



# Early Achievers Head Start/ECEAP Pathway – The Step-by-Step Guide to Adding Current Employment and Submitting Facility Registration

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State  
Department of Early Learning



# Log into your MERIT account at [merit.del.wa.gov](http://merit.del.wa.gov)

**MERIT** Managed Education and Registry Information Tool

Home Sign in Search MERIT

MERIT » Sign in

### Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

**Early Care & Education and School-age Professionals (ECE/SA)**

To find your MERIT username:

- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from [merit@del.wa.gov](mailto:merit@del.wa.gov)
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

**Sign in**

Returning users:

**Username:** (STARS ID or email address)

**Password:**

Sign in

[Forgot your Password?](#)

New users:

MERIT Registration

**Please note:** A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

**A. Username:** Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

**B. Password:** If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

# Adding Employment to your record

The screenshot shows the MERIT (Managed Education and Registry Information Tool) web application. The header includes the MERIT logo and navigation tabs: Home, News, My Record (circled in orange), Applications, Search MERIT, and Logout. Below the navigation is a secondary bar with Professional Record (circled in orange), Change Password, and Change Password Hint. The main content area shows the breadcrumb 'MERIT » My Record » Professional Record' and the title 'Professional Record'. A 'Print My Professional Record' button is present. Below this is a 'Personal Information' section with fields for First Name (Darth), Middle Name, Last Name (Ruki), Primary Language (Not selected), and Secondary Language (Not selected). To the right is a 'Confidential Information' section with fields for Gender (radio buttons for Female and Male), Ethnicity (Please Select), Race (Please Select), Username (darthruki@outlook.com), and Birth Date (3/26/1976).

MERIT Managed Education and Registry Information Tool

Home News **My Record** Applications Search MERIT Logout

Professional Record Change Password Change Password Hint

MERIT » My Record » Professional Record

Professional Record

Print My Professional Record

Cancel Save

Personal Information

\* First Name:

Middle Name:

\* Last Name:

\* Primary Language:

Secondary Language:

Confidential Information

\* Gender:  Female  Male

Ethnicity:

Race:

\* Username:

\* Birth Date:

Once logged in to your account, click on the “My Record” tab, then click on the “Professional Record” sub tab.

# Step 1: Locate the Early Care & Education/School-Age Employment Information Section of your record

### Early Care & Education/School-Age Employment Information

[Click here to add New Employment](#)

Type	SSPS Provider #	Provider / Organization ID	Facility Name	License Status	Facility Type	Job Title	Date	Status	Delete	Edit
No Records Found										

Type	Site ID	Grantee / Contractor	Site Name	Job Title	Date	Status	Delete	Edit
No Records Found								

### Other Employment

Enter employment information below that is not in a DEL Licensed or certified facility or Head Start or ECEAP site. Entering this information is optional. Information entered below is not verified and is not eligible for participation in certain state incentives, past employment can assist professionals in building a resume of professional experience.

[Click here to add Employment](#)

Employer	Address	Phone #	Job Title	Date	Delete	Edit
No Records Found						

In the Professional Record page, scroll down to the Early Care & Education/School-Age Employment Information section to add current employment with licensed childcare facilities, Head Start sites, or ECEAP sites.

You may click on the link to add new employment. If you have an old employment record, you will need to have your employer end-date the old record.

\*If you are not currently employed in an eligible position at a licensed facility, Head Start, or ECEAP site, you may enter employment in the "Other Employment" section of your record. You will not be able to proceed with the next steps in this guide.

# Step 2: Add program type and role/job title

## Early Care & Education/School-Age Employment Information

These questions will guide you through entering employment at your facility/site. If you have multiple jobs, MERIT will prompt you to enter them separately.

1

1. Which program(s) do you work for (check all that apply). [Click here](#) for descriptions of each program.

- ECEAP       Head Start/Early Head Start       Licensed Child Care Center       Licensed Family Child Care Home  
 Licensed School-age Program       Tribal Child Care       Military Child Care       Family, Friend, Neighbor (FFN)

2

2. Please select your job title. If you do not see your job position listed with the correct program, please adjust the options selected above. If you have more than one job title you will have an opportunity to enter it separately.

