

Trainer Approval Process: Instructions



Applying to become a state-approved trainer is easy:

- 1** Download and review the four documents listed below under Overview of Forms and Documents.
- 2** Using the My Applications tab in your MERIT profile, select State Approved Trainer Application and follow instructions to complete a Specialist, Higher Ed, or K-12/ESD Trainer Application.
- 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. [Instructions for Core Competencies Demonstration Form](#): offers examples of experience and education to help you fill out the Core Competencies Demonstration in the online application. This will allow you to list your experience and training in particular core competency areas. DEL Professional Development Specialists will review these competencies to determine your qualifications and competency levels in each area.
3. [Trainer Observation Rubric](#): will be used by the person who observes your class to document and score your skills when you teach adults.
4. [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 or ask your organization trainer mentor.