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.