Please Select

Type	SSPS Provider #	Provider / Organization ID	Facility Name	License Status	Facility Type	Job Title	Date	Status	Edit
No Records Found									

Type	Site ID	Grantee / Contractor	Site Name	Job Title	Date	Status	Edit
No Records Found							

1. You will need to indicate which program(s) you work for. **If you work in a facility/site that serves multiple programs, you will need to check all that apply.**
2. Next, you will need to select your job role/title from the drop-down menu. If you have more than one job role/title, you will have an opportunity to enter it separately.

**You will be presented with a pop-up box to enter Employment Information.**

## Step 3: Employment Information

**Employment Information**

To search for an employer, type the name in the "Site" field. All ECEAP facilities/sites are listed in MERIT according to the business name on record with your ECEAP Contractor. For example: "ABC Child Care Center", "Central Park Elementary", or "United Lutheran Church". For help finding you facility/site name, check how the name is displayed in ELMS. If you don't have access to ELMS, you can ask your ECEAP Contractor.

If you hold more than one job title at this site, select the job title from the drop down list in the second row of the table.

\* Site:

Grantee/Contractor:  
Site Id:  
Available Date Range:  
Site Address:

Job Title	Start Date mm/dd/yyyy	End Date mm/dd/yyyy Leave blank if still employed	Delete
ECEAP Site Contact/Manager	<input type="text"/>	<input type="text"/>	

Cancel Save Add Another

Begin typing the name of the facility/site in which you work. The system will look for a match and present you with options to select your facility/site.

After you select a facility/site the system will auto-fill the Grantee/Contractor, Site ID, Available Date Range and Site Address. You will need to enter a start date for employment. Your employment may pre-date the system, so you may need to enter the earliest date available in the system instead of your actual first day if you have worked at the facility/site longer than the earliest available date range. Be sure to leave the end date blank if you still work at the facility/site.

Click "Save" when you are finished to exit the pop-up box, then click "Save" again once back in your Professional Record page.

# Facility/Site Registration

The screenshot shows the MERIT website's 'Applications' page. At the top, a navigation bar contains 'Home', 'News', 'My Record', 'Applications' (circled in orange), 'Search MERIT', and 'Logout'. Below the navigation bar, the breadcrumb 'MERIT » Applications' is visible. The main content area is titled 'Applications' and is divided into several sections, each with a heading in a light orange box. The 'Facility/Site Registration' link is circled in orange. A small image of a child is visible in the top right corner of the page.

Home News My Record **Applications** Search MERIT Logout

MERIT » Applications

## Applications

### STARS ID

STARS ID Number You have already submitted a STARS ID Request. [View Submitted STARS ID Request](#)

### Portable Background Check Application

[Portable Background Check Application](#) Use this application to request a Portable Background Check (PBC) if you are applying to work, working, volunteering, or you are a household member at a child care facility licensed or certified by the Department of Early Learning (DEL). This application is not available if you currently work in a Head Start or ECEAP site that is not a licensed child care site.

### Education Applications

[Education Application](#) Use this application to verify your education including high school, credentials, college and any advanced degree information. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. Examples include official transcripts, certificates and credentials. Upon approval, you will be automatically evaluated for placement on the [Washington State Career Lattice](#)

[Educational Exemption](#) You have already fulfilled the Initial Training requirement. You have an Education Exemption Status of Completed.

[Continuing Education Proposal](#) Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is **not** within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. If you currently work in a Head Start or ECEAP site that is not also licensed by DEL you are not subject to the Initial Training Requirement training requirement.

### DEL Licensed or Certified Facilities and Head Start, or ECEAP Sites

[Facility/Site Registration](#) Use this application to create and maintain a profile of your facility/site. Upon approval, you will be able to use MERIT as a management tool.

If you need to register the facility/site as the Center Director or Site Contact/Manager, you will need to click on your "Applications" tab at the top of your screen then select the "Facility/Site Registration" application under the DEL Licensed or Certified Facilities and Head Start, or ECEAP Sites heading.

# Step 1: Facility/Site Information

MERIT » Applications » Facility/Site Registration

1 Facility/Site Information 2 Verify Facility/Site & Identity 3 Health & Safety 4 Review & Submit

Cancel Next →

This application is used to request access to create and maintain a profile of your DEL licensed or certified child care facility or your Head Start or ECEAP site. Upon approval of the application, you will be able to use MERIT to manage your facility/site. The profile should be kept current and will be monitored by your DEL Licensor or your Grantee/Contractor. Any changes in the director/program supervisor designation at a DEL licensed or certified facility must be reported to your DEL Licensor.

