

State Approved Trainer Application Checklist

- 1 Using the My Applications tab on your MERIT profile, select State Approved Trainer Application and follow the instructions to complete a Specialist, Higher Ed, or K-12/ESD Trainer Application.
- 2 Email the requested documents for your application to training@dcyf.wa.gov.
- 3 Once the application process is completed, DCYF will make a final decision about your trainer application within 10 business days.

<input type="checkbox"/> Core Competency Demonstration (link)	<p>Be sure that you understand the Core Competency Demonstration section of the application and fill out this portion thoroughly, including examples of experience and education.</p>
<input type="checkbox"/> Resume	<p>Upload a copy of your most current resume or curriculum vitae with your application. Include two references we can contact who have observed or been part of your training.</p>
<input type="checkbox"/> Letter of Recommendation	<p>Submit a letter of recommendation. The letter must be dated within the last six months and be on an official letterhead. Email your letter of recommendation to training@dcyf.wa.gov.</p>
<input type="checkbox"/> My Education Application	<p>Prior to being approved, complete the “My Education” application in MERIT. By completing the “My Education” application, you could qualify for an education award. Click here for more information or email the MERIT Support team at merit@dcyf.wa.gov.</p>
<input type="checkbox"/> Employment Verification	<p>If you submitted a K-12/ESD or Higher Education trainer application, email training@dcyf.wa.gov to receive the employment verification form. Submit the completed form to training@dcyf.wa.gov.</p>
<input type="checkbox"/> Observation (link)	<p>Email training@dcyf.wa.gov with the time, date, language, and location of your training. A two-weeks’ notice is required to ensure that a DCYF approved observer will be present at your training.</p>

Note: The DCYF trainer modules are currently unavailable. Trainer applicants are currently not required to complete the modules as part of the application process.

If you have any questions, please email the Professional Development team at training@dcyf.wa.gov.