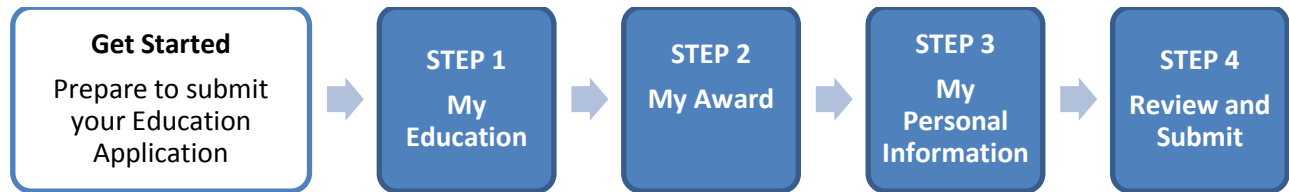


Complete your Education Application in MERIT



Get Started:

Is your degree in a language other than English? Review [how to process a foreign degree](#) first.

1. Sign in to MERIT.
2. Under the My Education tab on your professional record, select Complete My Education Application.
3. Select “yes” or “no” if you work in one of the indicated ECEAP roles.

STEP 1 - My Education

Select the blue button to add information to each section.

STEP 2 - My Award

- Confirm that all information provided is accurate
- Accept the education award (if you are eligible)

STEP 3 – My Personal Information

- Confirm that your name and mailing address is correct
- Your award will be mailed to this mailing address

STEP 4 – Review and Submit

- Review your information before you submit the application
- The Education Application process is not complete until your support documents are received and processed.

Remember to send your support documents

Choose **one** of the following:

Upload

Upload your scanned documents from your computer by selecting the “Choose Files” button

Email

Email your documents to centraliamerit@centralia.edu

Mail

Mail your documents to:
Centralia College CFS
Attn: MERIT
600 Centralia College Blvd.
Centralia, WA 98531-4035

Help your documents to be processed:

- Submit copies of official transcripts
- Write your first and last name and STARS ID on all documents

Have more questions?

Contact a MERIT Support Specialist at MERIT@del.wa.gov or call 1.866.482.4325, option 5.

Education Application Common Questions

How long will it take to verify my education?

The average time is 30 days.

What information should I include under college degrees, coursework and certificates?

Area of Information	What to Include
Diploma, Degree, College Attended	Diplomas, degrees, or colleges you attended: <ul style="list-style-type: none"> ○ Completed degrees ○ Attended college but did not complete a degree ○ Currently attending and working towards a degree
College Coursework	College coursework will be reviewed to count towards your annual in-service hours (STARS hours). <ul style="list-style-type: none"> ○ Coursework must include competencies in Early Childhood Education or School-Age core competencies.
Certificate and Credential Information	Add completed certificates or credentials from the drop down menu

What if my degree or high school diploma is from another country?

Read this first **before** completing your Education Application

https://del.wa.gov/sites/default/files/public/ProfessionalDevelopment/Completing_the_Education_Application_for_Foreign_Degrees.pdf

Is the Education Application required?

Completing the Education Application is highly encouraged.

Having your education verified reduces the need for you to reproduce your qualifications to licensors or DEL for any other reason. The Education Application may become required in the near future.

What is Education Verification?

Verifying your education in MERIT is helpful for you and for DEL. Understand the qualifications of the early learning workforce, determine qualifications for roles and connecting college coursework for training requirements. Learn more here:

https://www.del.wa.gov/sites/default/files/public/About_Education_Verification.pdf

How do I get my education award?

Everyone must have a Statewide Vendor Number to receive the financial incentive. If you do not have a statewide vendor number, you can find the application along with instructions here:

<https://del.wa.gov/Statewide-Vendor-Forms>.

What if I want direct deposit?

When you complete the Statewide Vendor Number application you will find instructions to sign up for direct deposit on that form.

If you choose to sign up for direct deposit, your award will be deposited instead of mailed.