Your access will allow you to:

- Confirm staff employment,
- Track your staff's training and education accomplishments,
- Participate in the confirmation of health and safety data for the state,
- Support the steps necessary to participate in Early Achievers, and
- Remove individuals from the employee roster when they no longer work for the facility/site.

To complete this application you will need:

- An employment record associated with the facility/site you wish to register,
- If applicable, copies of your health and safety certifications to enter accurate completion and/or expiration dates.

Once the application is approved, you will have the option to designate staff to the profile. To do this, follow the steps outlined in the additional resources below.

Additional Resources:

- View a step-by-step [Facility/Site Registration Guide](#) to the application process, how to use the profile, and how to give additional staff access to the profile. This guide is also available on the [MERIT homepage](#).
- View a video tutorial that explains the application process. This video and more are available on the MERIT page of the DEL website at: <http://www.del.wa.gov/requirements/professional/merit.aspx>.

Cancel Next →

Step 1 of the Facility/Site Registration application contains instructions. Please read them before moving on to the next step.

**When you are finished, click, “Next.”**

## Step 2: Verify Facility/Site & Identity

MERIT » Applications » Facility/Site Registration

1 Facility/Site Information    2 Verify Facility/Site & Identity    3 Health & Safety    4 Review & Submit

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### Facility/Site Verification

Select the facility/site you want to register in MERIT. You may select one Facility/Site per application.

- For DEL licensed facilities, you must select the record which indicates you are the owner/director/licensee to register a facility.
- For Head Start and ECEAP Professionals whose facility is not licensed, the Grantee/Contractor will appoint the site designee.
- For Additional Designees, you will need to select the employment record which your Facility/Site Designee granted the Additional Designee permission. If your record as a Child Care Assistant or Aide was granted permission, you will need to select that employment record for facility registration purposes. This record will say "Yes" in the "Additional Designee Permission" column.

Register for this Facility/Site	Facility/Site Name	Job Title	Facility/Site Address	Verification Status	Additional Designee Permission
<input type="checkbox"/>	Facility/Site	Child Care Center Director	123 SW 45 <sup>th</sup> St Olympia, WA 98501	Self-entered	No

[I do not see the facility/site I wish to register](#)

### Identity Verification

The information below for first name, last name and date of birth is taken directly from your professional record. Any changes made to the information in this step will also update your professional record. To successfully match your information with the facility/site:

- Remove any extra spaces before and after your first name, last name and birth date.
- **Head Start / ECEAP Sites.** The facility/site designee name must exactly match the site's contact/manager listed in ELMS.
- **DEL licensed or certified facilities.** Information for owners, directors, and family child care home licensees must exactly match the information from the licensing database, FamLink. For example, if your name is listed as "Susan" in FamLink, but you have listed "Sue" in your professional record, the name will not match to register your facility.
- **Additional Designees.** Generally you do not need to update this information as long as you have selected the correct, authorized record above to register to the facility/site.

First Name: Carrie  
Last Name: Gonzalez  
Birth Date: 2/14/1984

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In Step 2, you will need to indicate the facility/site you are trying to register by checking the box next to the correct record.

If you do not see the facility/site you wish to register, click the blue link titled, "I do not see the facility/site I wish to register" underneath the facility/site table. You will be directed to add an employment record with the facility/site. If you have already entered a record, you may need to contact your DEL Licensor, MERIT Admin, or Grantee/Contractor to ensure you have been authorized to register the facility/site.

Once you have selected the correct record, click, "Next."

# Step 3: Health & Safety

MERIT » Applications » Facility/Site Registration

1 Facility/Site Information    2 Verify Facility/Site & Identity    3 Health & Safety    4 Review & Submit

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### Health & Safety Information

You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer. Status will display as "Verified" when reviewed by DEL or a Head Start Grantee or ECEAP Contractor.

