



# Washington State Department of Early Learning

## Conference/Special Event-Frequently Asked Questions

- 1. What is a Conference/Special Event?** A Conference/Special Event application allows *organizations, practitioners or individuals* to give STARS hours for a pre-approved training. Conference/Special Event applications can be used up to four times per year by individuals or organizations that may or may not be state approved trainers.
- 2. Why can a Conference/Special Event application be used only four times per year?** A Conference/Special Event application is designed to support organizations and/or individuals that do not train frequently. If you plan on providing frequent training (more than four times per year) please consider becoming a State Approved trainer. You can review how to apply to become a trainer on the DEL website: <http://www.del.wa.gov/requirements/professional/approval.aspx> or email [MERIT@del.wa.gov](mailto:MERIT@del.wa.gov) for more information.
- 3. How to apply?** Sign into your MERIT account, select the Applications tab and then select the Conference/Special Event application. Submitting this application will begin the approval process for your training event. Once you complete the application, you can email supporting documents (such as a flyer or description of the event) to [training@del.wa.gov](mailto:training@del.wa.gov).
- 4. How long does it take to process a Conference/Special Event application?** When all supporting documentation is provided, applications are processed within 10 days.
- 5. My application has been approved, what's next?**
  - Provide certificate of completion:** Each participant should receive a certificate of completion that includes: name of participant, name of trainer, title of the event, core competency hours, the date, and the associated organization (if applicable).
  - Managing the training roster:** You have 30 days to complete the training roster in MERIT once an event is complete (for a series you have 30 days to complete the roster from the end of each training date). Completing the roster allows STARS hours to show up on each individual's account. Please make sure that each participant gives you her/his correct STARS ID number. To complete your roster, select your Conference/Special Event tab in MERIT and follow the steps starting on page 13 of this guide: [http://www.del.wa.gov/publications/PD/docs/MERIT\\_application\\_guide.pdf](http://www.del.wa.gov/publications/PD/docs/MERIT_application_guide.pdf)

## Conference/Special Event Glossary:

**Event:** The title of the overall conference, series or single event.

**Conference:** An event that may have multiple break-out sessions. This could be a one day or multi-day event and requires one Conference/Special Event Application.

**Series:** Ongoing training that meets repeatedly. Examples include weekly or monthly trainings and can be approved for up to one year. A series requires one Conference/Special Event Application.

**One time event:** A single day event by a non-state approved trainer

**Sliding scale:** A variable registration fee for training. Examples include member discounts, early bird registrations or income-based registration fees.

**Publicly Available:** An event that is publicly available is open to the general public. Do not select this option if the training is specific to your staff, employees or a specific group of participants.

**Organization Association:** If you are training in partnership with an organization, you may associate yourself with that organization. If your organization is not listed in MERIT, please contact [MERIT@del.wa.gov](mailto:MERIT@del.wa.gov) to add your organization to our registry.

**Supporting Documents:** Supporting documentation should include the event date, cost, location, speaker(s) information, Washington State Core Competency information, and website information (if any).

For questions please email [MERIT@del.wa.gov](mailto:MERIT@del.wa.gov)