



POLICY ADVISORY

Policy Title: EEC Essentials 2.0 Training Requirements

Policy Number: FO-26-04

Release Date: May 6, 2026

Effective Date: July 1, 2026

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

OVERVIEW

Both the Federal Child Care Development Block Grant (CCDBG) and Department of Early Education and Care (EEC) policy require that all staff in EEC-licensed and funded programs complete the EEC Essentials 2.0 training package before beginning work in a program. Staff are also required to take an annual EEC Essentials Refresher training package, which must be completed on or before June 30th of each year. EEC is updating its EEC Essentials 2.0 Training Requirements Policy to include this annual refresher requirement.

APPLICABILITY

This policy applies to all staff working with children and counting in ratio in EEC-licensed and funded programs.

KEY UPDATES

The following key updates have been made to the EEC Essentials 2.0 Policy:

- The EEC Essentials Refresher training package is now available through the LMS.

- All staff, including administrators and volunteers, who work with children and count in ratio must take the appropriate EEC Essentials Refresher training package annually, regardless of the frequency that they work.
 - All applicable staff in early childhood programs (center-based and family child care) must complete the training package titled “EEC Essentials Refresher for Early Childhood.”
 - All applicable Afterschool and Out-of-School Time (ASOST) staff must complete the training package titled “EEC Essentials Refresher for ASOST Programs,” which eliminates infant-focused areas.
- The EEC Essentials Refresher training package takes approximately three hours to complete and must be completed on or before June 30th of each year.
 - Staff who are currently working in EEC-licensed or funded programs who completed the 12-hour EEC Essentials 2.0 training on or before **June 30, 2025** must complete the new EEC Essentials Refresher training on or before **June 30, 2026**.
 - Staff who are new to working in EEC-licensed or funded programs who completed the 12-hour EEC Essentials 2.0 training **after June 30, 2025** must complete the new EEC Essentials Refresher training by **June 30, 2027**.
 - Moving forward, new staff must complete the full 12-hour EEC Essentials 2.0 training package before beginning work and must then complete the EEC Essentials Refresher training package each year between July 1st and June 30th (the initial EEC Essentials 2.0 training satisfies this requirement for the first year).
- The EEC Essentials Refresher training package will only count towards the required professional development training hours the first time it is taken.
- Licensors will begin monitoring for completion of the EEC Essentials Refresher training package on July 1, 2026.
 - Upon completion of the EEC Essentials Refresher training package, staff working in center-based and funded programs should submit their certificate to their program administrator or director, who will add it 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.

Please note that the above is only a highlight of the key changes to the previous policy. It is not the complete content of the policy. PLEASE SEE THE LINK ABOVE TO READ THE ENTIRE POLICY.

ADDITIONAL INFORMATION

- For more information, please see the [EEC Essentials FAQs](#).

OBSOLETE

This updated policy replaces EEC's previous EEC Essentials 2.0 Training Requirements policy issued on May 8, 2024.