

State-Approved Trainers—Frequently Asked Questions

What you need to know about the trainer approval process for training early care & education and school-age professionals in Washington



www.del.wa.gov/requirements/professional/approval

Description of New Trainer Approval Process

1. What is the purpose of the trainer approval process?

The integrity and quality of training sets the foundation for early care & education and school-age professionals. The purpose of the new trainer approval process is to: promote quality training opportunities around the state, establish a consistent process for reviewing all trainers and ensure that all trainings are grounded in the state's core competencies and early learning guidelines.

2. What are the benefits of becoming a state-approved trainer?

Together, with partners and leaders, we aim to promote the accessibility of high-quality educational opportunities that meet the diverse professional development needs of those who work with children and families. State-approved trainers:

- Are able to advertise trainings around the state.
- Can use MERIT to capture all training data. MERIT will help trainers track attendance, complete training rosters, and print training histories.
- Are recognized for their expertise and ability to provide high-quality professional development experiences for adults.
- Highlight the leadership and importance of trainers in our professional development system.
- Have access to an annual stipend for training materials and/or continuing education.

3. What resources are available to support state-approved trainers?

The Department of Early Learning (DEL) values our approved trainers who provide quality educational opportunities to Washington's early care and education and school-age professional, and offers financial resources to support your career as a trainer. This application is currently available in MERIT, and we will be sharing more information on the DEL website at:

<http://www.del.wa.gov/requirements/professional/financial.aspx> and <http://www.del.wa.gov/requirements/professional/approval.aspx> .

Please note that all financial resources provided by DEL are taxable, and you may be required to complete a 1099 tax form.

4. Who can apply to become a state-approved trainer?

We encourage all past STARS-approved trainers to submit applications and welcome new trainers who have not been a part of our system to date. We hope to develop a network of leaders who are committed to quality adult learning experiences for individuals who work with children and families. Trainers cannot offer STARS hours unless they are state-approved. There are several levels of approved trainers, all based on a combination of education and experience. There is also a registration application for current instructors of higher education institutions. Additionally, there is a Conference/Special Event/Practitioner application intended for one-time events and conferences.

Following are the specific requirements of each trainer level in addition to the necessary documentation for verification.

APPRENTICE TRAINER

REQUIREMENTS	SUPPORTING DOCUMENTS
Associate's degree in early childhood education, child and youth development (school-age), or a related field	Official transcripts from an accredited college or university
3 years full-time working experience in child care and/or education	Professional resume and recommendation letters (two total for the entire application – on organization letterhead and dated within last six months)
20 hours documented experience teaching adults	Professional resume and recommendation letters (two total for the entire application -on organization letterhead and dated within last six months)
Required score on professional development unit	Professional development unit submission scored by trainer approval board
Pre-service trainer requirements*	Evidence of completion of 6 online modules
15 hours of continuing education related to adult learning/early care and education/education each year or one, 3 credit college course every other year	Certificates of completion verified by MERIT and/or transcripts
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in all Core Competency areas at levels 1 & 2. ✓ Approved as an apprentice trainer for 3 years. 	

INTERMEDIATE TRAINER

REQUIREMENTS	SUPPORTING DOCUMENTS
Baccalaureate degree in early childhood education, child and youth development (school-age), or a related field	Official transcripts from an accredited college or university
3 years full-time working experience in child care and/or education	Professional resume and recommendation letters (two total for the entire application – on organization letterhead and dated within last six months)
40 hours documented experience teaching adults	Professional resume and recommendation letters (two total for the entire application – on organization letterhead and dated within last six months))
Required score on professional development unit	Professional development unit submission scored by Trainer Approval Board
Pre-service trainer requirements*	Evidence of completion of 6 online modules
15 hours of continuing education related to adult learning/early care and education/education each year or one, 3 credit college course every other year	Certificates of completion verified by MERIT and/or transcripts
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in all Core Competency areas at levels 1 - 4. ✓ Approved as an intermediate trainer for 3 years. 	

