

About Training Reimbursement

What is training reimbursement?

The Department of Early Learning (DEL) offers reimbursement for state-approved training costs for professionals currently employed in DEL licensed or certified facilities on a first-come, first-serve basis.

Who can apply for a training reimbursement?*

You must have a confirmed or verified employment record in your MERIT professional record.
Eligible job titles are:

- Family Child Care Home
 - Licensee
 - Primary Worker
 - Assistant
 - Child Care Center
 - Director
 - Assistant Director
 - Program Supervisor
 - Lead Teacher
 - Assistant or Aide
 - School-Age Program
 - Program Director
 - Program Assistant Director
 - Site Coordinator
 - Lead Staff or Group Leader
 - Assistant.
- 2) You can apply one time each fiscal year (July 1 – June 30).
 - 3) Training must have been completed no more than 12 months prior to submitting your application.
 - 4) You may apply for up to \$250 for your training reimbursement.
 - 5) Reimbursements are available on a first-come, first-serve basis and funds are limited for each fiscal year.

Are all trainings eligible for reimbursement?

- Training must have been provided by a state-approved trainer.
- Health & Safety trainings required by licensing are **not** eligible for reimbursement (such as CPR, First-Aid, Food Handler's card, etc.)
- STARS hours approved through a Continuing Education Proposal are **not** eligible.
- STARS hours approved through college credit are **not** eligible.

How do I apply?

- Log into your MERIT account
- Click on the Applications tab
- Select Training Reimbursement
- Follow the steps to complete and submit the application.
- If you don't have a State Wide Vendor number, visit <https://del.wa.gov/Statewide-Vendor-Forms> to find instructions on how to complete the application.

If you have questions please contact MERIT Support services by calling (866) 482-4325 or email merit@del.wa.gov.

**Per Policy 2.01A, Ethics in Public Service, DEL employees are not eligible for training reimbursement.*