I am an…Center Director, Assistant Director, or Program Supervisor

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 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 verified by the licensor.

Original Date: August 16, 2023 | Revised Date: August 15, 2025
Early Learning Division | Approved for distribution by Tiffany Lee, Senior Administrator Workforce and Professional Development

Notes	

Health & Safety Information Section:

Self-entered WAC 110-300-0105, WAC 110-300-0106, 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 110-302-0105 and WAC 110-302-0106

☐	Initial Basic Training or Child Care Basics (depending on program or educational goals)
☐	Licensing Orientation
☐	I have completed Electronic Attendance Training (if applicable)
☐	I have completed Subsidy Billing Training (if applicable)
☐	Outdoor Nature Based: I have completed 30 hours or 3 credits of nature-based education training
Notes	

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

See WAC 110-300-0100 and WAC 110-302-0100 section 3(a) and (b) for more information about center director and assistant director qualifications.

☐	I completed an Education Application in MERIT for the required ECE credits or equivalent. ☐ 10 ECE credits (12 or less children) ☐ 25 ECE credits (13-24 children) ☐ 45 ECE credits (25+ children)
☐	I sent my education documents to edverification@uw.edu for my education that I want to be counted on my professional record (if applicable).
☐	I completed an ECE State Certificate or equivalent and have submitted an Education Application in MERIT.
☐	If I have not completed the ECE State 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
- Outdoor Nature-Based Equivalents
- Training Requirements & Completion Timeline for Outdoor Nature-Based Providers

DCYF does not discriminate and provides equal access to its programs and services for all persons without regard to race, color, gender, religion, creed, marital status, national origin, citizenship or immigration status, age, sexual orientation or gender identity, veteran or military status, status as a breastfeeding mother, and the presence of any physical, sensory, or mental disability or use of a dog guide or service animal. If you would like free copies of this publication in an alternative format or language, please contact DCYF Constituent Relations at 1-800-723-4831 or emailcommunications@dcyf.wa.gov.