

# Completing Child Care Basics

Child Care Basics (CCB) is a 30-hour training that meets part of the health and safety requirements for educators working in licensed facilities WAC 110-300-0106 (3). The content included meets the federally mandated topics as required by the Child Care Development Fund (CCDF) and any early learning provider who has satisfied the CCB requirement and has it recorded in MERIT also meets the requirements for the Individual Health and Safety Modules. For more information, go to <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0106>.

## How Can I Complete CCB?

Early learning providers may choose **one** of the following Department of Children, Youth, and Families (DCYF)-approved options to complete the CCB training requirement:



## CHOOSE ONE OPTION

### COVID-19 Temporary CCB Training (Not Available)

This temporary, condensed version of CCB is no longer available. For those who selected this option, you will need to complete the full CCB version during the 2022 calendar year (Jan. 1 – Dec. 31, 2022).

### CCB Training

Complete this training online or in person, as offered by a DCYF state-approved trainer. Search for available options in “Find Training” online in MERIT at <https://apps.dcyf.wa.gov/MERIT/Search>.

### ECED&107 Health, Safety & Nutrition

Complete this college course as a DCYF-recognized alternative to CCB. Use the Early Learning Career Planning Portal to find institutions offering this course near you at <https://ececareers.del.wa.gov/find-degree/advanced-search>. If you completed this course before fall 2019, you must review the Child Health & Safety Supplement Guide at [tinyurl.com/HealthSafetyGuide](https://tinyurl.com/HealthSafetyGuide).

### ECED&100 Child Care Basics

Complete this college course as a DCYF-recognized alternative to CCB. Use the Early Learning Career Planning Portal to find institutions offering this course near you at <https://ececareers.del.wa.gov/find-degree/advanced-search>.

### Early Childhood Education (ECE) + DCYF Online Modules

If you have 12 credits in ECE or a DCYF-recognized certificate, you may complete all five of the “Federal Health & Safety” modules on the DCYF Student Training Portal online at <http://dcyftraining.com>. To complete this option, you must have both eligible education and all five “Federal Health & Safety Training” modules verified in your MERIT record. These modules do not count toward in-service hours. Education eligible for this option includes:

- 12 ECE or ECE/School-Age college quarter credits
- 13 Military Modules Certificates of Completion
- A current Child Development Associate (CDA)
- Montessori Credential/Endorsement (MACTE)

### Head Start, ECEAP and School District Partnerships

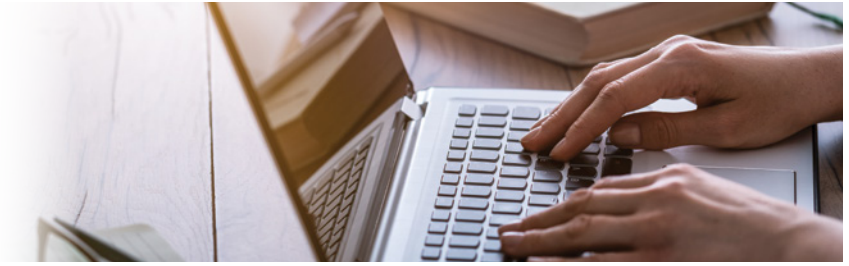
DCYF is partnering with Head Start, ECEAP and School Districts to recognize provided health and safety training content as meeting state and federal requirements. Talk to your site supervisor to see if they offer recognized training to staff.



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

## How do I make sure my CCB completion shows up in my MERIT record?

Please refer to the following table to see who is responsible for notifying DCYF of CCB completion.



How did I complete CCB?	Who makes sure MERIT shows I completed CCB?	What do I need to do?
Child Care Basics Training	State-approved trainer or DCYF recognized agency representative	There is no action required. If the training is not in your record within 30 days of training completion, and the trainer is unable to assist, contact <b>MERIT@dcyf.wa.gov</b> and provide a copy of your CCB certificate
ECED&107 Health, Safety & Nutrition	Provider/student	Complete an education application in MERIT and upload or email <b>a copy of the official transcript to education.verification@centralia.edu</b>
ECED&100 Child Care Basics		
Early Childhood Education + DCYF online Individual Health & Safety Modules	Provider/student	Submit the following: <ol style="list-style-type: none"> <li>1. Complete an education application in MERIT and upload or email a <b>copy of your official transcript to education.verification@centralia.edu</b>.</li> <li>2. Complete all five “Federal Health &amp; Safety Trainings” in the DCYF Student Training Portal at <b>https://dcyftraining.com</b>.</li> <li>3. Notify DCYF of completion at <b>MERIT@dcyf.wa.gov</b>.</li> </ol>
Head Start, ECEAP and School District Partnerships	State-approved trainer or DCYF-approved agency representative	Contact site manager to ask if they provide ways to meet the required training.  The site manager is responsible for creating, attesting the training plan to DCYF and notifying the date of completion.

