

MERIT-Facility/Site Registration

A guide for **Owners, Directors, Family Child Care Home Licensees, Site Manager,**
and **Additional Designees**

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Children, Youth, and Families



Department of Children, Youth, and Families

merit@dcyf.wa.gov

Facility/Site Registration Basics

The **Facility/Site Registration** application allows the owner, director, family home child care (FHCC) licensee, site manager, or additional designee to request access to create and maintain a profile of their child care facility certified by the Department of Children, Youth, and Families (DCYF). Upon approval of the DCYF Licensor, professionals in eligible roles will be able to use MERIT as a management tool. The **Facility/Site** tab should be kept current with assistance and monitoring by the DCYF Licensor. Any changes to the **Primary Contact Information** are required to be reported to the DCYF Licensor.

Access to a current employee roster allows professionals in eligible roles to:

- Confirm staff employment* and end date employment when individuals no longer work for the facility/site,
- Track staffs' training and education accomplishments,
- Track staffs' Portable Background Check status,
- Confirm health and safety data for your staff*,
- Participate in Early Achievers, and
- Allow a user to apply for additional designee.

*Information entered by providers with access to the **Facility/Site** tab will display as **Confirmed**. Information entered by MERIT Support or a DCYF Licensor will display as **Verified**.

This application is available only to the owner, director, FHCC licensee, or site manager unless one of these employees designates an additional designee. An additional designee may have similar access and permissions. More information is included in this manual regarding additional designees.

IMPORTANT:

To submit the **Facility/Site Registration** application, eligible providers must have:

1. A current employment record associated with the facility/site for which they are requesting permissions already entered in their MERIT professional record.
2. Their first name, last name, and date of birth must be listed under the **Primary Contact Information** section in FamLink.
3. The same name and date of birth listed in FamLink and MERIT.
4. The first and last name spelling of the applicant must match exactly the same in MERIT and FamLink.

These four factors are required and control the verification process; if one is missing or mismatches the applicant will not be able to submit the application. To see a copy of the common error message that occurs in this scenario, please go to page 20.

Facility/Site Registration **Application Steps**

Once you are logged in to your professional record in MERIT, you can submit the **Facility/Site Registration** application.

- 1) You will need a current employment record listed in your professional record in MERIT prior to beginning the **Facility/Site Registration** application. MERIT uses information from DCYF's licensing database, FamLink, to populate the list of licensed or certified child care facilities (providers). For help updating the license information, please contact the facility's DCYF Licensor: <https://www.dcyf.wa.gov/find-an-office/el-offices>. Entering an employment record in the table below will 'link' you to the licensed or certified child care facility in MERIT. To do this:
 - a. Click on the plus sign **+Click here to add Employment**.

Early Care & Education/School-Age Employment Information

[+Click here to add Employment](#)

Type	SSPS Provider #	Provider/ Organization ID	Facility Name	License Status	Facility Type	Job Role/Title	Date	Employment Status	Edit
No Records Found									

Type	Site ID	Grantee/Contractor	Site Name	Job Role/Title	Date	Employment Status	ECEAP Staff Qualification Status	Edit
No Records Found								

- i. **Job Title:** Choose the type of program you work at and your job title.

Employment

Job Title Employer Search Employment

Program(s)

- ECEAP
- Head Start/Early Head Start
- Licensed Child Care Center
- Licensed Family Child Care Home
- Licensed School-age Program
- Tribal Child Care
- Military Child Care
- Family, Friend, Neighbor (FFN)

Job Title

- Family Child Care Assistant
- Family Child Care Household Member
- Family Child Care Licensee**
- Family Child Care Primary Worker
- Family Child Care Staff
- I am currently applying
- Other
- Volunteer

Facility/Site Registration **Application Steps** (continued)

- iv. **Employment:** Enter in your **Employment Start Date**. Leave the **Employment End Date** blank for current employment. The start date may not occur before the **License Start Date**.
- **IMPORTANT:** This may not be your actual license start date, but is the date licensing files were first computerized. MERIT staff cannot edit this data as it comes from the licensing database, FamLink.

Employment Edit

Job Title	Employer Search	Employment
Job Title Family Child Care Licensee		Provider Address [REDACTED]
Provider [REDACTED]		Provider Id [REDACTED]
License Start Date 11/08/1990		License End Date Current
Employment Start Date <input type="text"/>		Employment End Date (Leave blank if still employed) <input type="text"/>

- v. **Employment:** Click **Save** to record the entry, or **Add Another** to save and add another employment record.


