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**Department of Community and Human Services**

**Developmental Disabilities Division**

**Washington State Department of Early Learning**

**Family Resources Coordination FRC Training Requirements**

**July 1, 2017 – June 30, 2018**

**FRC Year 1 Training**

The Contractor will:

1. Give each new FRC access to the DMS Training Application at hiring.
2. Ensure each new FRC completes the Year 1 Introductory FRC Modules prior to working independently as an FRC.
3. Ensure new active FRCs understand their role and the local EIS.
4. Ensure the new FRC submits the Registered FRC Form upon completion of training via e-mail to the Local Lead Agency.
5. Until the background check is cleared and Year 1 Introductory Modules and Introductory DMS Module are completed, trainees may only have direct contact with families in the IFSP process under the supervision of a Registered FRC. Trainees may perform any other duties with families for which they are otherwise qualified.
6. Ensure registered FRCs attend 2 PLC meetings in the contract year. If there are not 2 PLCs remaining, assure attendance at the first two of the next contract year.

**FRC Year 2** **Training**

The Contractor will ensure active FRCs complete Year 2 Modules and Skill Building Training. The modules are a prerequisite to Skill Building Training. .

**FRC Year 3 Training**

1. The Contractor will ensure active FRCs attend at least 12 hours of Year 3 and Beyond Training that may include ESIT Basic Part C online modules and attendance at PLC meetings.
2. Ensure all Year 3 and beyond FRCs submit the FRC Training Report Form via e-mail to the Local Lead Agency, [wendy.harris@kingcounty.gov](mailto:wendy.harris@kingcounty.gov) .
3. If a Registered FRC does not attend all required training, by June 1st of the current contract year, the FRC will be removed from the Registered FRC list no later than June 30th of the same year. An FRC, whose name is removed from the Registered FRC list, will be required to contact the FRC Training Contractor, at the Educational Service District (ESD) 112, whose telephone number is (360) 750-7500 extension 236, to obtain reinstatement requirements. If an FRC has been inactive for over a year, the FRC Year 1 and 2 requirements will apply.