

# Trainer Approval Process: Instructions

## Applying to become a state-approved trainer is easy:

- 1** Go to the Trainer and Training Approval page on the Department of Early Learning (DEL) website (<http://www.del.wa.gov/Professional/approval.aspx>). Download the six documents and forms listed at the top of the page. (See the overview below to learn more).
- 2** Fill in the *Trainer Applicant Registration* form and the *Core Competency Demonstration* form. Submit both forms to DEL at [training@del.wa.gov](mailto:training@del.wa.gov).
- 3** DEL will arrange an in-person review of your skills and qualifications. For this, DEL will:
  - Schedule a trainer-coach to observe you teaching a class for adult learners.
  - Email the documents in advance so you'll know which competencies the coach will observe.
  - Provide feedback along with approval information following the observation.

DEL bases approval on a combination of your experience and education. We'll also approve you as a trainer according to your level of competency in each of the core competency areas.

## Overview of Forms and Documents

1. *Trainer Applicant Approval Checklist*: helps you to keep track of the items that are required for approval and check them off as you complete them.
2. *Trainer Applicant Registration Form*: captures the information required in MERIT to set up a trainer account. Once you submit this form, DEL will arrange for a trainer-coach to observe you teaching a class.
3. *Core Competency Demonstration Form*: allows you to list your experience and training in particular core competency areas. Members of the Trainer Approval Board will review this form to determine your qualifications and competency levels in each area.
4. *Instructions for Core Competencies Demonstration Form*: offers examples of experience and education to help you fill out the Core Competencies Demonstration form.
5. *Trainer Observation Rubric*: will be used by the person who observes your class to document and score your skills when you teach adults.
6. *Trainer Competencies in Washington State*: explains the foundational skills and knowledge expected of those who teach adults; trainer competencies are used to support the professional development of trainers in Washington State.

**Still have questions?** Contact [training@del.wa.gov](mailto:training@del.wa.gov) or ask your organization trainer mentor.