Facility/Site Registration Application Steps (continued)

- 2) Click on the **My Applications** tab.
- 3) Click on the **Facility/Site Registration** application.

DEL Apps ▾ MERIT Help Logout

MERIT [Redacted] Managed Education and Registry Information Tool

My Record My Education **My Applications** Find Training



My Applications

Portable Background Check Application	
Portable Background Check Application	Use this application to request a Portable Background Check (PBC) if you are applying to work, working, volunteering, or you are a household member at an early learning program. You have a PBC application in progress. Click the link on the left to resume it.

DEL Licensed or Certified Facilities and Head Start or ECEAP Sites	
Facility/Site Registration	Directors, Owners, Site Managers, and Family Home Licensees: Use this application to create and maintain a profile of your facility/site. Upon approval, you will be able to use MERIT as a management tool.

Professional Development and Training	
Training Reimbursement	Use this application to request a cost reimbursement for a state-approved training that you have completed within the past 12 months. Trainings approved for STARS hours through a Continuing Education Proposal (CEP) are not eligible for reimbursement.
State-Approved Trainer Application	Use this application to apply to become a state-approved trainer at any level.
Conference/Special Event Application	Use this application if you are an organization, practitioner or an individual hosting a training event and requesting to provide STARS hours. Training events may include conferences, visiting speakers, or an ongoing training series.
Continuing Education Proposal	Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is not within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. If you currently work in a Head Start or ECEAP site that is not also licensed by DEL you are not subject to the Initial Training Requirement.

Facility/Site Registration **Application Steps** (continued)

- 4) **Step 1. Application Information:** This step includes basic information about what an approved application will allow you to do. After reviewing this information, click **Next**.

Facility/Site Registration Application Application Information



This application is used to request access to the Facility/Site tab in MERIT, where you can:

- Confirm staff employment, end-date employment when individuals no longer work for the facility/site, and designate additional staff to manage employee information
- View portable background check status for your staff
- Track staff training and education
- Confirm health and safety data for your staff
- Participate in Early Achievers

Once the application is approved you will have the option to designate staff to the profile. To give additional staff access to the facility/site profile, follow the steps outlined in the [Facility/Site Access: Additional Designee Guide](#).

Cancel Next >

Facility/Site Registration **Application Steps** (continued)

5) **Step 2. Select Facility/Site.** This step allows you to register for the facility/site that you are attached to. After checking the facility/site, click **Next**.

Facility/Site Registration Application Select Facility/Site



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DEL licensed or certified facilities

- Select the employment record with job title of director, owner, or licensee
- Information in MERIT must exactly match information in licensing database, FamLink. For example, if your name is listed as "Susan" in FamLink, but you entered "Sue" in your MERIT professional record, you will not be able to submit the Facility/Site Registration application.

ECEAP/Head Start sites

- For sites that are not licensed, the Grantee/Contractor will appoint the site designee

Additional Designees

- Select the employment record for which you have been granted Additional Designee Permission

Register a Facility/Site				
Register for this Facility/Site	Facility/Site Name	Job Title	Facility/Site Address	Additional Designee Permission
<input type="radio"/>	[REDACTED]	Family Child Care Licensee	[REDACTED]	No

[I do not see the facility/site I wish to register](#)

[← Back](#) [Next →](#)

Facility/Site Registration **Application Steps** (continued)

6) **Step 3. Sign & Submit:** Type in your first and last name only and click on the **Submit** button.

Facility/Site Registration Application Sign & Submit



The form displays a progress bar with three steps: 1 Application Information, 2 Select Facility/Site, and 3 Sign & Submit. Step 3 is highlighted with an orange square. Below the progress bar is a blue 'Back' button. The form contains a text area for a signature and a date field with the value '05/16/2018'. At the bottom right, there are two buttons: a blue 'Back' button and an orange 'Submit' button.

1 Application Information 2 Select Facility/Site 3 Sign & Submit

← Back

The information I provided is true and accurate.