 Click here to add Health & Safety Information

Training Type	Completed Date	Expiration Date	Status	Delete	Edit
No Records Found					

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If you have not already added at least one Health & Safety record to your Professional Record in MERIT, you must do so in this step of the application in order to move forward to the last step.

### Health & Safety Information

\* Training Type:  ▼

\* Completed Date:   mm/dd/yyyy

\* Expiration Date:   mm/dd/yyyy

Confirmed: No  
Verified: No

Click on the plus sign in the table to add a record. You will receive a pop-up box to enter the details. Select the "Training Type" from the drop-down menu then enter the completed date, and the expiration date. Your Grantee/Contractor or DEL Licensor will be able to confirm your record from their own account(s).

Click "Save" to save the training details, then click "Next" when you are finished adding Health & Safety information.

# Step 4: Review & Submit

MERIT » Applications » Facility/Site Registration

1

Facility/Site Information

2

Verify Facility/Site & Identity

3

Health & Safety

4

Review & Submit

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## Application Review

- Please review the information you have submitted.
- You will not be able to change your name, gender or date of birth after submitting this application.
- Click on the Edit links at the top of each section to edit your information, then click Next to save and return to this screen.
- Read the Statement of Understanding.
- You must electronically sign your application by entering your full name as it appears in the Personal Information section.
- Click Submit to proceed to the print step and receive instructions for submitting supporting documents to DEL.

## Statement of Understanding

The information I provided is true and accurate. The information that I entered into the Managed Education and Registry Information Tool (MERIT) is accurate. I understand that:

- MERIT is a secure system owned and operated by DEL.
- Information shared with DEL becomes public record and some information in public records is available to the general public upon request.
- I will comply with all requirements and responsibilities associated with the MERIT system, including appropriate and accurate use.
- I will not enter fraudulent information, nor will I manipulate the MERIT system or its functions for any reason that may cause adverse effects to another individual's professional record.