ADVANCED TRAINER

REQUIREMENTS	SUPPORTING DOCUMENTS
Master's degree or higher in early childhood education, child and youth development (school-age), or a related field	Official transcripts from an accredited college or university
1 year full-time working experience in child care and/or education	Professional resume and recommendation letters (two total for the entire application – on organization letterhead and dated within last six months)
40 hours documented experience teaching adults	Professional resume and recommendation letters (two total for the entire application – on organization letterhead and dated within last six months)
Required score on professional development unit	Professional development unit submission scored by trainer approval board
Pre-service trainer requirements*	Evidence of completion of 6 online modules
15 hours of continuing education related to adult learning/early care and education/education each year or one, 3 credit college course every other year	Certificates of completion verified by MERIT and/or transcripts
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in all Core Competency areas at levels 1 - 5. ✓ Approved as an advanced trainer for 3 years. 	

SPECIALIST TRAINER

REQUIREMENTS	SUPPORTING DOCUMENTS
No specific education requirement. May use current license, degree, certificate or credential to demonstrate specialized knowledge area	No specific education requirement. Demonstration of specialized knowledge area. Can be current license, degree, certificate or credential.
1 year full-time working experience in specialized knowledge area	Professional resume and recommendation letter (one total for the entire application – on organization letterhead and dated within last six months)
40 hours documented experience teaching adults	Professional resume and recommendation letter (one total for the entire application – on organization letterhead and dated within last six months)
Required score on professional development unit	Professional development unit submission scored by trainer approval board
Pre-service trainer requirements*	Evidence of completion of 6 online modules
15 hours of continuing education related to adult learning/early care and education/education each year or one, 3-credit college course every other year	Certificates of completion verified by MERIT and/or transcripts
Core Competency demonstration document	Core Competency demonstration document reviewed/approved by trainer approval board
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in specific levels and areas of the Core Competencies designated by the trainer approval board. ✓ Approved as a specialist trainer for 3 years. 	

K-12 / ESD EDUCATOR

REQUIREMENTS	SUPPORTING DOCUMENTS
Current employment as an ESD trainer, or hold a teaching certificate issued within the State of Washington with an endorsement in P-3, Elementary Education, Special Education or Family & Consumer Science Education (FACSE).	ESD employment is verified by contacting the respective ESD agency. Teaching certificate number (provided in the online trainer application). A copy of the certificate is not necessary if the certificate number is verified.
40 hours documented experience teaching adults and/or adolescents 16 years of age and older.	Professional Resume
Pre-service trainer requirements*	Evidence of completion of 6 online modules
Current link to the field through requirements to maintain a current teaching certificate, or current employment as an ESD trainer.	Must have current teaching certificate or be currently employed as an ESD trainer.
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in all Core Competency areas at levels 1 – 5. ✓ Approved as a K-12 / ESD Educator trainer for 3 years. 	

REGISTRATION FOR INSTRUCTORS OF HIGHER EDUCATION

REQUIREMENTS	SUPPORTING DOCUMENTS
Baccalaureate degree in any field and current faculty status at an accredited institution of higher education	Higher education employment verification form
Evidence of having taught at least one course over multiple terms in the same institution of higher education	Curriculum Vitae
Pre-service trainer requirements*	Review of 6 online modules
Current link to the field through current teaching and/or professional development aligned with college or university requirements.	Must be current or adjunct faculty member
Approval Status: <ul style="list-style-type: none"> ✓ Approved to train in all Core Competency areas at levels 1 – 5. ✓ Approved as an instructor of higher education trainer for 3 years. 	

