

# Initial Early Support for Infants and Toddlers Family Resources Coordinator Credential

Beginning February 1, 2024, Family Resources Coordinators (FRCs) in Washington state will receive the Early Support for Infants and Toddlers (ESIT) FRC Credential once they complete their Initial Training Requirements, and their credential application has been approved. This credential is for ESIT professionals who are currently providing service coordination, as defined within the [ESIT's Qualified Personnel Guidelines](#) and the Individuals with Disabilities Education Act (IDEA) Code of Federal Regulations ([34 CFR 303.34](#))

The ESIT FRC Credential signifies that all initial training requirements have been met, and the FRC is fully qualified to provide service coordination.

## Eligibility

To be eligible for the credential, FRCs must complete all [Initial Training Requirements](#).

## Application Process

1. Once the FRC has completed Steps 1 and 2 of the Initial Training Requirements, they can apply for the credential by submitting the online [Credential Application](#).
2. Within 30 days, the applicant will receive notification that required training has been verified and their official credential has been issued in their training account. If discrepancies are found during the verification process, FRCs will be notified of what is required to receive the credential.
3. ESIT FRC Credential certificates can be printed from the [Training Portal](#) and filed in personnel records, as needed.

## Timelines

- FRCs hired February 1, 2024 or later, are eligible for the ESIT FRC Credential when Steps 1 and 2 of the training requirements are completed. **FRCs can be assigned caseloads once they complete Step 1.**
- FRCs hired prior to February 1, 2024, who completed all the training requirements at the time of hire, are eligible to apply for the ESIT FRC Credential. There are currently no additional training requirements to apply.

## Renewal Requirements and Procedures

The ESIT FRC credential is valid for 3-years. The credential period begins on the award date listed on the credential certificate. FRCs are responsible for initiating the renewal of their ESIT FRC credential at least 30 calendar days prior to expiration date.



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

To *maintain* the ESIT FRC Credential, FRCs are expected to complete 36 hours of ongoing professional development over their 3-year credential period and maintain documentation in their own records until they apply for renewal. For convenience, DCYF ESIT offers an optional [Training Documentation](#) form to track training completions.

## Lapsed Credential

If FRCs allow their ESIT Credential to expire, they will be considered un-credentialed and not qualified to provide service coordination until they are re-credentialed.

## Frequently Asked Questions

### **Q: Should other ESIT Professionals apply to receive the ESIT FRC Credential if they have completed their Initial Training Requirements?**

**A:** No. FRCs are the only ESIT Professionals currently required to obtain the ESIT FRC credential. However, if an ESIT Service Provider has a dual role and also provides service coordination, they are required to obtain the ESIT FRC credential in addition to maintaining the licensing requirements for their discipline, as noted in the [Qualified Personnel Guidelines](#).

### **Q: What about FRC Admins? Do they need the credential?**

**A:** It depends on their scope of work. If they are providing the full range of service coordination, the FRC Admin should obtain the ESIT FRC Credential. If the FRC Admin is completing data entry only, they would not be providing service coordination directly to families and would not be required to obtain the ESIT FRC Credential.

### **Q: What if I take a leave of absence?**

**A:** The ESIT FRC Credential is valid for 3 years, regardless of employment status. A leave of absence does not change the credential renewal date.