

I am a...  
**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](mailto:merit@dcyf.wa.gov) or call 866.482.4325 option 5.

Items to complete and have verified in MERIT Visit MERIT: <a href="https://apps.dcyf.wa.gov/MERIT">https://apps.dcyf.wa.gov/MERIT</a>		Notes to Self
<input type="checkbox"/>	I have a MERIT account.	
<input type="checkbox"/>	I have a STARS ID number.	
<input type="checkbox"/>	My personal information and contact information is correct.	
<input type="checkbox"/>	I submitted my Portable Background Check Application in MERIT. <a href="#">WAC 110-300-0105</a>	
<input type="checkbox"/>	I completed my fingerprints.	
<input type="checkbox"/>	My portable background check is cleared.	
<b>Early Care &amp; Education/School-Age Employment Information Section – Verified in MERIT</b>		
<input type="checkbox"/>	I added my employment.	
<input type="checkbox"/>	My employment is verified by my licensor.	
<b>Health &amp; Safety Information Section: Self-entered</b> <a href="#">WAC 110-300-0105</a> and <a href="#">WAC 110-300-0106</a>		
<input type="checkbox"/>	TB Test	
<input type="checkbox"/>	CPR certification	
<input type="checkbox"/>	First Aid certification	
<input type="checkbox"/>	Food Handlers Permit	
<input type="checkbox"/>	Safe Sleep (if working with infants/toddlers). Complete it here: <a href="http://www.dcyftraining.com">www.dcyftraining.com</a>	
<input type="checkbox"/>	Blood Borne Pathogens	
<b>Initial Training Requirement</b> <a href="#">WAC 110-300-0105</a> and <a href="#">WAC 110-300-0106</a>		
<input type="checkbox"/>	Child Care Basics	
<input type="checkbox"/>	Licensing orientation	
<b>Go To My Education In MERIT (see “My Education” tab)</b> See WAC <a href="#">110-300-0100</a> section 3(a) and (b) for more information about center director and assistant director qualifications.		

<input type="checkbox"/>	I completed an Education application in MERIT (if applicable).	
<input type="checkbox"/>	I sent my official transcripts to <a href="mailto:education.verification@centralia.edu">education.verification@centralia.edu</a> for my education that I want to be counted on my professional record (if	
<input type="checkbox"/>	I completed an ECE State Certificate or equivalent.	
<input type="checkbox"/>	If I have not completed the ECE State Certificate or equivalent, I have a plan to meet my education requirement.	
<b>Training Resources</b>		
<input type="checkbox"/>	I have a Log-In for online training at <a href="http://www.dcyftraining.com">www.dcyftraining.com</a> and know how to find trainings.	

**Resources:**

- [Equivalent Options for Education](#)
- [Training Requirements & Completion Timeline](#)