WSR 26-14-116
PERMANENT RULES
DEPARTMENT OF
CHILDREN, YOUTH, AND FAMILIES
[Filed July 1, 2026, 11:00 a.m., effective August 1, 2026]

Effective Date of Rule: Thirty-one days after filing.

Purpose: The licensing division is revising these WAC based on E2SHB 1648, relating to child care provider qualifications. The current requirement for providers to have an early childhood education initial certificate or equivalent by August 1, 2026, is being changed to August 1, 2030.

Citation of Rules Affected by this Order: Amending WAC 110-300-0100, 110-301-0100, and 110-302-0100.

Statutory Authority for Adoption: RCW 43.216.755 and E2SHB 1648.

Adopted under notice filed as WSR 26-11-066 on May 20, 2026.

Number of Sections Adopted in Order to Comply with Federal Statute: New 0, Amended 0, Repealed 0; Federal Rules or Standards: New 0, Amended 0, Repealed 0; or Recently Enacted State Statutes: New 0, Amended 3, Repealed 0.

Number of Sections Adopted at the Request of a Nongovernmental Entity: New 0, Amended 0, Repealed 0.

Number of Sections Adopted on the Agency's own Initiative: New 0, Amended 0, Repealed 0.

Number of Sections Adopted in Order to Clarify, Streamline, or Reform Agency Procedures: New 0, Amended 0, Repealed 0.

Number of Sections Adopted using Negotiated Rule Making: New 0, Amended 0, Repealed 0; Pilot Rule Making: New 0, Amended 0, Repealed 0; or Other Alternative Rule Making: New 0, Amended 3, Repealed 0.

Date Adopted: July 1, 2026.

Brenda Villarreal
Rules Coordinator

RDS-7207.1

AMENDATORY SECTION (Amending WSR 21-01-181, filed 12/21/20, effective 1/21/21)

WAC 110-300-0100 General staff qualifications. All early learning providers must meet the following requirements prior to working:

(1) **Family home early learning program licensees** work from their private residence to provide early learning programing to a group of no more than ((~~twelve~~)) 12 children present at one time.

(a) A family home licensee must meet the following qualifications upon application:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have a high school diploma or equivalent; and

(iii) Complete the applicable preservice requirements pursuant to WAC 110-300-0105.

(b) A family home licensee must meet the following qualifications:

(i) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being licensed by the department, whichever occurs later;

(ii) Have an ECE short certificate or equivalent ((~~by August 1, 2028, or~~)) within two years of receiving an ECE initial certificate; and

(iii) Beginning August 1, ((~~2026~~)) 2030, a family home licensee must:

(A) Have an ECE initial certificate or equivalent within five years of being licensed by the department; and

(B) Have an ECE short certificate or equivalent within two years of receiving an ECE initial certificate.

(c) Family home licensees must have all ECE certificates or equivalent qualifications approved and verified in the department's electronic workforce registry;

(d) Family home licensees must have their professional development progress documented annually;

(e) Family home licensees must provide the following services:

(i) Be on-site for the daily operation of the early learning program ((~~fifty~~)) 50 percent or more of weekly operating hours, or designate a person with the qualifications of a family home licensee to be on-site when not present;

(ii) Comply with these foundational quality standards;

(iii) Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program;

(iv) Have knowledge of community resources available to families, including resources for children with special needs and the ability to share these resources with families; and

(v) Oversee early learning program staff and support staff in creating and maintaining staff records.

(2) **Center early learning program licensees** must meet the requirements of a center director, listed in subsection (3) of this section, or hire a center director who meets the qualifications prior to being granted an initial license. Center licensees who fulfill the role of center director in their early learning program must complete all trainings and requirements for center directors.

(3) **Center directors or assistant directors** manage the early learning program and set appropriate program and staff expectations.

(a) A center director must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) A center director must complete an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030;

(B) A center director hired or promoted after this chapter becomes effective must have an ECE state certificate or equivalent within five years of the time of hire.

(iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program and at least six months of experience in administration or management or a department approved plan;

(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;

(v) If a center director does not meet the minimum qualification requirements, the center early learning program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions;

(vi) Have their continued professional development progress documented annually.

(b) An assistant director must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) An assistant director must complete an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030;

(B) An assistant director hired or promoted after this chapter becomes effective must have an ECE state certificate or equivalent within five years of the time of hire.

(iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program or two years of experience in administration or management, or a department approved plan;

(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;

(v) Have their continued professional development progress documented annually.

(c) A center director or assistant director or equivalent must provide the following services:

(i) Be on-site for the daily operation of the early learning program ((~~fifty~~)) 50 percent or more of weekly operating hours up to ((~~forty~~)) 40 hours per week, or designate a person with the qualifications of an assistant director, program supervisor, or equivalent. A center director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities;

(ii) Comply with foundational quality standards;

(iii) Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program (or designate a program supervisor with this responsibility);

(iv) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families; and

(v) Oversee professional development plans for early learning program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Observing and mentoring staff.

(4) **Center program supervisors** plan the early learning program services under the oversight of a center director or assistant director.

(a) A program supervisor must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030;

(iii) Have two years of experience as a teacher of children in any age group enrolled in any early learning program;

(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105; and

(v) Have their continued professional development progress documented annually.

(b) A program supervisor performs the following duties:

(i) Guide the planning of curriculum philosophy, implementation, and environmental design of the early learning program;

(ii) Comply with foundational quality standards;

(iii) Act as a teacher or director as long as it does not interfere with the program supervisor's primary responsibilities; and

(iv) Manage the professional development plans and requirements for staff as needed.

(c) One person may be the center director, assistant director, and the program supervisor when qualified for all positions, provided that all requirements of subsection (3)(a) and (b) of this section are met.

(5) ((~~Any individual hired or promoted into a position detailed in subsections (2), (3), and (4) of this section who does not have an ECE state certificate or equivalent as required under subsections (3)(a)(ii), (b)(ii), and (4)(a)(ii) of this section must instead meet the following requirement as approved and verified in the electronic workforce registry by the department:~~)) **Center directors, assistant directors, and program supervisors,** at the time of hiring or promotion, must have one of the following approved and verified in the department's electronic workforce registry:

(a) An ECE state certificate or equivalent; or

(b) Completed the number of college quarter credits per the capacity of the license as outlined in the following chart:

If a center is licensed for this number of children:	Then the director, assistant director, or program supervisor must have completed at least this number of college quarter credits in early childhood education core competencies:
(a) 12 or fewer	10
(b) 13 to 24	25
(c) 25 or more	45

(6) **Lead teachers** are responsible for implementing the center or family home early learning program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.

(a) A lead teacher must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have a high school diploma or equivalent; and

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105.

(b) A center lead teacher must meet the following requirements:

(i) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into the position, whichever occurs later;

(ii) Have an ECE short certificate or equivalent ((~~by August 1, 2028, or~~)) within two years of receiving an ECE initial certificate; and

(iii) Beginning August 1, ((~~2026~~)) 2030, a center lead teacher must:

(A) Have an ECE initial certificate or equivalent within five years of being hired or promoted into this position; and

(B) Have an ECE short certificate or equivalent within two years of receiving an ECE initial certificate.

(c) Have all ECE certificates or equivalent qualifications approved and verified in the department's electronic workforce registry;

(d) Have their professional development progress documented annually; and

(e) A family home lead teacher must meet the following requirements:

(i) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into the position, whichever occurs later;

(ii) Beginning August 1, ((~~2026~~)) 2030, a family home lead teacher must have an ECE initial certificate or equivalent within five years of being hired or promoted into the position;

(iii) Have all ECE certificates or equivalent qualifications approved and verified in the department's electronic workforce registry; and

(iv) Have their professional development progress documented annually.

(7) **Assistant teachers** help a lead teacher or licensee provide instructional support to children and implement developmentally appropriate programs in center or family home early learning programs.

(a) An assistant teacher must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have a high school diploma or equivalent;

(iii) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into this position, whichever occurs later;

(iv) Beginning August 1, ((~~2026~~)) 2030, an assistant teacher must have an ECE initial certificate or equivalent within five years of being hired or promoted into the position;

(v) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105; and

(vi) Have their professional development progress documented annually.

(b) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job classroom training from the classroom's assigned lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the provider must notify the department with a plan to manage the classroom.

(8) **Aides** provide classroom support to an assistant teacher, lead teacher, program supervisor, center director, assistant director, or family home licensee. Aides must meet the following qualifications:

(a) Be at least ((~~fourteen~~)) 14 years old;

(b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;

(c) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;

(d) Have their professional development progress documented annually; and

(e) Aides may be counted in the staff-to-child ratio if they are working under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee.