# CCB—Frequently Asked Questions

## What Is Included In CCB?

### Health and Safety Topics (As Required by CCDF)

- Prevention and control of infectious diseases
- Safe sleeping practices
- Administration of medication
- Prevention and response to emergencies due to food and allergic reactions
- Building and physical premises safety
- Prevention of shaken baby syndrome
- Emergency preparedness and response planning for emergencies
- Handling and storage of hazardous materials
- Appropriate precautions in transporting children, if applicable
- Pediatric first aid and cardiopulmonary resuscitation
- Recognition and reporting of child abuse and neglect

*Training requirements for CPR, First Aid, Bloodborne Pathogens and Safe Sleep are not included in CCB and must be completed to meet WAC 110-300-0106.*

### Child Care Basics Includes 30 hours of Content, Offered in 10 Modules

1. Professional Practice
2. Valuing Each Child and Community
3. Child Growth and Development
4. Celebrating Child Growth
5. Curriculum and Learning Environment
6. Family and Community Partnerships
7. Healthy Practices (Part 1)
8. Healthy Practices (Part 2)
9. Interactions and Guidance
10. Supporting Children for Life Success

### Can I receive an exemption for CCB?

DCYF does not exempt providers from completing required health and safety training. However, DCYF has established the approved alternatives listed above to meet the CCB requirement.



### If I already completed CCB, do I also need to complete the Federal Health and Safety modules?

Providers who met the CCB requirement by any method previously offered before August 2019 and have it recorded in their MERIT record are not required to complete the “Individual Health and Safety Modules.” These updates on new federal health and safety topics are provided through a supplemental guide as new information is released. Download the *Health and Safety Supplement Guide* (EPS\_0038) online:

- English: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038.pdf)
- Spanish: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038SP.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038SP.pdf)
- Somali: [www.dcyf.wa.gov/sites/default/files/pubs/EPS\\_0038SM.pdf](http://www.dcyf.wa.gov/sites/default/files/pubs/EPS_0038SM.pdf)

If a training certificate was not entered into MERIT, DCYF will accept all training completion certificates for seven years after the training date.

You can look at all the full Training Requirements and Completion Timeline for more information online at [www.dcyf.wa.gov/sites/default/files/pdf/TrainingRequirements\\_WACGuidebook.pdf](http://www.dcyf.wa.gov/sites/default/files/pdf/TrainingRequirements_WACGuidebook.pdf).

### How is DCYF partnering with Head Start, ECEAP and School District preschool programs for CCB?

If an educator is a part of a Head Start, ECEAP site or school district preschool program, the program may state that they meet the health and safety training requirements included in WAC 110-300-0106. For more information, go to <https://app.leg.wa.gov/wac/default.aspx?cite=110-300-0106>. The hiring program is responsible for documenting the completion of the provided training on behalf of the educator.



### What college credits or certificates can help me meet CCB?

College credits and certificates can help you to meet the CCB requirement if you also complete the online DCYF-provided health and safety modules. This option aims to support providers who have already completed their education, and their courses did not include one of the alternative options listed above.

This may be an option for you if you have **one** of these college credits or certificates:

- 12 ECE or ECE/School-Age quarter credits
- 13 Military Modules Certificates of Completion
- A current Child Development Associate (CDA)
- Montessori Credential/Endorsement (MACTE)

**And** – you will need to complete all five of the “**Federal Health & Safety Trainings**” in the DCYF Student Training Portal online at <https://dcyftraining.com>, which include the following:

- Mandated Reporter – Recognizing and Reporting Child Abuse
- Disaster & Emergency Preparedness
- Medication Management
- Families Experiencing Homelessness
- Abusive Head Trauma

### Does CCB meet my training hours for the year?

If you completed your CCB training or if you completed any early childhood education **within** the year, you have fulfilled your training requirement for the year. You are not required to complete additional in-service hours.

If you completed your CCB training or education required for the module-only option **before** the current year, you have not fulfilled your training requirement for the year through this training. You need to complete additional in-service hours.

As a reminder, training hours are reviewed by the calendar year. The calendar year starts January 1 and goes to December 31.