CONFERENCE / SPECIAL EVENT / PRACTITIONER APPLICATION

REQUIREMENTS	SUPPORTING DOCUMENTS
An organization or individual completes the application online in MERIT	Not applicable
Evidence of alignment for each session with the Washington State Core Competencies	Official description of the event or conference such as a brochure, event program, etc.
Submission at least three weeks prior to the planned event or conference	Official description of the event or conference such as brochure, event program, etc.
The organization or individual must create a training roster for each session after training completion	Not applicable
Approval Status: <ul style="list-style-type: none"> ✓ Can approve multiple sessions in one conference or one event. ✓ Approval can be granted for multiple areas and levels of the Core Competencies. ✓ Approval is granted for the individual conference/special event only. 	

**The pre-service trainer requirements include online modules in: Washington State Core Competencies, The Early Learning Guidelines, Adult Learning and Assessment, Cultural Competency, MERIT Tutorial and Executive Function.*

5. Who can apply for the specialist trainer level?

The specialist trainer is an application that serves many purposes in the system:

- For trainers who bring expertise from outside the field of early care & education or child & youth development, and train in special topic areas such as nutrition, mental health, and business to allow professionals access to cross-disciplinary knowledge.
- To encourage applicants who do not necessarily fulfill educational requirements but have an important skill to share such as a specialization with a particular cultural group, training expertise in another language, and/or trainers with vast experience in specific topic areas.
- For content experts who have deep knowledge and mastery of specific areas of the core competencies and plan on training the ECE and school-age audiences on an on-going basis.

All specialist trainers are approved to train in particular areas and levels of the Core Competencies. This application may be used by novice trainers or master trainers who have many years of experience and deep knowledge that is applicable to the field.

6. How do instructors of higher education register for the trainer approval system?

DEL encourages current faculty in higher education to register with the system in order to more accurately track who is offering professional development opportunities across our state. There is a specific application available in MERIT for current instructors of higher education at accredited institutions within Washington. This is a fast-track application that is significantly shorter than the standard trainer level applications.

We do ask that instructors of higher education complete the online modules and demonstrate that they have taught for at least two consecutive terms at an institution. For the trainer approval process, instructors of higher education are not required to have their education verified, but must complete and submit the [Employment Verification Form](#) that verifies current affiliation with a given institution. This measure ensures that only qualified faculty members can access the higher education application. The educational requirement for instructors of higher education includes a minimum of a BA degree (in any field) and current faculty status at an accredited institution of higher education. If an instructor has less than a BA degree, the Specialist or Apprentice Trainer may be more appropriate application types.

For placement on the Career Lattice and access to the Professional Development Incentives that will be distributed in January 2013, DEL will require all individuals to submit official transcripts and complete the education verification process.

To access a tip sheet for completing the higher education trainer application, please [click here](#) or visit: <http://www.del.wa.gov/requirements/professional/approval.aspx> . The Employment Verification Form can also be found on this resource page.

7. What is the organization sponsored trainer application and how does this process work?

The organization sponsored application is a new trainer application available in MERIT that provides community mentorship and support for organizational representatives interested in completing the state trainer approval process. An organization must make a commitment and sign a quality assurance agreement to use and uphold the quality assurance processes that has been established for the trainer approval process. This is how the process works:

1. An organizational mentor goes through the trainer approval process and is approved at an intermediate level, advanced level, or a specialist level (with designations to teach in core competency areas at the intermediate and advanced levels).
2. The organizational mentor agrees to mentor and support other organizational trainers by using the Washington State quality assurance process including the professional development scoring instrument.
3. The organizational mentor is trained to use the scoring instrument by DEL and signs a quality assurance agreement.
4. The organizational mentor then helps other organizational trainers complete the trainer approval process and Professional Development Unit Example. The mentor scores the Professional Development Unit Example in lieu of the trainer approval board.

5. When the Professional Development Unit Example is completed and the mentee has passed the level criteria, the individual completes the appropriate trainer level application in MERIT, noting the name of the mentor and affiliated organization. At this time, the trainer application is completed and submitted to DEL along with supporting documentation.
6. Once DEL received all information and the application is screened and complete, the mentee trainer will be granted approval at the appropriate level as indicated by his or her score on the Professional Development Unit Example, educational level, and other requirements.

