

# Training Requirements and Completion Timeline for School-Age Providers

Use this as a summary document for pre-service and in-service training requirements for all roles.

## Notes to Remember:

- School-age providers must complete a department background check pursuant to WAC 110-06.
- School-age providers, including volunteers, must provide documentation signed within the last 12 months by a licensed health care professional of tuberculosis (TB) testing or treatment (see WAC 110-301-0105, section 3).
- All providers must register with the electronic workforce registry (MERIT) before being granted a license or before working unsupervised with children online at [merit.dcyf.wa.gov](http://merit.dcyf.wa.gov).

## Training Requirements Overview:

- Pre-Service Requirements – WAC 110-301-0105 – [tinyurl.com/WAC110-300-0105](http://tinyurl.com/WAC110-300-0105)
- Training Requirements - WAC 110-301-0106 – [tinyurl.com/WAC110-300-0106](http://tinyurl.com/WAC110-300-0106)
- In-Service Training – WAC 110-301-0107 – [tinyurl.com/WAC110-300-0107](http://tinyurl.com/WAC110-300-0107)



Training Requirements Overview		
ROLE	TRAINING REQUIREMENTS	IN-SERVICE REQUIREMENTS
Program Director Site Director	<ul style="list-style-type: none"> <li>• Licensing Orientation (if applicable)</li> <li>• School-Age Basics*</li> <li>• First Aid/CPR</li> <li>• Blood Borne Pathogens</li> <li>• Food Handlers Permit (if applicable)</li> </ul>	10-hour Annual In-service Training
Lead Teacher	<ul style="list-style-type: none"> <li>• School-Age Basics*</li> <li>• First Aid/CPR</li> <li>• Blood Borne Pathogens</li> <li>• Food Handlers Permit (if applicable)</li> </ul>	10-hour Annual In-service Training

\*School-Age Basics covers trainings listed in WAC 110-301-0106 sections 4-7. This includes the following: Recognizing and Reporting Abuse (0106 section 4), Emergency Preparedness (0106 section 5), Serving Children Experiencing Homelessness (0106 section 6), Medication Management (0106 section 7).



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

## Training Requirements Overview

ROLE	TRAINING REQUIREMENTS	IN-SERVICE REQUIREMENTS
Assistant Teacher	<ul style="list-style-type: none"> <li>School-Age Basics*</li> <li>First Aid/CPR</li> <li>Blood Borne Pathogens</li> <li>Food Handlers Permit (if applicable)</li> </ul>	10-hour Annual In-service Training
Aide	<ul style="list-style-type: none"> <li>School-Age Basics*</li> <li>Blood Borne Pathogens</li> <li>Food Handlers Permit (if applicable)</li> </ul>	N/A
Volunteer	<ul style="list-style-type: none"> <li>Blood Borne Pathogens</li> <li>Safe Sleep (required if also volunteering in an early learning program)</li> <li>Health and Safety Trainings – Recognizing and Reporting Abuse, Emergency Preparedness, Serving Children Experiencing Homelessness</li> </ul>	N/A

\*School-Age Basics covers trainings listed in WAC 110-301-0106 sections 4-7. This includes the following: Recognizing and Reporting Abuse (0106 section 4), Emergency Preparedness (0106 section 5), Serving Children Experiencing Homelessness (0106 section 6), Medication Management (0106 section 7).

## Training Completion Timeline:

- Pre-Service Requirements – WAC 110-310-0105
- Training Requirements – WAC 110-301-0106

## 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"> <li>Before being in charge of a program.</li> <li>This is completed once.</li> </ul>	<ul style="list-style-type: none"> <li>DCYF provided online.</li> <li>DCYF provided in-person: <a href="https://dcyf.wa.gov/services/early-learning-providers/licensed-provider/school-age-providers">https://dcyf.wa.gov/services/early-learning-providers/licensed-provider/school-age-providers</a></li> </ul>
School-Age Basics*	<ul style="list-style-type: none"> <li>Before being granted a license.</li> <li>Before working unsupervised with children.</li> <li>This is completed once.</li> </ul>	<ul style="list-style-type: none"> <li>Complete School-Age Basics with a state-approved trainer.</li> <li>Complete ECED&amp;107 Health, Safety, and Nutrition (part of the Initial Certificate) which meets the School Age Basics requirement.</li> </ul>
Blood Borne Pathogens	<ul style="list-style-type: none"> <li>Before being granted a license.</li> <li>Before working with children.</li> <li>This is completed as required by the Department of Labor &amp; Industries.</li> </ul>	Check with local agencies who offer this.

Volunteer Training Requirements: Trainings listed in WAC 110-301-0106 sections 4-7 are included in School-Age Basics. If a volunteer does not complete School-Age 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, School-Age Basics must be completed within three months of the date this section becomes effective. All new employees must have completed School-Age Basics before working unsupervised with children.

## Training Completion Timeline

REQUIREMENT	WHEN MUST THIS TRAINING REQUIREMENT BE COMPLETED?	HOW IS THIS TRAINING REQUIREMENT COMPLETED?
First Aid/CPR	<ul style="list-style-type: none"> <li>• Before working unsupervised with children.</li> <li>• This is completed as required by the Department of Labor &amp; Industries.</li> </ul>	Check with local agencies who offer this.
Food Handlers Permit	<ul style="list-style-type: none"> <li>• Before preparing or serving food to children.</li> <li>• This is completed as required by your local health department.</li> </ul>	Your local health department.

*Volunteer Training Requirements: Trainings listed in WAC 110-301-0106 sections 4-7 are included in School-Age Basics. If a volunteer does not complete School-Age 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, School-Age Basics must be completed within three months of the date this section becomes effective. All new employees must have completed School-Age Basics before working unsupervised with children.*

## In-Service Training Requirements:

WAC 110-301-0107

### Notes to Remember:

- School-Age 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 calendar year (January 1 – December 31).
- 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.”

## In-Service Training Requirements

IN-SERVICE REQUIREMENT	WHEN MUST THIS TRAINING REQUIREMENT BE COMPLETED?	HOW IS THIS TRAINING REQUIREMENT MET?
In-Service Training	Following the completion of School-Age Basics: <ul style="list-style-type: none"> <li>• Ten hours of in-service training is completed each year (January 1 – December 31).</li> <li>• Program Directors and site directors must complete 10 hours of Leadership Practices* every three years.</li> </ul>	<ul style="list-style-type: none"> <li>• State-approved training.</li> <li>• Other training must align with the WA State Core Competencies.</li> <li>• College coursework aligned with WA State Core Competencies.</li> </ul>

*\*Leadership practices training includes the following Washington State Core Competencies: program planning and development, professional development, and leadership.*