I agree

Signature/Full Name

Date

3/31/2014

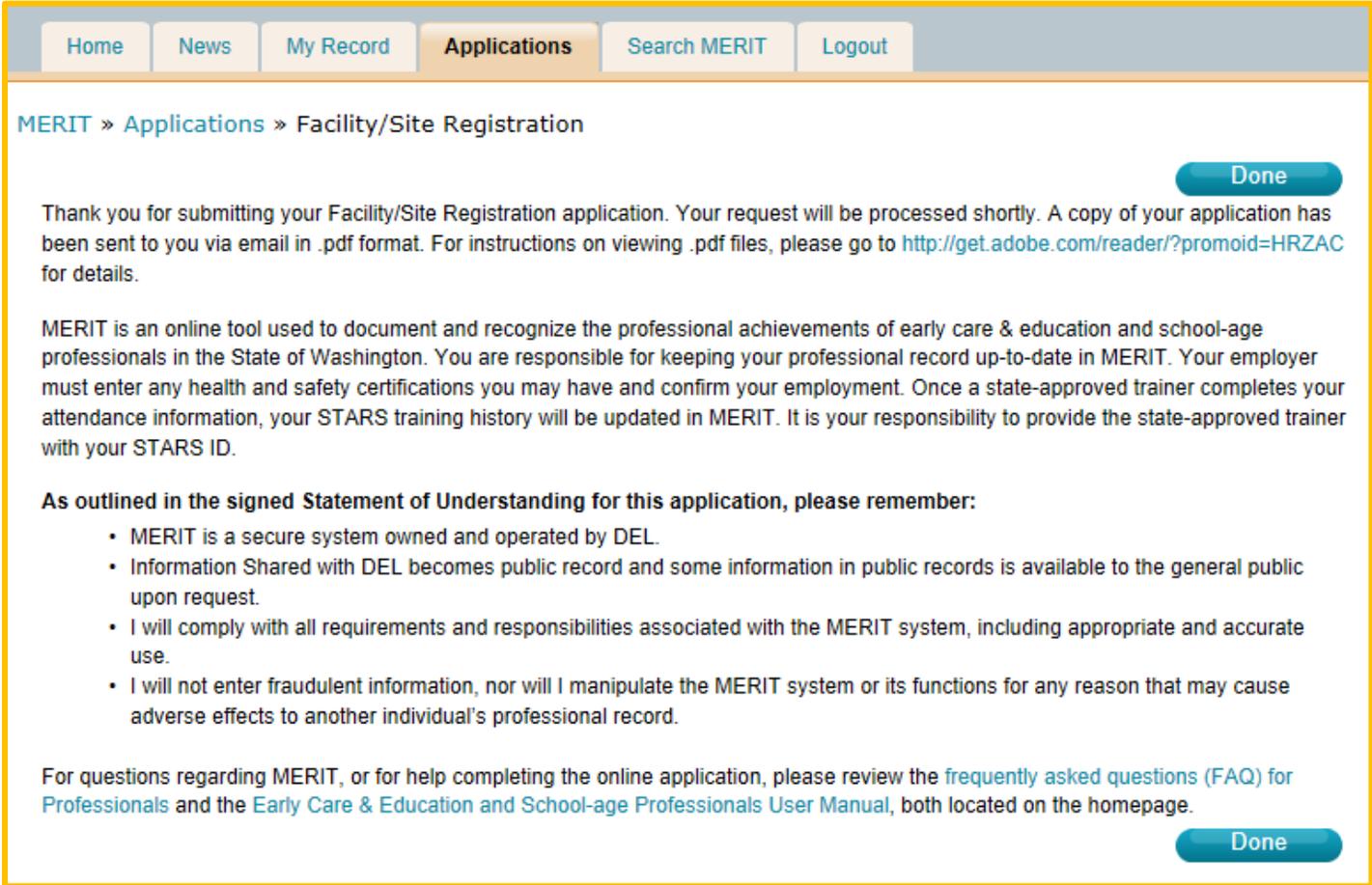
Submit

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In the final step, you will have the opportunity to review the information contained in your application. If you wish to edit the information, you may go back in the application to update any of the steps. If you agree with the information and the applicant assurances, you may check the “I agree” box under the “Statement of Understanding” heading. Next, you will need to sign your first/last names *as they appear in MERIT*. The date will auto-fill.

Click, “Submit” to submit your application.

## Step 5: Confirmation



The screenshot shows a web interface with a navigation bar at the top containing links for Home, News, My Record, Applications (highlighted), Search MERIT, and Logout. Below the navigation bar, the breadcrumb trail reads "MERIT » Applications » Facility/Site Registration". A "Done" button is located in the top right corner. The main content area contains a thank-you message, a paragraph explaining the MERIT system, a section titled "As outlined in the signed Statement of Understanding for this application, please remember:" followed by a bulleted list of four items, and a final paragraph with links to frequently asked questions and a user manual. A second "Done" button is located in the bottom right corner.

Home News My Record **Applications** Search MERIT Logout

MERIT » Applications » Facility/Site Registration

**Done**

Thank you for submitting your Facility/Site Registration application. Your request will be processed shortly. A copy of your application has been sent to you via email in .pdf format. For instructions on viewing .pdf files, please go to <http://get.adobe.com/reader/?promoid=HRZAC> for details.

MERIT is an online tool used to document and recognize the professional achievements of early care & education and school-age professionals in the State of Washington. You are responsible for keeping your professional record up-to-date in MERIT. Your employer must enter any health and safety certifications you may have and confirm your employment. Once a state-approved trainer completes your attendance information, your STARS training history will be updated in MERIT. It is your responsibility to provide the state-approved trainer with your STARS ID.

**As outlined in the signed Statement of Understanding for this application, please remember:**

- MERIT is a secure system owned and operated by DEL.
- Information Shared with DEL becomes public record and some information in public records is available to the general public upon request.
- I will comply with all requirements and responsibilities associated with the MERIT system, including appropriate and accurate use.
- I will not enter fraudulent information, nor will I manipulate the MERIT system or its functions for any reason that may cause adverse effects to another individual's professional record.

For questions regarding MERIT, or for help completing the online application, please review the [frequently asked questions \(FAQ\) for Professionals](#) and the [Early Care & Education and School-age Professionals User Manual](#), both located on the homepage.

**Done**

You will be directed to a confirmation page where you will receive some information regarding next steps for the application. You will receive an email from the system confirming submission of your application which will contain a copy of the application in .pdf format.

Once your application has been processed, you will receive another email from the system.

*QUESTIONS? Please contact us at [gris@del.wa.gov](mailto:gris@del.wa.gov)*