

# State-Approved Trainer Application Checklist

Thank you for your interest in becoming a State-Approved Trainer! Below you will find a checklist to help you through the application process. Each step has resources to learn more. If you have questions, please email us at [training@dcyf.wa.gov](mailto:training@dcyf.wa.gov).

| STEP #   | Resources  | Complete?                |
|--|--|--------------------------|
| 1. Sign up for STARS ID/MERIT Account.                             | Visit the <a href="#">MERIT Workforce Registry</a> and scroll down to “Create a MERIT Account & Apply for STARS ID” under “MERIT Support”.                                     | <input type="checkbox"/> |
| 2. Review and update employment information in your MERIT profile. | Visit the <a href="#">MERIT Workforce Registry</a> and scroll down to “Employment Information” under “MERIT Support”.  | <input type="checkbox"/> |
| 3. Complete all trainer modules available on DCYF Portal.          | Visit the <a href="#">MERIT Workforce Registry</a> to access the modules. Please choose “State-Approved Trainer” to access the modules specific to this role.                  | <input type="checkbox"/> |
| 4. Submit your education for verification in MERIT.                | Visit the <a href="#">MERIT Workforce Registry</a> and scroll down to “Education” for more information.  | <input type="checkbox"/> |
| 5. Review your trainer application type                            | Visit the <a href="#">Quality Assurance Program Guide</a> and scroll down to page 7, “What trainer type are you?”  | <input type="checkbox"/> |
| 6. Complete the appropriate application in MERIT                   | In <a href="#">MERIT</a> click on the “My Applications” tab, scroll down and click on “State-Approved Trainer Application”.<br><br>REMINDER: Have your resume ready to upload. | <input type="checkbox"/> |

For K-12/ESD/Head Start and Higher Education applicants ONLY:

Complete and email the Employment Verification Form to [training@dcyf.wa.gov](mailto:training@dcyf.wa.gov). Visit the [DCYF Forms](#) webpage to find the Employment Verification Form.

For Specialist applicants ONLY:

Email [training@dcyf.wa.gov](mailto:training@dcyf.wa.gov) to coordinate your training observation.

**NOTE: Your application will be processed within 10 business days once all required materials have been submitted. You will be notified of your approval through the email address listed in your MERIT account.**



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

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Early Learning Division | Approved for distribution by Elizabeth Frick, Adult Learning Development Manager