8. How will STARS hours be offered for early learning or school-age conferences and visiting speakers?

There is an application available in MERIT for conferences and special events, entitled "Conference/Special Event/Practitioner." An organization or entity must sponsor the event and complete an application at least three weeks prior to the event. This application is a very quick form that asks for information on the session and presenter. If there is more than one session, the sponsoring entity must complete brief information on each session in order to accurately grant STARS hours. The sponsoring organization must also agree to complete the training roster(s) after the event to connect this training to participants' training histories.

9. What is the Trainer Approval Board?

The trainer approval board (TAB) is made up of a diverse group of experts who share the same commitment to high-quality training for professionals. This includes organizations and members of higher education, community-based training, state agencies and other professional organizations. The trainer approval board meets at regularly scheduled times throughout the year to review applications and approve trainers.

The goal for Washington is to encourage advanced trainers who have been approved to train for at least two years under the new approval process to take over the functions of the trainer approval board and build leadership capacity within our current pool of state-approved trainers. In January 2013 DEL invited currently approved advanced trainers to join the trainer approval process in order to build a peer review model for approving new trainers.

10. How are training organizations affected by the new trainer approval process?

Training organizations will no longer be approved under the new process. In order to ensure that a consistent and measureable quality assurance process is built, DEL is requiring all trainers to individually submit a state-approved trainer application. Training organizations will still be able to support trainers in the following ways:

- Trainers will be able to link to and affiliate with organizations. Additionally, professionals will still be able to search for trainings by organization through this linkage.
- Organizations will still be able to administratively support trainers. Trainers can designate that an administrative contact help to complete required steps in MERIT.

- Organizations will be able to access reports on trainers that are working for the organization.

11. **What if I am a trainer who works for an Educational Service District (ESD), works with school-age providers and/or in the K-12 system?**

The second phase of the trainer approval process targets school-age trainers and those trainers who work in the K-12 system. A fast-track registration process is available for ESD educators, and K-12 educators with a current Washington teaching certificate and eligible endorsements.

Trainers who work primarily with the school-age audience can apply using the related degree criteria for school-age professionals at one of the standard application levels (Apprentice, Intermediate, Advanced, and Specialist) or may use the "Registered School-Age Trainer" application to extend their current approval for a provisional period ending August 31, 2013. Applicants who register under this type will be expected to complete a standard trainer application during the provisional approval period.

Completing an Application Become a State-Approved Trainer

12. **What should I do when I am ready to start the application?**

All applications are available online in MERIT. Interested applicants must have a professional STARS ID to apply (this ID appears as an "ECE/SA STARS ID" in MERIT, short for Early Care & Education/School-Age Professional STARS ID). Applicants can sign in to their professional record and select the Applications tab.

Before you apply, please visit the following resources to help you with the application process:

<http://www.del.wa.gov/requirements/professional/approval.aspx>

- **The Trainer Tip Sheet** – this is a one-page description of what you will need to get the application started.
http://www.del.wa.gov/publications/PD/docs/Trainer_Application_Tips.pdf
- **The Professional Development Unit Example Scoring Rubric** – this is the rubric that the Trainer Approval Board will be using to score part of the trainer application. Please review this rubric so that you can learn more about the criteria that the Trainer Approval Board will be using. You can also view the minimum scores required on the professional development unit example for each trainer level.
http://www.del.wa.gov/publications/PD/docs/Scoring_Rubric.pdf
- **Definition of Related Degree** – these documents describe the criteria that Washington State is using to review whether an applicant's education qualifies as an ECE or School-Age related degree, and how specific ECE or school-age related credits are determined.
http://www.del.wa.gov/publications/PD/docs/ECE_SA_related_degrees.pdf
- **Online trainer modules** – also see question 13 in this document. <http://www.deltraining.com/>

13. How does the application process work?

We anticipate that the trainer applicant review cycle will take three to four weeks.

- a. All prospective trainers apply through MERIT at merit.del.wa.gov. You will need a professional STARS ID (see question 11) to access the trainer applications. If you do not have a STARS ID, please register in MERIT and complete a STARS ID application before proceeding. This is a quick application that takes about 5 minutes. Once you have a STARS ID, you can access the trainer applications through your professional account.
- b. It is recommended that trainers complete the 6 [pre-service online training modules](#) prior to beginning the application in MERIT. These modules are designed to provide a foundational knowledge base for all trainers, and include several tips for submitting a successful application. Currently, trainers can complete the application first, but will be expected to complete the modules within six months of approval. Access to the training modules can also be found at: <http://www.del.wa.gov/requirements/professional/approval.aspx>
- c. Trainers complete an application online, upload a professional resume and sign a quality assurance agreement. As part of the application, trainers are required to complete the online professional development unit example.
- d. Instructions for sending supporting documents are sent via email and on the confirmation screen once the application is submitted online.
- e. Prospective trainers will forward all necessary supporting documentation to DEL including original transcripts to verify education, copies of certificates or credentials, letter(s) of recommendation on official letterhead dated within the past 6 months, and a copy of the lesson plan with training notes and hand-outs to support the professional development unit example.
- f. Once an application and supporting paperwork is received, DEL MERIT staff will screen all applicants and prepare the final application package for the trainer approval board. The Higher Education Registration, K-12/ESD Educator application and Conference/Special Event application do not go to the Trainer Approval Board for further scoring.
- g. The Trainer Approval Board (TAB) meets on a regularly scheduled basis to review and approve applications. All applicants will receive email notification of the Trainer Approval Board decision. Applicants who are not approved will receive input on the denial reason(s) and are able to submit a new application with no time restrictions. Feedback from the original scoring process is provided upon request.
- h. Once a trainer is approved at a given trainer level, this information is automatically entered into MERIT and trainers can submit training sessions which will display in the online training calendar. All trainers are approved for three years at a time.

14. What additional requirements are necessary to complete an application?

All prospective trainers must complete the online pre-service requirements prior to final approval. The six online modules include:

- Washington State's Core Competencies
- Washington State's Early Learning Guidelines

- Cultural Competency
- Adult Learning and Assessment
- MERIT Tutorial
- Executive Function

These modules set a foundation for all trainers to work from a common framework. Additionally, in order to assess the quality of training around the state, we need to establish common standards and link each training to the Washington State Core Competencies and Early Learning Guidelines. All applicants who are approved prior to completing these modules will gain provisional approval with an agreement to complete the online modules within six months.

The convenience of the online platform will allow all trainers to complete these pre-service modules in their own time. There are no fees to complete the online trainer modules.

Access to the training modules can be found at: <http://www.deltraining.com/>

15. What curriculum example should I use for my Professional Development Unit Example in the application?

DEL recommends that you use an example that reflects your best work. There is not a required number of hours for the training example, but you must include comprehensive training notes that detail the content of the training, the activities that correspond to the agenda, and must give the trainer approval board a clear vision of what the training would be like in person. Please use the [scoring rubric](#) to ensure that you are submitting clear information to score each element.

DEL recommends that all trainers use an original curriculum example where the applicant is responsible for the instructional design and delivery of the training.

- An original curriculum is a requirement for Intermediate and Advanced trainer applicants. An original curriculum may include ideas, activities and content from other authors, but the full training design must be created by the trainer applicant at the Intermediate and Advanced levels. At the Intermediate and Advanced trainer levels, DEL expects that trainers have a base knowledge of designing training in addition to conducting training.
- Apprentice and Specialist trainer applicants may submit a training written and designed by another author. However in this circumstance, the applicant should specify the modifications and adaptations that have been made to meet the needs of the intended audience. For example, an applicant could submit a training that was a train-the-trainer curriculum written by a national organization, but must show through trainer notes how the applicant has adapted the curriculum.

