

# PACE Completion Checklist

If you are using PACE – the **Provider Access to a Community Equivalent** – this checklist can help you keep track of what you need to finish to meet your licensing education requirement.

Not sure if PACE is right for you? Use DCYF's Guide to Professional Development Plans (PDP) for Early Learning Providers to learn about PACE and other options.

**Reminder:** PACE is only for roles that require an Initial or Short Certificate – family home licensees, lead teachers, and assistant teachers.

View the Guide to PDPs for Early Learning Providers:  
<https://dcyf.wa.gov/sites/default/files/pdf/pdpGuidebook.pdf>

## Training Completion – Initial Certificate Equivalent

Below is a list of all trainings you must complete to finish PACE. Use this as your personal progress tracker.

Training	Modules	Completion Dates
Child Care Basics (CCB)	Modules 1-10 or equivalent	
Enhancing the Quality of Early Learning (EQEL)	<ul style="list-style-type: none"> <li>Part 1 – Responsive Caregiving and Brain Building</li> <li>Part 2 – Engaging Interactions &amp; Environments, and Positive Behavior Supports</li> </ul>	
PACE 1 – The Field of Early Care and Education (ECE)	<p><b>Reflective Teaching – 7 hours</b></p> <ul style="list-style-type: none"> <li>Reflective Teaching Practices</li> <li>Productive Reflection</li> <li>Goal Setting</li> </ul> <p><b>ECE Then &amp; Now – 9 hours</b></p> <ul style="list-style-type: none"> <li>History of ECE</li> <li>ECE Settings</li> <li>Policy &amp; Advocacy</li> </ul> <p><b>The Early Learning Profession – 4 hours</b></p> <ul style="list-style-type: none"> <li>Educator Development</li> <li>Values &amp; Ethics</li> </ul>	
PACE 2 – Supporting Child Development and Wellness	<p><b>Child Development – 6 hours</b></p> <ul style="list-style-type: none"> <li>Child Development</li> <li>Supporting Behavior</li> </ul> <p><b>Children and Families – 8 hours</b></p> <ul style="list-style-type: none"> <li>Child Outcomes</li> <li>Family Engagement</li> </ul> <p><b>Child Wellness – 6 hours</b></p> <ul style="list-style-type: none"> <li>Health &amp; Safety</li> <li>Promoting Wellness</li> </ul>	



Training	Modules	Completion Dates
PACE 3: Guiding Behavior	<p><b>Approaches to Behavior – 6 hours</b></p> <ul style="list-style-type: none"> <li>• Understanding Behavior</li> <li>• Understanding Behavior Guidance</li> </ul> <p><b>Guiding Children’s Behavior – 9 hours</b></p> <ul style="list-style-type: none"> <li>• The Importance of Relationships</li> <li>• Environments Support Behavior Guidance</li> <li>• Supporting Social and Emotional Learning</li> </ul> <p><b>Highly Individualized Behavior Guidance – 5 hours</b></p> <ul style="list-style-type: none"> <li>• Highly Individualized Strategies</li> <li>• Support Resources and Referrals</li> </ul>	
PACE 4: Child Development and Brain Science	<p><b>Foundation for Child Development</b></p> <ul style="list-style-type: none"> <li>• Introduction to Theories</li> <li>• Brain Development</li> <li>• Factors that Influence Development</li> <li>• Prenatal and Newborn Development</li> </ul> <p><b>Developmental Domains Part 1</b></p> <ul style="list-style-type: none"> <li>• Physical Development Birth to 3 Years Old</li> <li>• Physical Development Preschool Through Adolescence</li> <li>• Social and Emotional Development Birth to 3 Years Old</li> <li>• Social Emotional Development Preschool Through Adolescence</li> </ul> <p><b>Developmental Domains Part 2</b></p> <ul style="list-style-type: none"> <li>• Cognitive development Birth to 3 Years Old</li> <li>• Cognitive Development Preschool Through Adolescence</li> <li>• Language Development Birth to 3 Years Old</li> <li>• Language Development Preschool Through Adolescence</li> </ul>	

### What if I miss a class?

If you miss a session, work with your state-approved trainer to make it up. You must complete all sessions to receive credit.



### Additional Work Completion

Workbooks (PACE 1-2) are finished and reviewed by the trainer.

**Completed:** \_\_\_\_\_

Job-Embedded Learning is finished and reviewed by the trainer.

- “Putting it into Practice” activities are finished and reviewed by the trainer.
- Work hours are recorded on the required log and verified by the trainer.

**Completed:** \_\_\_\_\_