Signature:

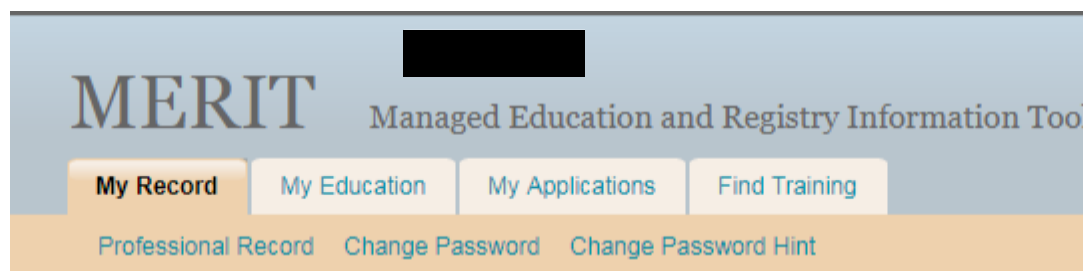
Date:

← Back Submit

- Once you submit your application, you will be notified that your application was submitted.

Facility/Site Registration **Application Steps** (continued)

- 7) Click on the **My Record** tab to view the status of any application. Your recently submitted **Facility/Site Registration** application should now be in **Pending** status. **Facility/Site Registration** applications are processed by your DCYF Licensor. You will need to contact your DCYF Licensor to notify them that your application is pending. Any questions or concerns regarding approval or denial of your application should be directed to your Licensor.



MERIT » My Record

My Record

DEL and partners are working together to build a strong professional development system and improve it on an annual basis. MERIT will send a reminder when your annual update is approaching. Please check your

Applications ⓘ

In progress

- 1/10/2017 Training Reimbursement - Not Submitted

Submitted for Review

- 5/16/2018 Facility/Site Registration - New Discovery School - Pending

Completed

[Redacted]

Facility/Site Registration Online Profile Management

Once your **Facility/Site Registration** application is approved by your DCYF Licensor, you will have a new **Facility/Site** tab or an additional facility/site will be listed on the **Facility/Site** tab. There are four sub-menu options on your **Facility/Site** tab: **Employees Information, Account Management, Early Achievers, and Make PBC Payments.**

The screenshot displays the MERIT web application interface. At the top, there is a navigation bar with 'DEL Apps' and 'MERIT Help' on the left, and a 'Logout' link on the right. The main header features the 'MERIT' logo and the text 'Managed Education and Registry Information Tool'. Below the header is a menu with options: 'My Record', 'My Education', 'Facility/Site' (highlighted), 'My Applications', and 'Find Training'. On the right side of the header, there is a logo for 'Washington State Department of Early Learning' featuring a child's image.

The main content area is titled 'MERIT » Facility/Site' and contains a 'Facility/Site Details' section. This section includes a large black redaction box on the left, a 'What is a statewide vendor ID?' link with an information icon, and an 'Early Achievers' status indicator showing 'Status: Participating, not yet rated' next to a sun icon.

Below this, a horizontal line separates the details from a table of facility information. The table is titled 'Program Type: Licensed' and contains the following data:

Data current as of 5/15/2018	
Provider Id	[Redacted]
Facility Type	Child Care Center
License Type	Non-Expiring
Initial License Date	[Redacted]
Anniversary Date	09/11
License Expires	Non-Expiring
Primary Contact Name	[Redacted]
Primary Contact Date of Birth	[Redacted]
Licensed Capacity	35 children
Ages Served	From 12 months To 12 years
Current License Status	Open
DEL Licensor	[Redacted]
DEL Licensor Phone	[Redacted]
DEL Licensor Email	[Redacted]
Name	[Redacted]
Date of Birth	[Redacted]
Substitute Pool Status:	[Redacted]

Facility/Site Registration Online Profile Management (continued)

1) Employees Information: A spreadsheet displays that includes your employee roster. In order for an employee to be added to the employee roster, the employee must add an employment record in their professional record in MERIT under the **Early Care & Education/School-Age Employment Information** section. An owner, director, FHCC licensee, or site manager may leave the facility/site. To remove their access, their employment record must be end dated. This will also remove access for all additional designees. You must contact the facility/site's DCYF Licensor regarding any change in owner, director FHCC licensee, or site manager.

- a. Export:** You can export this employee roster spreadsheet to Microsoft Excel. This can be a useful tool to track past employment history and record management for your facility/site.
- b. View and print all cleared PBC certificates:** You can click on this button to print or save all of your **confirmed** and/or **verified** employee's cleared Portable Background Check Certificates.
- c. STARS ID:** To view further details about an employee, select the STARS ID Number in the first column. You will be able to:
 - i.** View training and education details.
 - ii.** Add and/or confirm health and safety records.
- d. Alert Icons:** These icons will display if the employee is missing training or certifications required to meet their employment position per Washington Administrative Code (WAC) requirements. Use these icons to quickly identify gaps and missing information.

