

ESIT Required Training Programs Learner Checklist

Purpose

The purpose of this document is to provide a checklist, individualized by role, for completing required training. These training programs are designed to provide all direct service providers, supervisors, and program administrators with a common understanding of the fundamentals of ESIT services. ESIT Provider Agencies (PAs) and County Lead Agencies (CLAs) provide valuable learning opportunities that will enhance and build upon the knowledge gained through these introductory trainings.

Training Portal Account Information

Visit <https://dcyf.wa.gov/services/earlylearning-profdev/merit> for instructions on creating your training portal account to complete training. Enter your account information below for your own records.

Access the [DCYF Training Portal](#)

Username: Click or tap here to enter text.

Password: Click or tap here to enter text.

Do you have questions? Email merit@dcyf.wa.gov for assistance.

Additional Information

Review the [Required Training Programs](#) for information regarding the following:

- Purpose and background of required ESIT training
- Example training schedules based on month of hire
- Schedule for professional learning community (PLC cohorts)
- Frequently asked questions

Training Checklists by Role

Select your professional role below for a step-by-step checklist to complete training. Speak with your supervisor if you are unsure which role applies to you. If you hold multiple roles in your agency, you must meet the training requirements of both.

Family Resources Coordinator (FRC)

Anyone designated as an FRC, even if you have additional roles.

Select the Following Role in the Training Portal: ESIT Service Provider: FRC

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- Child Outcome Summary (COS) Training Modules 1 through 4 (2.75 hours)



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Upon completion of step 1, FRC is considered certified by DCYF and can maintain a caseload.

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

Introductory PLC within first 6 months of hire. View available dates in Section 2.

Step 3

FRC Continuing Education. Submit 12 hours annually, beginning in your second year, to maintain certification.

Congratulations! You have completed your required introductory training.

Lead FRC or FRC Supervisor

Select the Following Role in the Training Portal: ESIT Service Provider: FRC

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Upon completion of step 1, FRC is considered certified by DCYF and can maintain a caseload.

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Step 3

FRC Continuing Education. Submit 12 hours annually, beginning in your second year, to maintain certification.

Direct Service Provider (Not an FRC)

Speech, Occupational, or Physical Therapist, Special Educator, Social Worker, etc.

Select the Following Role in the Training Portal: ESIT Service Provider: Other

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 4 (2.75 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Direct Service Provider Team Lead or Supervisor

Select the Following Role in the Training Portal: ESIT Service Provider: Other

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Referrals and Intake

Any professional whose primary role is to process referrals and conduct or coordinate intake visits.

Select the Following Role in the Training Portal: ESIT Intake and Referral

Step 1

- Introductory Training Modules (5.5 hours)
- T-DMS Training Modules (2 hours)
- COS Training Modules 1 through 4 (2.75 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.

Agency Administrator

Program directors, executive directors, or others administrators with an ESIT PA or CLA.

Select the Following Role in the Training Portal: ESIT Agency Admin

Step 1

- Introductory Training Modules (5.5 hours)
- COS Training Modules 1 through 6 (5.5 hours)

Stop here. Did you complete all of Step 1? If yes, move to Step 2.

Step 2

- Introductory PLC within first 6 months of hire. View available dates in Section 2.

Congratulations! You have completed your required introductory training.