

# Employment Verification Form

Managed Education and Registry Information Tool  
[merit.del.wa.gov](http://merit.del.wa.gov)



Use this form if you are applying to be a state-approved trainer at the Higher Education level. **Faculty are not required to have education verified or submit official transcripts. You may choose to either:**

- 1) Submit this form, intended to verify your status as a current faculty member. Choosing this option will exempt you from submitting official transcripts to verify your degree(s). You must have this form signed by a qualified department representative who can attest to your affiliation with the institution. This measure ensures that only qualified individuals can access and complete the higher education fast-track application.
- 2) Submit official transcripts to have your degree(s) verified in MERIT. If you would like to be placed on the Career Lattice and be eligible for the monetary award associated with your Step placement, official transcripts for education verification are required. Choosing this option will exempt you from submitting the Employment Verification Form.

## SECTION 1: APPLICANT INFORMATION

Last name:		First Name:		STARS ID:	
Mailing Address:				Apartment/Unit #:	
City:		State:	Zip Code:	County:	
Phone Number (home):			Phone Number (business):		

## SECTION 2: EDUCATIONAL CREDENTIALS

**Applicants must demonstrate award of at least a Bachelor's degree or higher in any field.**

Degree Type:		Major/Area of Study:	
Year Awarded:		Total College Level Credits:	
Degree Level:		Major/Area of Study:	
Year Awarded:		Total College Level Credits:	
Degree Level:		Major/Area of Study:	
Year Awarded:		Total College Level Credits:	

## SECTION 3: INSTITUTION INFORMATION

Name of Institution:			
Name of Department:			
Address:			
City:	State:	Zip Code:	County:

## SECTION 4: AREA(S) OF INSTRUCTION

Please list the area(s) of instruction you provide as current faculty or adjunct faculty at the above institution:

## SECTION 5: QUALITY ASSURANCES & ACKNOWLEDGEMENTS

- The standards for becoming a state-approved trainer for Washington under the authority of the Department of Early Learning (DEL) require verification of educational credentials. As a current faculty or adjunct faculty member at an institution of higher education, DEL assumes that the hiring institution completed a thorough review and confirmed the validity of the educational credentials necessary to meet the standards for employment.
- By signing this document, the department authority of the institution affirms the current faculty or adjunct faculty member's employment status at the institution.
- Approval as a trainer in this capacity does not imply that the institution is responsible for the training provided during the faculty member's approval period. Training provided outside of the institution is advertised as being provided by the approved trainer as an independent trainer and requires a state UBI number and/or affiliation with a given organization.

I, \_\_\_\_\_ certify that the above information is true and I understand all assurances as outlined above.

Signature: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_