



## Policy FAQ

**Policy Title:** EEC Essentials Training Requirements

**Policy Number:** FO-26-04

**Release Date:** May 6, 2026

**Effective Date:** July 1, 2026

**Policy Link:** [Link to full policy document](#)

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**Q. Why do I need to take these trainings?**

A. These trainings are a federal requirement of The Child Care and Development Block Grant of 2014 (or CCDBG), the primary federal source of early childhood funding. Their purpose is to support early childhood educators in key content areas to protect a child’s health and safety while in care.

**Q. I took the original EEC Essentials 12-course training package. Do I need to take the EEC Essentials 2.0 training package?**

A. Yes.

**Q. Which EEC Essentials 2.0 training package do I need to take?**

A. There are two packages of EEC Essentials 2.0 trainings. Staff will enroll and complete the applicable package according to their program type:

- All staff working directly with children and counting in ratio in **early childhood programs (center-based and family child care)** will enroll in and complete the 13-course package labeled “EEC Essentials for Early Childhood 2.0.” This package should take approximately 12 hours and is only required to be taken once.

- All staff working directly with children and counting in ratio in **Afterschool and Out-of-School Time (ASOST) programs** will enroll in and complete the 11-course package labeled “EEC Essentials for ASOST Programs 2.0.” This package should take approximately 10 hours and is only required to be taken once.

**Q. Do I need to take the EEC Essentials 2.0 training package yearly?**

A. The EEC Essentials 2.0 training package only needs to be taken once. Educators need to take the **EEC Essentials Refresher package** each year by June 30<sup>th</sup>.

**Q. I took the EEC Essentials 2.0 training package before I was hired. Do I need to take the EEC Essentials Refresher training?**

A. Yes, all applicable staff must complete the EEC Essentials Refresher training each year on or before June 30<sup>th</sup>.

**Q. Which EEC Essentials Refresher training package do I need to take?**

A. There are two packages of the EEC Essentials Refresher trainings. Staff will enroll and complete the applicable package according to their program type:

- All applicable staff in **early childhood programs (center-based and family child care)** will enroll in and complete the three-hour “EEC Essentials Refresher for Early Childhood” package each year on or before June 30<sup>th</sup>.
- All applicable staff in **Afterschool and Out-of-School Time (ASOST) programs** will enroll in and complete the three-hour “EEC Essentials Refresher for ASOST Programs” package each year on or before June 30<sup>th</sup>.

**Q. Where are the EEC Essentials 2.0 and the EEC Essentials Refresher trainings located?**

A. You can find the trainings in EEC’s [\*\*StrongStart Learning Management System \(LMS\)\*\*](#). The LMS offers and tracks EEC courses, including self-paced courses such as the EEC Essentials 2.0 courses, as well as EEC-approved instructor-led courses.

**Q: I am a new teacher at a child care center (or FCC program). Which of the two training modules do I need to complete first?**

A: The EEC Essentials 2.0 training package must be completed prior to starting work at the program. Each year thereafter, you will need to complete the EEC Essentials Refresher training based on your care type.

- Q. Can new staff start work in a program before completing the EEC Essentials 2.0 course?**
- A. All staff are required to complete the EEC Essentials 2.0 course package that is appropriate for their program type before working with children in a program.
- Q. I was already working in a program when the EEC Essentials 2.0 requirement went into effect. What is the date by which I need to complete the EEC Essentials 2.0?**
- A. All staff are required to complete the EEC Essentials 2.0 course package by June 30, 2025.
- Q. I took the EEC Essentials 2.0 less than a year ago, before I began working in a program. Do I need to complete the EEC Essentials Refresher training by June 30<sup>th</sup> of the same year?**
- A. No, you may take the EEC Essentials Refresher training for the first time by June 30<sup>th</sup> of the FOLLOWING year. For example, if you completed the EEC Essentials 2.0 training on February 15<sup>th</sup> of 2026, you do not need to complete the EEC Essentials Refresher training until June 30<sup>th</sup>, 2027. Thereafter, you must take the Refresher course each year on or before June 30<sup>th</sup>.
- Q. What if I have previously taken an EEC-approved course on any of these topics?**
- A. All Staff working directly with children need to complete the EEC Essentials 2.0 course before working with children. This includes staff that may have taken training on one or more of these topics in the past. These are requirements from the Federal Government.
- Q. Do these trainings count towards my EEC-required professional development hours?**
- A. Completion of the EEC Essentials 2.0 training package via EEC's LMS will count toward the required yearly professional development training hours.

