

# CREATE A TRAINING & MANAGE THE ROSTER

## CREATING THE CHILD CARE BASICS TRAINING

After trainers are approved, they can start providing trainings. Child Care Basics satisfies DEL's initial required training for child care providers. See below on how to create a training:

- 1 From your MERIT profile, select the 'State-Approved Trainer' tab
- 2 Click on 'Create Training'
- 3 From the dropdown menu select Child Care Basics. If your class has a different
- 4 Fill in the current information for the class
- 5 Advance to page 2 and click 'Save'

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## ADDING STUDENTS TO YOUR ROSTER

After a training is created, you can manage your roster. You have 30 days to complete the roster once training is complete. The roster allows students that pass a class to receive credit.

- 1 Click on "Roster"
- 2 Click on "Click here to add an attendee to the roster"
  - a Students can be added to your roster even if they don't have a STARS ID
  - b Only students with a STARS ID will be given credit even if they're in your roster
- 3 Please give your students a certificate of completion. They will need this for their own records

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QUESTIONS? ✉ [training@del.wa.gov](mailto:training@del.wa.gov)

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