(i) Aides working ((~~nineteen~~)) 19 or fewer hours per month can be counted towards staff-to-child ratio with applicable preservice requirements pursuant to WAC 110-300-0105 but without in-service training requirements pursuant to WAC 110-300-0107 (1)(a).

(ii) Aides who work more than ((~~nineteen~~)) 19 hours per month and who have a cumulative ((~~twelve~~)) 12 months of employment must complete applicable preservice requirements detailed in WAC 110-300-0105 and the in-service training detailed in WAC 110-300-0107 (1)(a).

(9) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (8) of this section must meet the following qualifications:

(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(b) Have a negative TB test, pursuant to WAC 110-300-0105; and

(c) Complete program based staff policies and training, pursuant to WAC 110-300-0110.

(10) **Volunteers** help at early learning programs. Volunteers must meet the following qualifications:

(a) Be at least ((~~fourteen~~)) 14 years old (volunteers must have written permission to volunteer from their parent or guardian if they are under ((~~eighteen~~)) 18 years old);

(b) Work under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee;

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they:

(i) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(ii) Complete a TB test, pursuant to WAC 110-300-0105;

(iii) Complete the training requirements, pursuant to WAC 110-300-0106;

(iv) Complete program based staff policies and training, pursuant to WAC 110-300-0110; and

(v) Have their professional development progress documented annually.

(d) Occasional volunteers must comply with (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

RDS-7208.1

AMENDATORY SECTION (Amending WSR 21-10-035, filed 4/27/21, effective 6/1/21)

WAC 110-301-0100 General staff qualifications. All school-age providers must meet the following requirements prior to working:

(1) **School-age program licensees** must meet the requirements of a program director listed in subsection (2) of this section or hire a program director who meets the qualifications prior to being granted an initial license. School-age program licensees who fulfill the role of program director in their school-age program must complete all trainings and requirements for program director.

(2) **Program directors** manage the overall school-age program operations and facilities and set appropriate program and staff expectations. The program director is not responsible for being on-site at the program, unless the program director is filling in for an on-site role.

(a) A program director must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Complete ((~~forty-five~~)) 45 college credits in any ((~~one hundred~~)) 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department ((~~as follows:~~

~~(A) A program director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional thirty-three college credits in any one hundred-level or above college coursework or equivalent within five years of the date this section becomes effective.~~

~~(B)~~)). A program director ((~~hired or promoted after this chapter becomes effective~~)) must have completed ((~~twelve~~)) 12 college credits in any ((~~one hundred~~)) 100-level or above coursework or equivalent prior to being hired or promoted, and complete an additional ((~~thirty-three~~)) 33 college credits in any ((~~one hundred~~)) 100-level or above coursework or equivalent within five years of the time of hire or promotion((~~.~~));

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(iv) Have their continued professional development progress documented annually.

(b) A program director must provide the following services:

(i) A program director may fill in as a site director or teacher if acting in this role does not interfere with the responsibilities of managing the school-age program;

(ii) Comply with foundational quality standards;

(iii) Develop a program philosophy, communicate the philosophy to all school-age program staff, parents, and guardians, and train staff to ensure the philosophy serves all children in the program (or designate a site director with this responsibility);

(iv) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families (or designate a site director with this responsibility); and

(v) Oversee professional development plans for school-age program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Mentoring the site director.

(3) **Site directors** plan and implement the school-age program services under the oversight of a program director. The site director is responsible for being on-site during the program's operating hours.

(a) A site director must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Complete ((~~thirty~~)) 30 college credits in any ((~~one hundred~~)) 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department ((~~as follows:~~

~~(A) A site director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional eighteen college credits in any one hundred-level or above coursework or equivalent within five years of the date this section becomes effective;~~

~~(B)~~)). A site director ((~~hired or promoted after this chapter becomes effective~~)) must have completed ((~~twelve~~)) 12 college credits in any ((~~one hundred~~)) 100-level or above coursework or equivalent prior to being hired or promoted, and complete an additional ((~~eighteen~~)) 18 college credits in any ((~~one hundred~~)) 100-level or above coursework or equivalent within five years of the time of ((~~hire or promotion.~~)) being hired or promoted;

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(iv) Have their continued professional development progress documented annually.

(b) A site director performs the following duties:

(i) Plan and implement curriculum and environmental design of the school-age program;

(ii) Be on-site providing regular supervision of staff and volunteers;

(iii) Comply with foundational quality standards;

(iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and

(v) Observe and mentor staff.