Employees Information Account Management Early Achievers Make PBC Payments


[View and print all cleared PBC certificates](#)



Show entries

[Export](#)

STARS ID	First Name	Last Name	Age	Job Title	Work Duration	Initial Training Requirement	Annual Continuing Education Training 2018	Annual Continuing Education Training 2017	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	PBC Status	PBC Expiration	Last Submitted PBC Application Status	Last Submitted PBC Application Date	Status
				Family Child Care Primary Worker	(5/1/2018) 0 years 3 months	Completed (2018) (30.00)	6.00 hours	▲ 0 hours	6/7/2017	6/7/2017 - 6/7/2019	6/7/2017			Cleared	3/1/2021		2/14/2018	Confirmed
				Family Child Care Primary Worker	(6/1/2010) 8 years 2 months	Completed (2015) (30.00)	0 hours	11.00 hours	6/8/2015			4/24/2017 - 4/24/2019	10/2/2012	Cleared	5/18/2020		5/11/2017	Verified
				Family Child Care Licensee	(2/1/2007) 11 years 6 months	Completed (2005) (20.00)	0 hours	11.00 hours	6/8/2015			4/24/2017 - 4/24/2019	1/28/2007	Cleared	6/27/2019		6/10/2016	Verified
				Family Child Care Assistant	(2/4/2007) 11 years 6 months	Completed (2013) (20.00)	0 hours	11.00 hours	6/8/2015			4/24/2017 - 4/24/2019	1/28/2007	Cleared	6/28/2019		6/13/2016	Verified
				Family Child Care Assistant	(8/21/2017) 1 years 0 months	None	6.00 hours	0 hours						Cleared	9/19/2020		8/22/2017	Confirmed

Facility/Site Registration Online Profile Management (continued)

- e. Status/Employment Confirmation:** You can confirm the employment details of each employee at your facility. To do this:
- i. Select the “” icon located at the far right of each employee's record.

STARS ID	First Name	Last Name	Age	Job Title	Work Duration	Initial Training Requirement	Annual Continuing Education Training 2018	Annual Continuing Education Training 2017	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	PBC Status	PBC Expiration	Last Submitted PBC Application Status	Last Submitted PBC Application Date	Status
				Other	(7/26/2012) 5 years 10 months	Completed (1999) (20.00)	0 hours	0 hours	4/13/2010				11/12/2007	⚠ Cleared	6/7/2018		6/8/2015	Verified  
				Child Care Center Assistant or Aide	(5/24/2016) 2 years 0 months	None	0 hours	2.00 hours						Cleared	5/21/2020		5/22/2017	Self-Entered 
				Child Care Center Lead Teacher	(11/12/2010) 7 years 6 months	Completed (2011) (20.00)	0 hours	2.00 hours	3/8/2016				6/17/2010	Cleared	1/5/2019		1/6/2016	Verified  

Facility/Site Registration Online Profile Management (continued)

1. Employment:

- a. **Employment Start Date:** Update the employee's start date if incorrect.
- b. **Employment End Date:** Optional. If an employee resigns or you terminate their employment, it is necessary to enter an employment end date. Upon saving, the employee's record will no longer be associated with your facility/site and will be removed from your roster.
- c. **Confirmed:** Check this box to confirm that the employee currently works at your facility/site. Your Licensor has to verify your employment if you are an owner, director, FHCC licensee, or site manager.
- d. **Allow user to Apply for Additional Designee:** Check this box to allow an employee to apply to be an additional designee in MERIT for your **Facility/Site** tab. Once this box is checked, the employee can submit the **Facility/Site Registration** application and, upon approval of the Licensor, will have the same access and permissions to the **Facility/Site** tab.

Employment Edit

Job Title

Family Child Care Primary Worker

Provider Address

[REDACTED]

Provider

[REDACTED]

Provider Id

[REDACTED]

License Start Date

02/01/2007

License End Date

Current

Employment Start Date

06/01/2010

Employment End Date (Leave blank if still employed)**Status**

Confirmed

Apply for Additional Designee

Allow user to Apply for Additional Designee

Cancel

Save

Facility/Site Registration Online Profile Management (continued)

2. **Job Title:** This tab will only be available if the employment status is **Self-Entered** or **Confirmed**.

a. **Job Title:** Choose the correct job title if the job title was incorrect. If the job title is correct and this employee's job title has changed, please end date their current employment and request that the employee add their new employment on their own MERIT account.