Please make sure to cite all sources appropriately so the board can track the original source of the training.

16. What if I offer training in other languages than English?

Trainers are able to submit an application and Professional Development Unit Example in languages other than English. If you regularly train in another language, you can choose to submit some or all of your application in this language. As this is an example that reflects best work, we want to ensure that the PD Unit Example is reviewed in the language that it is written for. Please contact MERIT to request additional guidance on submitting parts of or the total trainer application in a language other than English.

17. How is my direct service with children verified?

Direct service with children is a requirement of apprentice, intermediate and advanced trainer levels. There is no time requirement for when this experience was acquired and it is verified by a trainer's professional resume.

18. How do I demonstrate that I meet the adult education experience requirements?

Adult education experience is required of all trainer levels. For apprentice, intermediate, advanced and specialist trainers: a particular number of hours are required for approval. These hours could have been attained through training adults, instructing at a college or higher education institute, coaching or mentoring adults and/or other experiences that demonstrate responsibility for the professional development of other adults. This information is verified by the trainer applicant's professional resume.

19. How is my required education verified?

Under the new process, many state-approved trainer applications require a minimum education status for approval. For these applications, submitting proof of educational accomplishments is a required step in the trainer application process. If you are unsure of what trainer level to apply for, you can submit an education application in MERIT before submitting a trainer application as both applications require proof of education. Also, you may use the [Trainer Questionnaire](#) to determine the most appropriate trainer level.

Although you will not receive a communication from MERIT when your official transcripts or other educational documents are received, the final decision on education verification will be become available in your professional record once the application is processed. The Trainer Approval Board reviews your verified education status before making a final decision on the trainer application. To ensure that degrees are evaluated thoroughly, we recommend in the education step for each trainer level that applicants identify each ECE related or school-age related course that demonstrates competency and include official course descriptions.

20. How are my ECE and school-age credits verified?

Specific credits are required for meeting the criteria for related degree and for the verification of a professional's step on the Washington State Career Lattice. Within the education application, professionals can designate specific ECE related or school-age related coursework. (ECE credits specifically identified on transcripts (i.e. "ECE 203") are automatically counted and do not need to be

specified.) The professional must enter a course description that accompanies the course listed on the official transcript. The education verification team will then review this information to approve specific ECE or school-age credits.

For more information on related degree and approved coursework criteria, please visit:

http://www.del.wa.gov/publications/PD/docs/ECE_SA_related_degrees.pdf

21. What if I cannot find a current course description for specifying ECE or school-age related credits?

If a professional cannot locate a course description or if a course is no longer offered at an accredited institution, the professional can ask the education verification team to help in locating the course description. In the education application, the professional must:

- Check the box to specify ECE or school-age related credits.
- Type in the text box that is available for course descriptions, "Seeking assistance to locate current course description."

The education verification team will attempt to locate the course description. If the course description cannot be located, the education verification team will take the issue to the Technical Assistance group that provides guidance to the education verification team. This group may ask the professional for additional information that will help to approve specific coursework.

22. What is the Washington State Career Lattice?

The [Washington State Career Lattice](#) for Early Care & Education and School-Age Care Professionals provides a clear pathway for professional development. There are 15 steps on the career lattice that reflect increasing training and education accomplishments that align with career opportunities and/or program standards in licensed child care, ECEAP and Head Start programs in addition to other roles that support family engagement, higher education and community-based training.

The Career Lattice was designed to reflect pathways that support professionals who work directly with children birth through 18 years of age, and is also available for trainers. The education verification team will automatically place you on the Career Lattice when your education is verified.