(c) One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (2)(a) of this section are met.

(d) For program continuity, a lead teacher can fill in for a site director up to two weeks. If longer than two weeks, the licensee or program director must notify the department with a plan for how the site director's responsibilities will be managed during the site director's absence.

(4) **Lead teachers** are responsible for implementing the school-age program. Lead teachers develop and provide a nurturing and responsive environment that meets the needs of enrolled children. A lead teacher must meet the following qualifications:

(a) Be at least ((~~eighteen~~)) 18 years old;

(b) Have a high school diploma or equivalent;

(c) Have completed ((~~twelve~~)) 12 college credits in any ((~~one hundred~~)) 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department within ((~~five years of the date this section becomes effective, or~~)) five years from being ((~~employed~~)) hired or promoted into this position at any licensed school-age program, whichever comes later;

(d) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(e) Have their professional development progress documented annually.

(5) **Assistant teachers** help a lead teacher provide instructional support to children and implement developmentally appropriate programming.

(a) An assistant teacher must meet the following qualifications:

(i) Be at least ((~~eighteen~~)) 18 years old;

(ii) Have a high school diploma or equivalent; and

(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105.

(b) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job training from the lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the program director or site director must notify the department with a plan for how the lead teacher's responsibilities will be managed during the lead teacher's absence.

(6) **Aides** provide classroom support to an assistant teacher, lead teacher, site director, or program director. Aides must meet the following qualifications:

(a) Be at least ((~~fourteen~~)) 14 years old;

(b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;

(c) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and

(d) Aides may be counted in the staff-to-child ratio if they are working under the continuous supervision of a lead teacher, site director, or program director.

(7) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (6) of this section must meet the following qualifications:

(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(b) Have a negative TB test, pursuant to WAC 110-301-0105; and

(c) Complete program based staff policies and training, pursuant to WAC 110-301-0110.

(8) **Volunteers** help at a school-age program. Volunteers must meet the following qualifications:

(a) Be at least ((~~fourteen~~)) 14 years old and have written permission to volunteer from their parent or guardian if under ((~~eighteen~~)) 18 years old;

(b) Work under the continuous supervision of a lead teacher, site director, or program director;

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they:

(i) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(ii) Complete a TB test, pursuant to WAC 110-301-0105;

(iii) Complete the training requirements, pursuant to WAC 110-301-0106; and

(iv) Complete program-based staff policies and training, pursuant to WAC 110-301-0110.

(d) Occasional volunteers must comply with (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardi-

an, family member, or community member helping with a cultural celebration.

RDS-7209.1

AMENDATORY SECTION (Amending WSR 23-10-059, filed 5/1/23, effective 6/1/23)

WAC 110-302-0100 General staff qualifications for ONB programs. All ONB providers must meet the applicable requirements detailed in this section prior to working at a licensed or certified ONB program.

(1) Prior to being granted an initial license, **licensees** must:

(a) Meet the requirements of the director listed in subsection (2) of this section;

(b) Meet the requirements of the program director listed in subsection (5) of this section; or

(c) Hire a director or program director who meets the qualifications.

(2) **Directors or assistant directors** for ONB programs that enroll preschool-age and school-age children, or only preschool-age children, manage the ONB program and set appropriate ONB program, and staff expectations.

(a) A **director** must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Complete an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into the position, whichever occurs later;

(iii) Have two years of experience as a teacher of children in any age group enrolled in an ONB program and at least six months of experience in administration or management, or a department approved plan;

(iv) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110;

(v) If a director does not meet the minimum qualification requirements, the ONB program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions; and

(vi) Have their continued professional development progress documented annually.

(b) An **assistant director** must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Complete an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of licensure or being hired or promoted into the position, whichever occurs later.

(iii) Have two years of experience as a teacher of children in any age group enrolled in an ONB program or two years of experience in administration or management, or a department approved plan;

(iv) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and

(v) Have their continued professional development progress documented annually.

(c) A **director** or an **assistant director** or the equivalent staff position must provide the following services:

(i) Be on-site for the daily operation of the ONB program 50 percent or more of the weekly operating hours up to 40 hours per week, or designate a person with the qualifications of an assistant director, program supervisor or equivalent. On-site duties may include, but are not limited to, providing oversight, as-needed support for children and staff, and providing family engagement services. For the other 50 percent, the director must designate a staff person who meets at least the qualifications of a lead teacher to be on-site and in charge. The director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities;

(ii) Be available to provide in-person support to the ONB program within 30 minutes of a request for support;

(iii) Comply with the requirements of this chapter;

(iv) Develop a curriculum philosophy, communicate the philosophy to all ONB program staff and parents, and train staff to ensure the philosophy serves all children in the ONB program or designate a program supervisor with this responsibility;

(v) Lead the development of benefit-risk assessments, and associated risk management policies and procedures, pursuant to WAC 110-302-0471;

(vi) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families; and

(vii) Oversee professional development plans for ONB program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Observing and mentoring staff.

(3) **Program supervisors** for programs that enroll preschool-age and school-age children, or only preschool-age children, plan the ONB program services under the oversight of a director or assistant director.

(a) A **program supervisor** must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have an ECE state certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Complete an ECE state certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into

the position, whichever occurs later. If the director or assistant director does not have an ECE state certificate or equivalent as required by this section, the program supervisor must have an ECE state certificate at the time of initial licensing of the ONB child care program or from the time of hire or promotion;

(iii) Have two years of experience as a teacher of preschool-age or school-age children in an ONB program;

(iv) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and

(v) Have their continued professional development progress documented annually.

(b) A program supervisor performs the following duties:

(i) Guide the planning of curriculum philosophy, implementation, and environmental design of the ONB program;

(ii) Comply with the requirements described in this chapter;

(iii) Act as a teacher or director as long as it does not interfere with the program supervisor's primary responsibilities; and

(iv) Manage the professional development plans and requirements for staff as needed.

(c) One person may be the director, assistant director, and the program supervisor when qualified for all positions, provided that all requirements of subsection (2)(a) and (b) of this section are met.

(4) Any individual hired or promoted into a position detailed in subsections (2) and (3) of this section who does not have an ECE state certificate or equivalent as required in this section must instead meet the requirements of this subsection. These requirements must be approved and verified in the electronic workforce registry by the department:

If an ONB program is licensed for this number of children:	Then the director, assistant director, or program supervisor must have completed at least this number of college quarter credits in early childhood education core competencies:
12 or fewer	10
13 to 24	25
25 or more	45

(5) **Program directors** for programs that enroll only school-age children manage the overall ONB program operations and facilities and set ONB program and staff expectations. The program director is not responsible for being on-site at the ONB program, unless the program director is filling in for an on-site role.

(a) A **program director** must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have 45 college credits in any 100-level or above college coursework or equivalent or nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Have at least 12 college credits in any 100-level or above college coursework or equivalent at the time of initial licensure or

being hired or promoted into the position, and complete an additional 33 college credits in any 100-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position;

(iii) Have two years of experience as a teacher of preschool-age or school-age children enrolled in an ONB program;

(iv) Have at least six months of experience in administration or management, or a department approved plan;

(v) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and

(vi) Have their continued professional development progress documented annually.

(b) A program director must provide the following services:

(i) Comply with the requirements described in this chapter;

(ii) Be available to provide in-person support to the ONB program within 30 minutes of a request for support. On-site duties may include, but are not limited to, providing oversight, as-needed support for children and staff, and providing family engagement services;

(iii) Develop a curriculum philosophy, communicate the philosophy to all ONB program staff and parents, and train staff to ensure the philosophy serves all children in the ONB program (or designate a site director with this responsibility);

(iv) Lead the development of benefit-risk assessments and associated risk management policies and procedures pursuant to WAC 110-302-0471, or designate a site director to perform this duty;

(v) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families, or designate a site director with this responsibility; and

(vi) Oversee professional development plans for ONB program staff including, but not limited to:

(A) Providing support to staff for creating and maintaining staff records;

(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and

(C) Mentoring the site director.

(6) **Site directors** (for programs that enroll only school-age children) plan and implement the ONB program services under the oversight of the program director. The site director is responsible for being on-site during the ONB program's operating hours.

(a) A site director must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have 30 college credits in any 100-level or above college coursework or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and

(B) Have at least 12 college credits in any 100-level or above college coursework or equivalent at the time of initial licensure or being hired or promoted into the position, and complete an additional 18 college credits in any 100-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position;

(iii) Have two years of experience as a teacher of preschool-age or school-age children in any ONB program;

(iv) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302- 0107, and 110-302-0110; and

(v) Have their continued professional development progress documented annually.

