) Be at least eighteen years old;
- (b) Have a high school diploma or equivalent;

(c) Have completed twelve college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective, or five years from being employed or promoted into this position at any licensed school-age program, whichever comes later;

(d) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

- (e) Have their professional development progress documented annually.

(5) **Assistant teachers** help a lead teacher provide instructional support to children and implement developmentally appropriate programming.

(a) An assistant teacher must meet the following qualifications:

- (i) Be at least eighteen years old;
- (ii) Have a high school diploma or equivalent; and

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105.

(b) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job training from the lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the program director or site director must notify the department with a plan for how the lead teacher's responsibilities will be managed during the lead teacher's absence.

(6) **Aides** provide classroom support to an assistant teacher, lead teacher, site director, or program director. Aides must meet the following qualifications:

- (a) Be at least fourteen years old;

(b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;

(c) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(d) Aides may be counted in the staff-to-child ratio if they are working under the continuous supervision of a lead teacher, site director, or program director.

(7) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (6) of this section must meet the following qualifications:

(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(b) Have a negative TB test, pursuant to WAC 110-301-0105; and

(c) Complete program based staff policies and training, pursuant to WAC 110-301-0110.

(8) **Volunteers** help at a school-age program. Volunteers must meet the following qualifications:

(a) Be at least fourteen years old and have written permission to volunteer from their parent or guardian if under eighteen years old;

(b) Work under the continuous supervision of a lead teacher, site director, or program director;

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they:

(i) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(ii) Complete a TB test, pursuant to WAC 110-301-0105;

(iii) Complete the training requirements, pursuant to WAC 110-301-0106; and

(iv) Complete program-based staff policies and training, pursuant to WAC 110-301-0110.

(d) Occasional volunteers must comply with (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

#### **WAC 110-300-0435**

##### **Waiver from department rules (WAC).**

(1) The department cannot waive a requirement of state law (RCW) or federal law.

(2) Pursuant to RCW 43.216.065, the department may approve a waiver from a rule in this chapter if it does not jeopardize the health, safety, or welfare of the children in care.

(3) A school-age provider's request for a waiver from a rule in this chapter must be:

(a) Submitted in writing to the department;

(b) Approved in writing by the department secretary or the secretary's designee prior to the school-age provider implementing the waiver from the rule; and

(c) For a specific program need or child.

(4) A granted waiver may be time specific or may remain in effect for as long as the school-age provider continues to comply with the conditions

of the waiver. If the waiver from the rule is time limited, the provider must not exceed the time frame established by the department.

(5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended.