

## State-Approved Trainer Support

The Department of Early Learning (DEL) offers cost reimbursement for training taken to meet continuing education requirements, or to purchase materials to help support your career as a State-Approved Trainer. Each year, State-Approved Trainers are asked to complete 15 hours of continuing education related to adult learning, early care and education, or other training related to their area of specialty.

### Application guidelines for State-Approved Trainer Support:

- State-Approved Trainers can access this opportunity through their MERIT professional record, and apply for reimbursement using the Trainer Support application.
- You can apply for a reimbursement one time per fiscal year (July 1 – June 30).
- The maximum reimbursement amount is \$200. You cannot submit more than one application even if you do not reach the maximum amount of \$200 for reimbursement in a previously submitted application.
- Registered School-Age Trainers (a provisional type of State-Approved Trainer) have the option to submit a Training Reimbursement application while their State-Approved Trainer application is under review. Once approved, they will be able to access the Trainer Support application.
- Trainers who access these support funds and the Career Lattice funds may be required to submit a 1099, if their reimbursement and award amounts total \$600.00 or more.

### How to apply for State-Approved Trainer Support:

- 1) Sign in to your MERIT professional record at [merit.del.wa.gov](http://merit.del.wa.gov) .
- 2) Go to the "Applications" tab and select "Trainer Support."
- 3) Follow the steps to confirm your personal information – this is important because a check will be issued to the address listed in your professional record.
- 4) Choose which type of reimbursement you would like to receive. You have the option to request a cost reimbursement for either training or purchased materials. *However, you may only choose one option.*
  - a. Training reimbursement: MERIT will automatically display training taken from State-Approved Trainers. You can also enter non-state-approved training by selecting "Click her to add Training" and enter details about the training or college course. You can select as many training or college courses necessary to reach the maximum \$200 reimbursement limit. You will be prompted to confirm your choices if you select any amount less than \$200, just to be sure you are requesting the full amount available to you as you may only apply once per fiscal year (July 1 – June 30).
  - b. Materials reimbursement: You can request reimbursement for training supplies, media, training curriculum, or other training resources. Simply select the type of training supplies you are requesting, along with the associated cost.
- 5) Sign and submit your application. You will receive an email as confirmation and your reimbursement will arrive in the mail\*. You may be required to submit receipts to support your training / supply purchases.

**\*Reimbursements are available on a first-come, first-serve basis and funds are limited for each fiscal year (July 1 – June 30).** If funding is low or no longer available for the current fiscal year, you will receive this in an email when you apply. You may re-apply during the next fiscal year beginning July 1.

**The Department of Early Learning is proud to support ongoing professional development efforts. If you have questions, please contact MERIT support services by calling 1.866.482.4325, option 8 or email [merit@del.wa.gov](mailto:merit@del.wa.gov).**