Completion of the yearly EEC Essentials Refresher training will count towards the required yearly professional development training hours **the first time it is taken only.**

**Q. Do any of these trainings count towards my EEC-required professional development hours in diverse learners?**  
A. No, none of these trainings count towards EEC professional development requirements in diverse learners.

**Q. I don't work with infants. OR I work in a program which serves infant children, but I don't work in an infant classroom. Do I need to take "Infant Safe Sleep Practices" and "Shaken Baby Syndrome"?**  
A. All staff in early childhood center-based or FCC programs must complete each of the EEC Essentials 2.0 training modules, including "Infant Safe Sleep Practices" and "Shaken Baby Syndrome." Staff in ASOST programs will complete the EEC Essentials 2.0 for ASOST programs, which does not include the two infant-focused courses.

**Q. Is the "First Aid and CPR Overview" training different than obtaining a First Aid or CPR certification?**  
A. Yes, the "First Aid and CPR Overview" is a federally required training that provides an overview of the topic **but does not result in certification**. EEC's regulatory requirements regarding CPR and First Aid certification have not changed.

## **REQUIRED PARTICIPANTS**

**Q. Do Program Administrators need to take the trainings?**  
A. Yes.

**Q. Do substitutes who work occasionally (and *are* counted in ratio when they work) need to take the trainings?**  
A. Yes. Any staff counted in ratio must take the trainings.

**Q. Do volunteers need to take the trainings?**  
A. Volunteers who are counted in ratio must take the trainings.

**Q. Do bus monitors (not drivers) need to take the Transportation course?**  
A. Yes.

- Q. Drivers do not have a PQR number. What should they use in place of the PQR number for registration?**
- A. Drivers may use the code “1111” in place of the PQR number when registering in the LMS.
- Q. Do Family Child Care (FCC) Licensees need to take the trainings?**
- A. Yes, as all staff working directly with children need to complete the EEC Essentials 2.0 training and yearly EEC Essentials Refresher training.
- Q. Do FCC Certified Assistants and Regular Assistants need to take the training?**
- A. Yes, as all staff working directly with children need to complete the EEC Essentials 2.0 training and yearly EEC Essentials Refresher training.
- Q. Do FCC System staff need to take the trainings?**
- A. No, FCC System staff (Home Visitors, PD/QRIS support staff, etc.) do not need to take the trainings. It is, however, highly recommended that they take the trainings so they can support their FCC educators.
- Q. In Head Start, where there are also family service and support staff, do they all need to take the trainings, or just the education department?**
- A. Per the policy, anyone who works directly with children and program administrators must take the trainings.
- Q. If we contract with an outside bus company who is responsible for making sure bus drivers do the transportation training?**
- A. The program is responsible for making sure that their contracted transportation has completed the training.
- Q. The driver we have is from the public-school system for a child who receives services. Do we need to have him/her take the transportation module? What if the bus company won't comply?**
- A. The transportation module must be completed by any transportation contractors on behalf of the program. Although EEC does not have direct oversight of transportation companies, if they do not comply, EEC may take action against the program.

## **MONITORING AND COMPLIANCE**

**Q. How will EEC be monitoring my compliance with completing these trainings?**

A. Program Director(s)/FCC Licensees must maintain a personnel record for each program staff member/FCC Assistant showing proof of completion of the required training package. On July 1, 2025, EEC licensing staff began monitoring to determine whether the EEC Essentials 2.0 training requirements had been completed. Starting July 1, 2026, EEC licensing staff will begin monitoring to determine whether the EEC Essentials Refresher training requirements have been completed.

**Q. How do I prove I have taken the courses?**

A. Upon completion of the EEC Essentials 2.0 and EEC Essentials Refresher training packages, staff working in center-based and funded programs should submit their certificate to their program administrator or director, who will add the certificate to their program file/personnel record.

Family Child Care licensees should upload their certificates, along with those of all staff working in the program, to their Document Library in the LEAD portal.

**Q. If staff don't complete the *EEC Essentials 2.0* training and EEC Essentials Refresher requirements, what does that mean for our program?**

A. On July 1, 2025, EEC licensing staff began monitoring to ensure that the EEC Essentials 2.0 training requirements had been completed. Starting July 1, 2026, EEC licensing staff will begin monitoring to determine whether the EEC Essentials Refresher training requirements have been completed. A program's failure to ensure that each program staff member/assistant working directly with children and counting in the program's staff-child ratio has completed the training package may result in citations of non-compliance.