



Continuing Education Proposal

Continuing Education Proposals are designed to provide early learning professionals annual in- service hours for trainings that are not already eligible for in-service credit.

Before submitting a Continuing Education Proposal

- 1** When considering submitting a continuing education proposal, please determine if the event meets the following criteria:
 - Is based on WA State core competencies for early care and education or school-age professionals.
 - Has clearly defined learning objectives.
 - Includes a prior knowledge assessment and check for understanding.
 - Participants apply knowledge and competencies in their work and real-life settings to improve practice and quality of care.
 - Participants learn through active participation and collaborative activities in the learning process.
 - Participants practice new skills within the context of individual differences and values, such as cultural perspectives and learning styles.
- 2** If **yes**, you may be eligible to get in-service (STARS) training hours!

How to submit a Continuing Education Proposal

1. Log into MERIT at [MERIT.del.wa.gov](https://merit.del.wa.gov)
2. Click on the 'My Applications' tab
3. Under the Professional Development and Training section, click on 'Continuing Education Proposal'
4. Read the first page carefully and click 'Next'
5. Verify the Personal Information* section, click 'Next'
6. Verify the Employment* section, click 'Next'
7. Complete the 'Training Information' section, click 'Next' (please provide as much detail about the training attended as possible.)
8. Review and Submit.

*If any Personal Information or Employment information needs to be updated, it must be done in your professional record under the 'My Record' tab or by contacting MERIT at: merit@dcyf.wa.gov.

What you'll need to submit a Continuing Education Proposal

Supporting documentation is required and must be received within 30 days of the application's submission date to avoid automatic withdrawal. We need a list of the following:

- Official description of the training: hand-outs, brochure, link to specific training
- Proof of attendance that includes: title of training, number of hours/credits earned, date of training, your name, name of trainer or organization
- Additional information may be requested for further review.

Supporting documents should be sent to training@dcyf.wa.gov

