

### Washington State-Approved Trainer Application Questionnaire

This questionnaire is designed to help prospective state-approved trainers learn more about which application type best suits their level of expertise and frequency of training delivery.

The new quality assurance process for trainers emphasizes that high quality continuing education and training is a key method for improving the quality of practice when working with children and families. The Department of Early Learning (DEL) recognizes that trainers in Washington come from different backgrounds and perspectives, and all are necessary to support our rich field of professionals. DEL has created a variety of trainer applications to reflect this diversity in our trainer pool.

**1. Are you a current faculty member at an accredited institution of higher education in Washington?**

Yes – Please use the fast-track application to register as an instructor of higher education. View the [tip sheet here](#). Ensure that all other requirements for this level are satisfied by reviewing the guidelines in the [Frequently Asked Questions \(FAQ\) for Trainers](#).

No – Continue to question 2.

**2. Are you a current Educational Service District (ESD) trainer, OR do you hold a current teaching certificate with an endorsement in Elementary Education, P-3, Special Education or Family & Consumer Science Education (FACSE)?**

Yes – Please use the fast-track application to register as a K-12/ESD educator\*. Ensure that all other requirements for this level are satisfied by reviewing the guidelines in the [Frequently Asked Questions \(FAQ\) for Trainers](#).

No – Continue to question 3.

**3. Do you have an ECE degree or meet the criteria for an ECE related degree, and provide on-going training in Washington? Please see the requirements for an [ECE related degree here](#).**

Yes - Please use either the Apprentice, Intermediate or Advanced trainer applications. Please review the education and experience requirements to decide which level to apply for. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – Continue to question 4.

**4. Do you meet the criteria for a school-age related degree? Please see the requirements for a [school-age related degree here](#).**

Yes – Please use either the Apprentice, Intermediate or Advanced trainer applications. Please review the education and experience requirements to decide which level to apply for. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

Yes – If you need more time to submit your application prior to December 31, 2012, please use the Registered School-Age trainer application. This fast-track application is available for trainers who are currently affiliated with a school-age training entity and will be expected to complete a standard trainer level application during the provisional approval period. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – Continue to question 5.

**5. Do you provide training on an on-going basis (an average of at least 3 times per month) in one or a few areas of the Washington State Core Competencies, but do not meet either the ECE or school-age related degree criteria?**

Yes – Please use the Specialist application. This application will ask you to describe your specialty areas that are tied to the Core Competencies and provide evidence through a detailed description. This application does not require a minimum level of education and demonstration of competency can be achieved by listing training, mentorship and experience, etc. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No- Continue to question 6.

**6. Do you provide training on a very infrequent basis as an expert or practitioner?**

Yes – If you do not wish to complete a longer application process for the Specialist application and do not provide on-going training, please use the Conference/Special Event/Practitioner application. This application must be submitted 3 weeks prior to the training and must be tied to the Washington State Core Competencies. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – Continue to question 7.

**7. Are you sponsoring a conference and would like to grant STARS hours to participants?**

Yes – Please use the Conference/Special Event/Practitioner application. This application must be submitted 3 weeks prior to the conference with information on each conference session. Each session must be tied to the Washington State Core Competencies. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – Continue to question 8.

**8. Is the training session being conducted by a visiting speaker/trainer from either outside the field of ECE or outside Washington State?**

Yes – Please use the Conference/Special Event/Practitioner application. This application must be submitted by a sponsor (individual within an agency) 3 weeks prior to the special event. The event must be tied to the Washington State Core Competencies. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – Continue to question 9.

**9. Are you completing an application with the assistance of an organizational mentor that has already been approved at either an Intermediate or Advanced trainer level?**

Yes – You will complete the Professional Development Unit Example which will be scored and approved by the organizational mentor before completing the application in MERIT. Please choose a trainer level based on the previous questions, and in your application designate the organization and mentor with whom you are applying. See the [Frequently Asked Questions \(FAQ\) for Trainers](#) to review guidelines on level requirements.

No – please re-visit previous questions or contact MERIT staff for further assistance by sending an email to: [merit@del.wa.gov](mailto:merit@del.wa.gov) or leave a message at 1.866.482.4325, option 8.