I am an…Assistant Teacher

Use this checklist to:

- See what is required for your role
- Check off what you have completed
- Keep notes on your progress

If you have questions on how to get started, please email MERIT@dcyf.wa.gov or call 866.482.4325 option 5.

Items to complete and have verified in MERIT

Visit MERIT**:** https://apps.dcyf.wa.gov/MERIT

☐	I have a MERIT account.
☐	I have a STARS ID number.
☐	My personal information and contact information is correct.
☐	I submitted my Portable Background Check Application in MERIT. WAC 110-300-0105, WAC 110-301-0105, and WAC 110-302-0105
☐	I completed my fingerprints.
☐	My portable background check is cleared.
Notes	

Early Care & Education/School-Age Employment Information Section – Verified in MERIT

☐	I added my employment.
☐	My employment is confirmed by my employer OR my employment is verified by the licensor.

Notes	

Health & Safety Information Section:

Self-entered in MERIT WAC 110-300-0105, WAC 110-300-0106, WAC 110-301-0105, WAC 110-301-0106, WAC 110-302-0105 and WAC 110-302-0106

☐	TB Test
☐	CPR certification
☐	First Aid certification
☐	Blood Borne Pathogens
☐	Food Handler Permit (if handling or serving food)
☐	Safe Sleep (if working with infants/toddlers). Complete it here: www.dcyftraining.com
Notes	

Initial Training Requirement

WAC 110-300-0105, WAC 110-300-0106, WAC 110-301-0105, WAC 110-301-0106, WAC 110-302-0105 and WAC 110-302-0106

☐	Initial Basic Training or School Age Basics or Child Care Basics (depending on program or educational goals)
Notes	

Go To My Education In MERIT (see "My Education" tab)

☐	I completed a high school diploma or equivalent [Equivalent is a GED OR college credit].
☐	I sent my education documents to edverification@uw.edu for my education that I want to be counted on my professional record (if applicable).

☐	Child Care Assistant Teacher: I completed an ECE Initial Certificate or equivalent and have submitted an Education Application in MERIT.
☐	Child Care Assistant Teacher: If I have not completed the ECE Initial Certificate or equivalent, I have a plan to meet my education requirement.
Notes	

Training Resources

☐	I have a Log-In for online training at www.dcyftraining.com and I know how to find trainings.
Notes	

Resources:

- Equivalent Options for Education
- Training Requirements & Completion Timeline
- Equivalent Options for Education School-Age Providers
- Training Requirements & Completion Timeline for School-Age Providers
- Outdoor Nature-Based Equivalents
- Training Requirements & Completion Timeline for Outdoor Nature-Based Providers

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