Early Achievers Head Start/ECEAP Application for Level 3 –
The Step-by-Step Guide

Eight easy steps to complete and submit your Early Achievers Application for Level 3 in MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the

Washington State Department of Early Learning

Step 1: Log into your MERIT account at 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.
- 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.

Step 2: Accessing the Early Achievers Sub Tab

MERIT — Managed Education and Registry Information Tool

| Home | News | My Recor... | Facility/Site | Applications | Search MERIT | Logout |

MERIT » Facility/Site

Choose Facility/Site to Administer

Select facility/site to administer: Star Elementary

Facility/Site Details

Star Elementary
123 Early Care Ave
Olympia, WA 98501
(360) 555-5555

Site ID   999
Physical Location of Site   Public School
Grantee/Contractor   ESD-Star ESD
Grantee/Contractor Phone (360) 555-5555

Early Achievers
Status: Not Participating

ECEAP Slots 18

| Employees Information | Account Management | Early Achievers |

Early Achievers Applications

Early Achievers Application for Level 3

Use this application to begin your site's participation in Early Achievers. You will be asked to provide information regarding your site's services and structure. You will be able to access information regarding optional Early Achievers trainings as well as the optional Early Achievers Self-Assessment. Upon completion of this application and approval by your Grantee/Contractor, you will be designated an Entry Level 3 participant. Entry Level 3 is a streamlined entry point for Head Start and ECEAP sites based on reciprocity between Head Start/ECEAP program standards and Early Achievers standards. For more information or assistance, please contact your Grantee/Contractor.

QRIS Contact Information

Name of Primary QRIS Contact: Please Select   email:
Role within the Program: Phone:

Optional
Name of Secondary QRIS Contact: Please Select   email:
Role within the Program: Phone:

Save

Once you have registered the facility/site, you will have access to the Early Achievers sub tab from your Facility/Site tab.

If you are the Site Manager for multiple sites, you may use the drop-down menu under the "Choose Facility/Site to Administer" heading to select a specific site to administer.

Next, click on the Early Achievers sub tab to view the Early Achievers Application for Level 3.

Please select the Primary QRIS Contact for the site from the drop-down menu. Once selected, their role, email address, and phone number will auto-fill based on information contained in their own MERIT professional record.

Step 3: Accessing the Early Achievers Application for Level 3

MERIT — Managed Education and Registry Information Tool

| Home | News | My Record | Facility/Site | Applications | Search MERIT | Logout |

MERIT » Facility/Site

Choose Facility/Site to Administer

Select facility/site to administer: Star Elementary

Facility/Site Details

Star Elementary
123 Early Care Ave
Olympia, WA 98501
(360) 555-5555

Early Achievers
Status: Not Participating

Site ID	999
Physical Location of Site	Public School
Grantee/Contractor	ESD-Star ESD
Grantee/Contractor Phone	(360) 555-5555

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Early Achievers Applications

Early Achievers Application for Level 3

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QRIS Contact Information

Name of Primary QRIS Contact: Early Professional   email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager   Phone: (555)555-5555

Optional
Name of Secondary QRIS Contact: Please Select   email:
Role within the Program: Phone:

Save

Click on the blue highlighted link *Early Achievers Application for Level 3*.

Step 4: Facility/Site Information

1 ─ **2** ─ **3** ─ **4**

Facility/Site Information   Facility/Site Demographics   Self-Assessment & Training   Review & Submit

[Cancel]   [Next ➡]

Please enter information about the structure of your program.

Contact Information

Name of Primary QRIS Contact: [Early Professional ▼]   ⓘ   email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager   Phone: (555)555-5555

Optional
Name of Secondary QRIS Contact: [Early Professional ▼] ⓘ   email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager   Phone: (555)555-5555

Program Schedule

Please select all that apply (check at least one box on each line):

☐ Full Day (more than 5 hours)   ☐ Part Day (less than 5 hours)   ☐ 24 hours

☐ Full Year   ☐ Part Year (Example: June to September)

Children Served

How many total children are you approved to serve? [_____]

How many Head Start and/or ECEAP slots are you approved to serve? [18]

Slots by Program Type:	
ECEAP	18

Ages Served. Please check all that apply:

☐ Check/Uncheck All

☐ Infant (0-11 months)   ☐ Toddler (12-29 months)   ☐ Pre-School (30 months - 5 years)

Total number of children from ages 0 through 5 years currently enrolled: [_____]

Total number of teaching staff: [_____] ⓘ

Total number of classrooms: [_____] ⓘ

Classrooms

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

[+] Click here to add a Classroom

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Name(s) of Teaching Staff	Delete	Edit
				No Records Found				

[Cancel]   [Next ➡]

Early Achievers Application for Level 3, Step 1: Facility/Site Information.

Your contact information will auto-fill based on the contents of your MERIT professional record.

You will need to check all boxes that apply to your program schedule, and enter the total number of children you are approved to serve (if you are a blended facility/site, this will include your licensed capacity).

The number of Head Start and/or ECEAP slots you are approved to serve will auto-fill .

