

Training Requirements and Completion Timeline

Use this as a summary document for pre-service, training, and in-service training requirements for all roles in outdoor nature-based (ONB) child care programs.

Notes to remember:

- ONB providers must complete a department background check pursuant to WAC 110-06. For more information online, go to <http://apps.leg.wa.gov/wac/default.aspx?cite=110-06>.
- ONB 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 ONB Touchstone Standards 0105, section 3). For more information online, go to www.dcyf.wa.gov/sites/default/files/pdf/Outdoor_Nature_Based_Child_Care_Touchstone_Standards.pdf.
- All providers must register with the electronic workforce registry (MERIT) before being granted a license or before working unsupervised with children.

Training Requirements Overview

Pre-Service Requirements – ONB Child Care Touchstone Standards 0105

Training Requirements – ONB Child Care Touchstone Standards 0106

In-Service Training – ONB Child Care Touchstone Standards 0107



Table 1: Training Requirements Overview

Role	Training Requirements	In-Service Requirements
Director Assistant Director Program Supervisor Program Director Site Director	<ul style="list-style-type: none"> • Licensing Orientation (if applicable) • ONB Child Care Basics* • First Aid/CPR • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	<ul style="list-style-type: none"> • 10-hour Annual In-service Training • Leadership Practices • For Preschool and Mixed-Age Groups: EQEL

*ONB Child Care Basics covers trainings listed in ONB Touchstone Standards 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)



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Table 1: Training Requirements Overview

Role	Training Requirements	In-Service Requirements
Lead Teacher	<ul style="list-style-type: none"> • ONB Child Care Basics* • First Aid/CPR • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	<ul style="list-style-type: none"> • 10-hour Annual In-service Training • For Preschool and Mixed-Age Groups: EQEL
Assistant Teacher	<ul style="list-style-type: none"> • ONB Child Care Basics* • First Aid/CPR • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	<ul style="list-style-type: none"> • 10-hour Annual In-service Training • For Preschool and Mixed-Age Groups: EQEL
Aide	<ul style="list-style-type: none"> • ONB Child Care Basics* • Blood Borne Pathogens • Food Handlers Permit (if applicable) 	N/A
Volunteer	<ul style="list-style-type: none"> • Blood Borne Pathogens • Health and Safety Trainings – Recognizing and Reporting Abuse, Emergency Preparedness, Serving Children Experiencing Homelessness 	N/A

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Training Completion Timeline

Pre-Service Requirements – ONB Child Care Touchstone Standards 0105

Training Requirements – ONB Child Care Touchstone Standards 0106

Table 2: 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"> • Before being in charge of a program. • This is completed once. 	<ul style="list-style-type: none"> • DCYF provided online in 2022. • DCYF provided in-person: check online at www.dcyf.wa.gov/services/early-learning-providers/licensed-provider.
ONB Child Care Basics*	<ul style="list-style-type: none"> • Before being granted a license. • Before working unsupervised with children. • This is completed once. 	<p>Complete ONB Child Care Basics with a state-approved trainer.</p> <p>Complete ECED&107 Health, Safety and Nutrition (part of the Initial Certificate) which meets the Child Care Basics requirement.</p>
Blood Borne Pathogens	<ul style="list-style-type: none"> • Before being granted a license. • Before working with children. • This is completed as required by Department of Labor & Industries. 	Check with local agencies who offer this.
First Aid/CPR NOTE: Wilderness Survival First Aid/CPR is required if program is operating more than thirty minutes from emergency medical care.	<ul style="list-style-type: none"> • Before working unsupervised with children. • This is completed as required by Department of Labor & Industries. 	Check with local agencies who offer this.
Food Handlers Permit	<ul style="list-style-type: none"> • Before preparing or serving food to children. • This is completed as required by local health department. 	Your local health department.

Volunteer Training Requirements: Trainings listed in ONB Child Care Touchstone Standards 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, ONB Child Care Basics must be completed within three months of the date this section becomes effective. All new employees must have completed ONB Child Care Basics before working unsupervised with children.

In-Service Training Requirements

ONB Child Care Touchstone Standards 107

Notes to remember:

- ONB 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 calendar year to the next calendar year.
- “STARS hours” or “state-approved training” are other words commonly used when referring to “in-service.”



Table 3: In-Service Training Requirements

In-Service Requirement	When must this training requirement be completed?	How is this training requirement met?
In-Service Training	<p>Following the completion of ONB Child Care Basics:</p> <ul style="list-style-type: none"> • Ten hours of in-service training is completed each year (January 1 – December 31). • Administrative leadership (directors, assistant directors, program supervisors, program directors, and site directors) must complete 10 hours of Leadership Practices* every 3 years. 	<ul style="list-style-type: none"> • State-approved training. • Other training must align with the WA State Core Competencies. • College coursework aligned with WA State Core Competencies.

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

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