

## 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 have not already applied for a State Wide Vendor Number, click [here](#).
- For assistance completing your vendor registration form, click [here](#).

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