



351 Pease RD  
Burlington, WA 98233  
[www.elccrossroads.com](http://www.elccrossroads.com)  
360 757 4200  
[elcatcrossroads@gmail.com](mailto:elcatcrossroads@gmail.com)

## Staff Requirements – Substitute, assistant, and lead teachers

- **High school diploma or GED**
- **Portable Background Check**

This is a specialized background check which is done through the Department of Early Learning. Other types of background checks do not fulfill the requirement. The Portable Background Check takes 2-4 weeks to process and must be cleared before you are able to be around children. There are a lot of steps so please ask for help if you need it! To apply for the PBC:

  1. Visit <https://apps.del.wa.gov/MERIT/Home/Welcome> and click “Sign in or Register” at the bottom of the page. Fill in the Merit Registration questions on the right side of the page
  2. Check your email for a confirmation email and click the link
  3. Sign in to Merit using the email and password that you provided when you registered. Click on “My Applications” tab at the top of the page, and select “STARS ID number”
  4. Enter “Crossroads Covenant Church” as your employer and “I am currently applying” as your job title. When you start work, you will update your job title to your new role.
  5. Once you have your Stars ID, return to the “My Applications” page and select “Portable Background Check Application”
  6. When you have completed the application, you will be asked to mail a \$12 check or money order to the address they provide. Be sure to write your STARS ID on the check.
  7. After they receive the check they will send you an email with instructions for fingerprinting. Call the number provided to schedule an appointment, and be prepared to pay the \$46 fee at the time of your appointment. Be sure to keep a copy of your receipt from the fingerprinting appointment!
  8. In 1-3 weeks you will receive an email saying that you are authorized to work at our center.
- **TB test**

You must have a negative tuberculosis test from the last year, or you must supply proof that it has been treated properly if your test is positive. You can have the test done with your doctor or at walk in clinic.
- **Infant, Child, and Adult CPR and First Aid**

The course must be completed in person and must include CPR for infants and children. If you don’t have a current certification, we will send you to Alpine Fire and Safety here in Burlington at no cost to you. Your card is good for 2 years.
- **Infant Safe Sleep**

This is a 1 hour free online course. For instructions on how to access the training, go to [https://del-public-files.s3-us-west-2.amazonaws.com/Safe%20Sleep%20Instructions\\_English.pdf](https://del-public-files.s3-us-west-2.amazonaws.com/Safe%20Sleep%20Instructions_English.pdf). It is also available in Spanish. Your certificate will be good for 1 year.
- **Bloodborne Pathogens**

We host a course free of charge a few times a year. Alternatively, you can take it online for \$25 at [http://www.cdastars.com/store/c88/HIV\\_AIDS\\_Bloodborne\\_Pathogens.html](http://www.cdastars.com/store/c88/HIV_AIDS_Bloodborne_Pathogens.html). It is good for 1 year.

## Required for permanent assistant and lead positions:

- **Food Handler's Permit**

This course is available online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov) and will cost \$10, payable by credit card. The video and test are available in multiple languages on this site. The card is good for 2 years.

- **STARS 30- Hours Basic Training**

This 30 hour on-line course will teach you the basics of child development and childcare. It is required before you can be offered a permanent position. Visit [www.cdatraining.org](http://www.cdatraining.org) to purchase the training. It is available in English and Spanish and costs \$150. This training is reimbursable to you by the Department of Early Learning after you complete it. If you have a CDA or college credits in Early Childhood Education, you can apply through Merit for an educational exemption.

- **Early Learning Guidelines**

This course is available for free online and takes about 2 hours. It summarizes the Washington Early Learning Guidelines, which gives benchmarks for what children of each age group typically are working on in different developmental areas. It is very useful for lesson and curriculum planning, and for increasing your awareness of what children are learning to do at different ages. I have copies of the instructions for registering and accessing the course.