Select the ages you are approved to serve. Then indicate how many children are currently enrolled, your total number of teaching staff, and your total number of classrooms.

Next, click on the plus + sign of the Classroom table to enter classroom information.

Step 4: Facility/Site Information (*continued*)

You must select either full or part day under the Classroom schedule drop-down menu.

Teaching staff will pre-populate under the "Employees" heading if they have listed the facility/site as a current employer in their personal MERIT account. Use the check box to assign teaching staff to their primary classroom. The total number of staff in the classroom must match the number of staff names you select.

You may select "*Add Another*" to move to the next classroom and add information, or "*Save*" if you are finished. You will be taken back to Step 1: Facility/Site Information where you may click "Next" at the bottom of the screen to continue to the next step of the application.

Step 5: Facility/Site Demographics

1	2	3	4
Facility/Site Information	Facility/Site Demographics	Self-Assessment & Training	Review & Submit

⬅ Back   Next ➡

Facility Demographics

Please indicate which of the following characteristics for each category best describe your program.

Corporate Structure: [Please Select ▼]

What best describes your facility location? [Please Select ▼]

Does your program receive any of the following types of public funding?

☐ Child and Adult Care Food Program   ☐ Child Care Subsidies   ☐ Early Head Start   ☐ ECEAP
☐ Head Start   ☐ No Public Funding   ☐ Other public funds

If Other: [   ]

How many children enrolled in your program receive public subsidies to attend your program? [   ]

Do any currently enrolled children have an IEP for diagnosed special needs? ○ Yes ○ No

Do any currently enrolled children have an IFSP for diagnosed special needs? ○ Yes ○ No

Primary language spoken in your facility (between provider and children)? [Please Select ▼] If Other: [   ]

Secondary language spoken in your facility (between provider and children)? (optional) [Please Select ▼] If Other: [   ]

Do you serve special populations? (optional)

☐ Foster Children   ☐ Homeless Families   ☐ Migrant Workers   ☐ Military Families
☐ Teen Parents   ☐ Other

If Other: [   ]

Is your program currently accredited by a nationally recognized early childhood accrediting body? ⓘ (optional)

☐ American Montessori Society (AMS)   ☐ Association Montessori Internationale (AMI)   ☐ Association of Christian Schools International (ACSI)   ☐ Montessori School Accreditation Commission (MSAC)

☐ National Accreditation Commission for Early Care and Education Programs (NAC)   ☐ National AfterSchool Association (NAA)   ☐ National Association for Family Child Care (NAFCC)   ☐ National Association for the Education of Young Children (NAEYC)

☐ Other

If Other: [   ]

⬅ Back   Next ➡

Early Achievers Application for Level 3, Step 2: Facility/Site Demographics.

Respond to the following questions about facility/site demographics.

If "Yes" is selected to indicate the site has enrolled children with either an IEP or IFSP then checklists will generate to request specific information regarding the diagnosed special needs (See example on next page).

Click "Next" when you are finished entering facility/site demographics.

Step 5: Facility/Site Demographics (*continued*)

Do any currently enrolled children have an IEP for diagnosed special needs? ⊙Yes ○No

If Yes, how many? Please count each child only once, listing them under their primary diagnosis:

Special Need	Number of Children
☐ADHD/ADD	
☐Autism, Spectrum disorders	
☐Behavioral	
☐Down Syndrome	
☐Hearing Impairment	
☐Learning Disabilities	
☐Maintenance Care Diseases (Diabetes, HIV)	
☐Mentally Disabled/Developmentally Delayed	
☐Neurological Disorders	
☐Orthopedic Handicaps	
☐Speech & Language Disorders	
☐Visual Impairment	
☐Other	

Do any currently enrolled children have an IFSP for diagnosed special needs? ○Yes ⊙No

If "Yes" is selected to indicate the site has enrolled children with an IEP a checklist will generate to request specific information regarding the diagnosed special needs.

Check the box indicating which special need has been diagnosed for the child, then type in the number of children enrolled who have the diagnosis.

If "Yes" is selected to indicate the site has enrolled children with an IFSP, a similar checklist will generate.

Step 6: Self-Assessment & Training

Early Achievers Application for Level 3, Step 3: Self-Assessment & Training.

Participation in the Early Achievers Professional Training Series and the online Early Achievers Self-Assessment is optional for Head Start and ECEAP participants. The Early Achievers online training is free and open to all staff at your facility/site, and may be accessed at the following link: http://www.wachildcaretraining.com/

Click "Next" when you are ready to move to the next step of the application.

Step 7: Review & Submit

Early Achievers Application for Level 3, Step 4: Review & Submit.

Please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the Applicant Assurances field.

As a signature, the system will ask you to type in your first and last name is it appears in MERIT. The date will auto-fill with today's date.

Then click "*Submit*."

Step 8: Confirmation

You will now be returned to your Facility/Site tab, where you may click on a blue hyperlink to view the submitted application. Your application will be reviewed by your Grantee/Contractor, then submitted to QRIS staff for approval.

You will receive an email confirmation once a decision has been reached.

QUESTIONS? Please contact us at *QRIS@DEL.WA.GOV*