

Updating your Training History in MERIT

20 Hour Basic/30 Hour Child Care Basics

If your 20 hour Basic Child Care training, or 30 hour Child Care Basics training is missing from your MERIT record, please e-mail a copy of your training certificate with your STARS ID number to merit@del.wa.gov, requesting that the information be added to your training history.

Annual Continuing Education Training (STARS training):

If you have training missing from your record that was provided by a State Approved Trainer from 2010 or later, please send a copy of the training certificate to merit@del.wa.gov with your STARS ID number, requesting that the information be added to your training history. This information can also be sent via United States Postal Service to the address below.

Mailing Address:

Department of Early Learning
Attention MERIT
PO BOX 40970
Olympia, WA 98504

Using your College Course work for Annual Continuing Education (STARS) Hours

If your college credit is from within the ECE or Education Department of a Washington based college, you can request Continuing Education (STARS) Hours from your college course work. Please request that this information be added to your continuing education training history. Only classes from 2010 and newer may be added to your record. College coursework is not eligible for training reimbursement funds.

- E-mail a copy of your Unofficial Transcript to merit@del.wa.gov
 - Please highlight the course you want added to your training history. You may only select one course per calendar year to add to your training history. One College quarter credit is worth 10 hours of Annual Continuing Education. Your transcripts must include your name, the college/university name, course completion dates, the number of credits earned. You must also include a course description for the course you wish to have added to your training history
 - Adding hours to your record is a separate process, unrelated to the education information you submit through your "My Education" tab.

Non-State Approved Training /National Conferences

If you have taken training provided by someone other than a Washington State Approved Trainer or you have attended a national conference in the last three years, you can still request Annual Continuing Education Training hours by submitting a "**Continuing Education Proposal**" (CEP) application.

Submitting a CEP application:

1. Sign into your MERIT record at merit.del.wa.gov
2. Click the "Applications" tab at the top of the page.
3. "Click on the blue link labeled "Continuing Education Proposal" to complete your application.
 - Once your application is submitted you will receive a confirmation e-mail prompting you for your supporting documentation.
 - Supporting documents can be sent by mail or electronically to training@del.wa.gov

The Department of Early Learning is proud to support ongoing professional development efforts. If you have questions, please contact MERIT support services by calling 1.866.482.4325, option 5 or email merit@del.wa.gov.