

Recording the COVID-19 Vaccine Requirement in MERIT

Gov. Jay Inslee [issued a proclamation](#) that requires most child care, early learning, and youth development providers to be fully vaccinated against COVID-19 or obtain a religious or medical accommodation. **This resource outlines the process for recording the COVID-19 vaccine requirement in the Washington State Workforce Registry, [MERIT](#).**

For information about the COVID-19 vaccine mandate, including roles required to meet this requirement and options for meeting this requirement, visit the Washington State Department of Health's [COVID-19 Vaccination Requirement FAQ for Child Care, Early Learning, and Youth Development Providers](#).

How to Record the Requirement in MERIT:

1. Log into merit.dcyf.wa.gov.
2. Click on the "My Record" tab.
3. Click on the "Professional Record" sub-tab.
4. Scroll down to the "Health & Safety Information" section.
5. Click on the blue "+ Click here to add Health and Safety Information" button.
 - a. Choose the "Training Type" – **COVID-19 Requirement Met**.
 - b. Enter the "Completed Date" – **This will be the date the information is entered in MERIT.**
 - c. Click on the blue "Save" button.



Note: Once the COVID-19 vaccine requirement is recorded, the employer or licensee will confirm the record.

How to Confirm Staff Records for the Requirement in MERIT as an Employer or Licensee:

1. Log into merit.dcyf.wa.gov.
2. Click on the "Facility/Site" tab.
3. Scroll down to the "Employee Information" section.
4. Click on the STARS number to access the staff's Professional Record.
 - a. Scroll down to their "Health and Safety Information" section.
 - b. Click the edit  icon for the COVID-19 record. A popup box will appear.
 - c. Select the Confirmed box and click Save.
5. The record will now display as **confirmed** in the employee's MERIT Professional Record.



Note: For employers or licensees, the status of the record will remain as "self-entered" until the next monitoring visit. At that time, the licensor may update the status as **verified**.

Questions?

If you have questions about this process, email merit@dcyf.wa.gov or call 1-866-482-4325, option 5.

Visit the [MERIT Workforce Registry webpage](#) for helpful resources and step-by-step instructions for how to do things in MERIT.