(b) A site director performs the following duties:

(i) Plan and implement curriculum and environmental design of the ONB program;

(ii) Providing regular on-site supervision of staff and volunteers;

(iii) Complies with the requirements of this chapter;

(iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and

(v) Observe and mentor staff.

(7) One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (5)(a) of this section are met.

(8) **Lead teachers** are responsible for implementing the ONB program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.

(a) A lead teacher must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have a high school diploma or equivalent as approved and verified in the electronic workforce registry by the department;

(iii) Unless otherwise stated in this chapter, complete the applicable preservice, training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and

(iv) Have their professional development progress documented annually.

(b) Lead teachers for programs that enroll preschool-age and school-age children, or only preschool-age children, must meet the following requirements:

(i) Have an ECE short certificate or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 10 hours or one credit of nature-based education training at the time of hire;

(B) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into the position, whichever occurs later; and

(C) Have an ECE short certificate or equivalent ((~~by August 1, 2028, or~~)) within two years of receiving an ECE initial certificate;

(ii) During all operating hours when children are present and the director, assistant director, or program supervisor are not on-site, a lead teacher must meet the following additional requirements:

(A) Have two years of experience as a teacher in an ONB program; and

(B) Have completed a department orientation for ONB programs.

(c) Lead teachers for programs that enroll only school-age children must meet the following requirements:

(i) Have 12 college credits in any 100-level or above college coursework or equivalent and nature-based education training or equiv-

alent as approved and verified in the electronic workforce registry by the department as follows:

(A) Have 10 hours or one credit of nature-based education training at the time of hire; and

(B) Have 12 college credits in any 100-level or above college coursework or equivalent within five years of being hired or promoted into this position.

(ii) During all operating hours when children are present and the program director or site director are not on-site, a lead teacher must meet the following additional requirements:

(A) Have two years of experience as a teacher in an ONB program; and

(B) Have completed a department orientation for ONB programs.

(9) **Assistant teachers** help a lead teacher provide instructional support to children and implement developmentally appropriate programming.

(a) An assistant teacher must meet the following qualifications:

(i) Be at least 18 years old;

(ii) Have a high school diploma or equivalent as approved and verified in the electronic workforce registry by the department; and

(iii) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110.

(b) Assistant teachers for programs that enroll preschool-age and school-age children, or only preschool-age children must meet the following requirements:

(i) Have an ECE initial certificate or equivalent by August 1, ((~~2026~~)) 2030, or within five years of being hired or promoted into this position, whichever occurs later;

(ii) Beginning August 1, ((~~2026~~)) 2030, an assistant teacher must have an ECE initial certificate or equivalent within five years of being hired or promoted into the position;

(iii) The ECE certificate or equivalent must be approved and verified in the electronic workforce registry by the department; and

(iv) Have their professional development progress documented annually.

(c) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job classroom training from the classroom's assigned lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

(10) **Aides** provide support to an assistant teacher, lead teacher, program supervisor, site director, assistant director, program director, or director.

(a) Aides must:

(i) Be at least 14 years old;

(ii) Have a high school diploma or equivalent as approved and verified in the electronic workforce registry by the department, or be currently enrolled in high school or an equivalent education ONB program;

(iii) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and

(iv) Have their professional development progress documented annually.

(b) Aides may be counted in the staff-to-child ratio if they are working under the continuous oversight of a lead teacher, program supervisor, site director, assistant director, program director, or director.

(11) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (10) of this section must meet the following qualifications:

(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(b) Have a negative TB test, pursuant to WAC 110-302-0105; and

(c) Complete ONB program based staff policies and training, pursuant to WAC 110-302-0110.

(12) **Volunteers** help at ONB programs. Volunteers must meet the following qualifications:

(a) Be at least 14 years old and have written permission to volunteer from their parent or guardian if they are under 18 years old; and

(b) Work under the continuous oversight of a director, program director, assistant director, site director, program supervisor, lead teacher, or assistant teacher;

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they meet the following qualifications:

(i) Be at least 18 years old;

(ii) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(iii) Complete a TB test, pursuant to WAC 110-302-0105;

(iv) Unless otherwise stated in this chapter, complete the training requirements, pursuant to WAC 110-302-0106; and

(v) Complete ONB program based staff policies and training, pursuant to WAC 110-302-0110.

(d) Occasional volunteers must comply with (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.