Employment Edit

Job Title	Employment
	<p>Job Title</p> <ul style="list-style-type: none">Child Care Center Assistant DirectorChild Care Center Assistant or AideChild Care Center DirectorChild Care Center Lead TeacherChild Care Center Program SupervisorFamily Child Care AssistantFamily Child Care Household MemberFamily Child Care LicenseeFamily Child Care Primary WorkerFamily Child Care StaffI am currently applyingOther

3. Select **Save** after entering the desired information.

Facility/Site Registration Online Profile Management (continued)

2) Account Management: A roster displays the staff that have access to the **Facility/Site** tab.

- For example, if an additional designee has been granted permission to apply and their application has been approved, they will display on this roster. The additional designee will also have a **Facility/Site** tab once they sign in to their MERIT account. By selecting the **Facility/Site** tab, the director, owner, FHCC licensee, site manager, or additional designee can edit the employee information.
- An additional designee may have their access removed (the **Facility/Site** tab is removed from their account) by click on the red **X** to the very right of the employee's record on this roster. This will not delete their MERIT record.

Employees Information Account Management Early Achievers Make PBC Payments

Employee Name	STARS ID	Job Title	Facility/Site Designee	Additional Designee	Delete
[REDACTED]		Child Care Center Director	Yes	No	
[REDACTED]		Child Care Center Lead Teacher	No	Yes	X

Facility/Site Registration **Online Profile Management** (continued)

- 3) **Early Achievers:** This is where you can review your Early Achievers status and submit Early Achievers applications. Contact the QRIS Team at their email QRIS@dcyf.wa.gov or their phone number 1-866-922-7629 if you have any questions or need assistance.
- a. **QRIS Rating Improvement System (QRIS) Application:**
 - i. **Early Achievers Registration:** Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).
 - ii. **Early Achievers Application for Level 2:** Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
 - iii. **Early Achievers Request for On-Site Evaluation:** Use this link to apply for an on-site evaluation to be rated for Early Achievers. This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.
 - b. **Program Description:** You can add any information about your program in this section. This description will be listed on the Child Care Check website.

Employees Information Account Management **Early Achievers** Make PBC Payments

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

YOU HAVE COMPLETED LEVEL 2.

You have met all Level 2 requirements and are eligible to request an on-site evaluation. Programs should only request an evaluation when they feel confident they can meet the minimum thresholds for ERS and CLASS. Each assessed facility must score at least a 2 on Instructional Support in the CLASS, a 3.5 on Emotional Support and Classroom Organization/Emotional and Behavioral Support in the CLASS, and a 3.5 on the ERS to achieve a Level 3-5 rating. We recommend that you consult with a local technical assistance provider to review your readiness for rating. To be considered for Levels 3-5, please submit the Early Achievers Request for On-Site Evaluation on this page. Evaluations are scheduled during three month assessment windows. Evaluation requests are approved by the QRIS Regional Coordinator.

QRIS Rating Improvement System (QRIS) Application

Early Achievers Registration	Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).
Early Achievers Application for Level 2	Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
Early Achievers Request for On-Site Evaluation	Use this link to apply for an on-site evaluation to be rated for Early Achievers. This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.

Program Description

Status: No description exists	Add/Edit
----------------------------------	--------------------------

Facility/Site Registration **Online Profile Management** (continued)

c. QRIS Contact Information: This is where you can select who the main Primary QRIS Contact is. You can submit a Secondary QRIS Contact but this is optional.

QRIS Contact Information

Optional

Name of Primary QRIS Contact : [Redacted]
Email : [Redacted]
Role within the Program : Child Care Center Director
Phone : [Redacted]

Name of Secondary QRIS Contact : [Redacted]
Email : [Redacted]
Role within the Program : Child Care Center Assistant Director
Phone : [Redacted]

[Save](#)

- d. Participation Agreement:** The Primary QRIS Contact must sign an Early Achievers Participation Agreement in order to participate in Early Achievers:
- The Early Achievers Participation Agreement is an agreement between the participating facility and their local lead agency.
 - Participants will return signed agreements to their local lead agency, and keep a copy of the signed agreement on-site.
 - Please return your signed Participation Agreement to your local lead agency within 14 days of registering for Early Achievers or for every program year you are an Early Achievers Participant.

