



# Conference/Special Events

A conference/Special Event application is designed to support organizations, practitioners, or individuals in providing In-Service (STARS) hours for a pre-approved training.

## Before providing a conference or special event

- 1 When considering submitting an application for a Conference/Special Event please determine if the event meets these expectations:
  - 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.

For additional guidance and quality indicators for trainers and training, please refer to our Trainer Competencies: [dcyf.wa.gov/sites/default/files/pdf/WA\\_Trainer\\_Competencies.pdf](https://dcyf.wa.gov/sites/default/files/pdf/WA_Trainer_Competencies.pdf)

- 2 **If yes**, you may be eligible to provide in-service training hours!

## How to submit a Conference/Special Event Application

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 'Conference/Special Event Application'
4. Select your Event Type and fill out the Organization Information and click 'Next'
5. Fill out the Event Information, click 'Next'
6. Fill out the Session Information, click 'Next'
7. Review and Submit.

## What you'll need to submit a Conference/Special Event Application

Supporting documentation is required and must be received at least 21 days prior to the event's start date. Applications will be automatically withdrawn after 30 days if supporting documentation is not received.

Supporting documentation should include the following:

- A description of the purpose of the conference or special event and the target audience (this can be in the form of a brochure, conference flyer, or agenda.)
- Learning objectives and the core competency areas and level for each conference session or special event description (this can be in the form of a brochure, conference flyer, or agenda.)
- How content is based on current research and best practice.
- Additional information may be requested.

Supporting documents should be sent to [training@dcyf.wa.gov](mailto:training@dcyf.wa.gov)



For questions contact: [training@dcyf.wa.gov](mailto:training@dcyf.wa.gov)