

# State-Approved Training Concern Form

Managed Education and Registry Information Tool

[merit.del.wa.gov](http://merit.del.wa.gov)



Use this form to notify MERIT and DEL of a concern regarding a state-approved trainer or training. Please Print or Type.

## SECTION 1: APPLICANT INFORMATION

Last name	First Name	Middle Name	Date of Birth (mm/dd/yyyy)	
Mailing Address			Apartment/Unit #	
City		State	Zip Code	County of Residence
STARS ID	Phone Number (contact)	E-mail		

## SECTION 2: TRAINING DETAILS

Name of state-approved trainer and Trainer ID:	
Title of training attended:	
Training Start Date (mm/dd/yyyy)	Training End Date (mm/dd/yyyy)

## SECTION 3: CONCERN DETAILS

Please provide a detailed description of your concern, including specific examples.

## SECTION 4: STATEMENT OF UNDERSTANDING (Signature Required to Process Request)

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I understand that:

- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- All forms and documentation submitted to DEL will become the property of DEL.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## CONCERN FORM GUIDELINES AND POLICY

The Department of Early Learning takes all concerns seriously and all requests are handled in a confidential manner. The process for trainer and training concerns is as follows:

- **The Training Concern Form must be received within 60 days of the original training.**
- The applicant completes and submits the Training Concern Form to MERIT at DEL, explaining the situation and including additional, necessary documentation to review the request.
- Within 10 business days of receiving the completed Training Concern Form, MERIT staff will review the written concern and notify the requestor that the concern is being addressed or that the concern does not fall within the scope of the Standards and Responsibilities. A contact name and email/phone number from the person filing the form must be listed to process the Training Concern Form.
- If the concern relates to an area within the Standards and Responsibilities listed above, the trainer will be notified and asked to respond.
- The trainer must respond to MERIT staff in writing about the concern within 30 calendar days to maintain an active state-approved status. The trainer is asked to respond to the concern and document how this problem will be addressed in future trainings. The trainer may deny the concern allegation, but must document how the concern will be considered in future work. The Professional Development Administrator will review the trainer response and if there is adequate explanation and attention to the matter, the concern is considered resolved. If the response indicates that the Standards and Responsibilities were not met and will not be met in the future, the sanctions process will be implemented. The Professional Development Administrator determines if the complainant should be notified of the outcome.
- If two or more concerns have been submitted against the trainer, an on-site monitoring review is required. After the review, the reviewer will give feedback for improvement and the trainer must submit documentation upon renewal of how the feedback has been incorporated into training practice. Depending upon the severity of the allegation, trainers are subject to losing state-approved status at any time.
- If three or more concerns have been submitted against the trainer, the trainer will have to submit an entire full application upon renewal and go through an on-site monitoring review. At the review, the reviewer will provide documentation and feedback on the trainer's performance. The trainer will be placed on probationary status and will be required to work under the mentorship of an intermediate or advanced trainer. Upon renewal, the trainer must have a recommendation to continue from the advanced trainer. Depending on the severity of the allegation, trainers are subject to losing state-approved status at any time.
- If a trainer violates any items on the quality assurance agreement, he or she will be subject to a more thorough review upon renewal. Depending on the nature of the violation, the trainer may not be eligible for review or might be placed on probationary status with specified requirements that must be met in order to gain full renewal status.