
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.

Who can apply for a training reimbursement?

1. 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 must have a **confirmed** or **verified** employment record in your MERIT professional record.
3. You can apply one time each fiscal year (July 1–June 30).
4. Your training must have been completed no more than 12 months prior to submitting your application.
5. You may apply for up to \$250 for your training reimbursement.
6. Reimbursements are available on a first-come, first-serve basis; funds are limited 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 (such as CPR, First-Aid, and Food Handler's card, etc.,) are **not** eligible for reimbursement.
- STARS hours approved through a MERIT Continuing Education Proposal are **not** eligible.
- STARS hours approved through college credit, Clock Hours or CEUs 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. Your reimbursement will be mailed from our payment vendor, Chaves Consulting, within 2 to 4 weeks.

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