



Employee File Requirements

Date _____

Name _____

Stars# _____

Pre-Service Requirements [WAC 110-300-0105](#)

Register in Merit and have a STARS number	Disaster Plan (Fire, Earthquake, Lockdown)	CPR/First Aid training (includes child/infant)
Cleared portable background check	COVID shots or exemption letter	Employment application
Negative TB test	W4	MMR vaccine dates
Resume	I-9	Driver's license
All about me form	Direct deposit form	Social security card
Job Description	Program Orientation	Send in payroll info
BAND Invite	Procure Connect Invite	Set up in Procure Desktop
		Education/Experience in Merit

Training Requirements [WAC 110-300-0106](#) - All in service training must be completed within three (3) months of hire date.

One time completion	
	Register in the DCYF training portal
	Complete the initial 30 hr. STARS (unless exempt, exemption paperwork must be completed)
	Mandated reporter training in DCYF training portal
	HIV/AIDS - normally included with CPR/First Aid
	<i>Recognizing and Reporting Abuse*</i>
	<i>Emergency Preparedness*</i>
	<i>Prevention of Shaken Baby Syndrome*</i>
	<i>Serving Children Experiencing Homelessness*</i>
	<i>Medication Management*</i>
Must be renewed	
	Cleared portable background check on expiration date – Merit website
	Safe Sleep training 1x per year on expiration - DCYF training portal
	Bloodborne pathogens 1x per year on expiration – see website for new form
	Food Handlers card on expiration date stated on certificate
	CPR/First Aid training (must include child/infant) on expiration date stated on certificate
	W4 – see website for new form

In Service Training Requirements [WAC 110-300-0107](#)

	Complete 10 hours annual training after 12 months of cumulative employment **
	Complete enhancing quality of early learning (EQEL) training within 36 months of employment if you do not have WA State ECE Short Certificate or higher DCYF recognized education or credential equivalent to ECE Short Certificate – DCYF training portal

*May be covered under Child Care Basics

**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

Completion and renewal of annual and expiring trainings is the employee's responsibility to attain prior to the expiration date or the end of the calendar year (December 31st) to remain employed at Liberty Learning Centers Inc.

https://www.dcyf.wa.gov/sites/default/files/pdf/TrainingRequirements_WACGuidebook.pdf

Thank you for your dedication to the children in our care.