Participation Agreement		
The Primary QRIS Contact must sign an Early Achievers Participation Agreement in order to participate in Early Achievers.		
<ul style="list-style-type: none">The Early Achievers Participation Agreement is an agreement between the participating facility and their local lead agency.Participants will return signed agreements to their local lead agency, and keep a copy of the signed agreement on-site.Please return your signed Participation Agreement to your local lead agency within 14 days of registering for Early Achievers or for every program year you are an Early Achievers Participant.		
Program Year	Signed By	Date Signed
7/1/2016-6/30/2017	[Redacted]	07/12/2016
7/1/2015-6/30/2016	[Redacted]	07/09/2015
7/1/2014-6/30/2015	[Redacted]	07/01/2014
7/1/2013-6/30/2014	[Redacted]	08/16/2013

Facility/Site Registration Online Profile Management (continued)

- 4) Make PBC Payments:** This table allows you to pay for your employees **Portable Background Check** application fees and notifies you if the employees have paid for their pending **Portable Background Check** application.
- Select the employees that need their **Portable Background Check** application fee paid for.
 - Click on the **Pay by electronic check** or **Pay by credit/debit card** to make the payment.

Employees Information

Account Management

Early Achievers

Make PBC Payments

Portable Background Check Payments

Select the checkbox beside the names of the employees you wish to pay for then click 'Pay by electronic check' to be directed to US Bank or 'Pay by credit/debit card' to be directed to Payeezy to complete the transaction.

First Name	Last Name	Application Date	Check to Pay
------------	-----------	------------------	--------------

Payment Information

Applications selected for ePay :	0
Cost per Application :	\$12.00
Total Cost :	\$0.00

Pay by electronic check

Pay by credit/debit card

Facility/Site Registration Troubleshooting Guide

Troubleshooting: You may receive the following error messages if the verification of your application is unsuccessful. Possible error messages included:

1) **Data entered does not match the primary contact on record for the selected provider**

Facility/Site Registration Application Select Facility/Site

1 Application Information 2 Select Facility/Site 3 Sign & Submit

[← Back](#) [Next →](#)

Step 2
Data entered does not match the primary contact on record for the selected provider

DEL licensed or certified facilities

- Select the employment record with job title of director, owner, or licensee
- Information in MERIT must exactly match information in licensing database, FamLink. For example, if your name is listed as "Susan" in FamLink, but you entered "Sue" in your MERIT professional record, you will not be able to submit the Facility/Site Registration application.

ECEAP/Head Start sites

- For sites that are not licensed, the Grantee/Contractor will appoint the site designee

Additional Designees

- Select the employment record for which you have been granted Additional Designee Permission

Register a Facility/Site

Register for this Facility/Site	Job Title	Additional Designee Permission
<input checked="" type="radio"/>	Family Child Care Licensee	No

This error will occur if any of the required information in your professional record in MERIT doesn't exactly match the licensing data in FamLink.

(Refer to the "Important" section of the Application Basics, page 2)

For example, your last name on the license (and therefore in the licensing database, FamLink) may be "VonDyke" but in your MERIT profile your last name is recorded as "Von Dyke." Even small differences like this space in between your last name will impact the verification process. You will need to inform either your Licensor or MERIT support staff of the correct spelling in order to successfully complete the application.

Changes to the licensing database must be made through your DCYF Licensor; any change to the licensing database **will require a one-day waiting period** while FamLink and MERIT sync together.

Facility/Site Registration Troubleshooting Guide (continued)

- 2) Select a facility to register. If there are none, use the "I do not see the facility/site I wish to register" link below to add an employment first.

Facility/Site Registration Application [Select Facility/Site](#)

1 Application Information 2 Select Facility/Site 3 Sign & Submit

[← Back](#) [Next →](#)

DEL licensed or certified facilities

- Select the employment record with job title of director, owner, or licensee
- Information in MERIT must exactly match information in licensing database, FamLink. For example, if your name is listed as "Susan" in FamLink, but you entered "Sue" in your MERIT professional record, you will not be able to submit the Facility/Site Registration application.

ECEAP/Head Start sites

- For sites that are not licensed, the Grantee/Contractor will appoint the site designee

Additional Designees

- Select the employment record for which you have been granted Additional Designee Permission

Register a Facility/Site

Register for this Facility/Site	Facility/Site Name	Job Title	Facility/Site Address	Additional Designee Permission
Select a facility to register. If there are none, use the "I do not see the facility/site I wish to register" link below to add an employment first.				

[I do not see the facility/site I wish to register](#)

[← Back](#) [Next →](#)

This error message will display if you have not added an employment record in your professional record in MERIT for the facility.
(Refer to the "Important" section of the Application Basics, page 2)

For example, if you have an employment record in your professional record but there is an end-date, the employment will not show up in this page. You must either select owner, director, FHCC licensee, or site manager or the appropriate employment record as approved by your employer.