Made available through the [Race to the Top - Early Learning Challenge](#) (RTT-ELC) grant opportunity, professionals placed on the Career Lattice are able to request monetary awards beginning in January 2013 as recognition of their education, employment and training accomplishments. Read more about placement on the Washington Career Lattice and available awards at <http://www.del.wa.gov/requirements/professional/lattice.aspx>. Please note that all financial resources provided by DEL are taxable, and you may be required to complete a 1099 tax form.

We anticipate that work that supports Washington's RTT-ELC grant will strengthen our system and result in future modifications to the Career Lattice.

23. Is there a current fee for trainer applicants?

There is no current fee to apply to become a state-approved trainer. After January 1, 2013, a small fee may be assessed to apply to become a state-approved trainer and to renew an approved trainer status every three years.

After the Application Process – Approved Trainer Status

24. What happens when I am approved?

New state-approved trainers will receive a DEL welcome packet, which includes details on the new trainer approval process and the responsibilities of a state-approved trainer. Once applicants are approved, information is entered into MERIT and the trainers will gain access to a new State-Approved Trainer tab. State-approved trainers can access this tab to create new training sessions which are required for all individual trainings and complete training rosters for participants once the training is complete. New state-approved trainers will be working under the new set of Washington State Core Competencies for either early care and education or child and youth development professionals.

For more information on the Core Competencies, please visit: <http://www.del.wa.gov/requirements/professional/core.aspx>

25. How will trainers be approved to deliver the 20 Hour Basic STARS training and continuing education trainings that meet the annual 10 Hour requirement?

The new trainer approval process will change the way that trainers are approved. In the past, trainers could apply to provide the 20 Hour Basic STARS training and/or provide training to meet the annual state requirement of 10 hours of continuing education. Under the new process:

- Approved trainers at the apprentice, intermediate and advanced levels can all provide the 20 Hour Basic STARS training and provide continuing education training in all areas of the new Core Competencies. However, depending on the level of approval (apprentice, intermediate or advanced), trainers will be approved to train at specific levels of the Core Competencies, which will impact the level of training material for continuing education trainings.
- Approved Specialist trainers will be approved to train in specific competency areas at specific levels of the Core Competencies. This will most likely impact the continuing education trainings that link to the new Core Competencies.

26. What courses/training fulfill the 15 hours of annual continuing education for trainers?

The following material will meet the annual continuing education requirements for approved trainers: Training or coursework in adult learning, early childhood education or broad education that relates to children/youth and the Core Competencies. STARS hours will fulfill the annual continuing education requirement however continuing education hours do not have to have STARS hours associated. MERIT

will be asking for certificates of completion for continuing education requirements upon trainer renewal. The online modules will count for the first year of continuing education requirements.

27. Will DEL approve individual trainings?

Once you are a state-approved trainer, you are able to complete a training session form for each training delivered. DEL will not review and approve each training, however training session forms will be randomly monitored by DEL. Additionally, DEL will be randomly selecting three percent of trainings statewide for additional monitoring to include attending the training and completing a training evaluation form. Results of the monitoring will be shared with the trainer.

28. How do I renew my status as a state-approved trainer?

All state-approved trainers are approved for three year intervals unless a trainer's status is revoked or modified due to concerns. After the three year interval, trainers must submit a renewal packet. The renewal packet includes updating the trainer application if any information has changed and submitting a trainer renewal reflection form (not yet available) which will capture information on how the trainer has incorporated feedback from training evaluations into continuing training, how the trainer has embedded state resource documents in trainings, and other reflective questions. The renewal process will not involve another application that must be scored by the Trainer Approval Board unless the trainer is applying for a new trainer level or sanctions have been placed upon a trainer for concerns. DEL will also ensure that trainers have completed the required continuing education requirements for each trainer level upon renewal.

To learn more about the trainer approval process, please visit:
<http://www.del.wa.gov/requirements/professional/approval.aspx>

You will find detailed information and video tutorials on the new trainer approval process.