

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 ages 13 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 older, must provide documentation signed within the last 12 months by a licensed health care professional of tuberculosis (TB) testing or treatment (see WAC 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.

Training Requirements Overview

Pre-Service Requirements – WAC 110-300-0105

Training Requirements - WAC 110-300-0106

In-Service Training – WAC 110-300-0107

Table 1: Training Requirements Overview		
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) 	<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) 	<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 	<ul style="list-style-type: none"> • 10-hour Annual In-service Training



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Eligibility & Provider Supports | Approved for Diana Stokes, Professional Development Program Specialist

	<ul style="list-style-type: none"> • Food Handlers Permit (if applicable) • Safe Sleep (if applicable) 	
Volunteer – Ongoing	<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

**Child Care Basics covers trainings listed in WAC 110-300-0106 sections 4-7, and 10. This includes the following: 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, provided online by DCYF or in a college course. • Complete ECED&107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the Child Care Basics requirement.
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. 	<ul style="list-style-type: none"> • Check with local agencies who offer this.

	<ul style="list-style-type: none"> This is completed as required by Department of Labor & Industries. 	
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.

Volunteer Training Requirements: Trainings listed in WAC 110-300-0106 sections 4-7, and 10 are included in Child Care Basics. 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.

** 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.*

In-Service Training Requirements

WAC 110-300-0107

Notes to remember:

- Early learning providers complete 10 hours of annual in-service training.
- In-Service is required after 12 months of cumulative employment.
- The annual training requirement is based on the DCYF fiscal year (July 1 – June 30).
- Five in-service training hours may be carried over from one fiscal year to the next fiscal year.
- “STARS hours” or “state-approved training” are other words commonly used when referring to “in-service.”

Table 3: In-Service Training Requirements

In-Service Requirement	When must this training requirement be completed?	How is this training requirement met?
In-Service Training	Enhancing Quality of Early Learning is completed as the first two years (20 hours) of in-service training. <ul style="list-style-type: none"> • Builds on the foundation provided with Child Care Basics. • Training content includes: Family Engagement, Cultural Responsiveness, Environments and Interactions. 	Enhancing Quality of Early Learning is developed and provided by DCYF or contractors. For more information on availability, check here .
	Following the completion of Enhancing Quality of Early Learning:	<ul style="list-style-type: none"> • State-approved training.

	<ul style="list-style-type: none"> • Ten hours of in-service training is completed each year (July 1 – June 30). • Family home licensees, center directors, assistant directors and program supervisors complete 10 hours of Leadership Practices* every 3 years. 	<ul style="list-style-type: none"> • Other training must align with the WA State ECE Core Competencies. • College coursework aligned with WA State ECE Core Competencies.
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**Leadership practices training includes the following Washington State Core Competencies: program planning and development, professional development and leadership.*