# I am a…School-Age or ONB Program Director

## 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 or call 866.482.4325 option 5.

### Items to complete and have verified in MERIT

Visit MERIT: https://apps.dcyf.wa.gov/MERIT

| | |
|---|---|
| ☐ | I have a MERIT account. |
| ☐ | I have a STARS ID number. |
| ☐ | My personal information and contact information is correct. |
| ☐ | I submitted my Portable Background Check Application in MERIT. WAC 110-300-0105 and WAC 110-302-0105 |
| ☐ | I completed my fingerprints. |
| ☐ | My portable background check is cleared. |
| **Notes** | |

### Early Care & Education/School-Age Employment Information Section – Verified in MERIT

| | |
|---|---|
| ☐ | I added my employment. |
| ☐ | My employment is verified by the licensor. |

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| **Notes** | |

## Health & Safety Information Section:

Self-entered WAC 110-300-0105, WAC 110-300-0106, WAC 110-302-0105 and WAC 110-302-0106

| | |
|---|---|
| ☐ | TB Test |
| ☐ | CPR certification |
| ☐ | First Aid certification |
| ☐ | Blood Borne Pathogens |
| ☐ | Food Handler Permit (if handling or serving food) |
| **Notes** | |

## Initial Training Requirement

WAC 110-300-0105, WAC 110-300-0106, WAC 110-302-0105 and WAC 110-302-0106

| | |
|---|---|
| ☐ | School Age Basics or ONB Basics (depending on program or educational goals) |
| ☐ | Licensing Orientation |
| ☐ | I have completed Electronic Attendance Training (if applicable) |
| **Notes** | |

## Go To My Education In MERIT (see "My Education" tab)

See WAC 110-300-0100 and WAC 110-302-0100 section 3(a) and (b) for more information about center director and assistant director qualifications.

| | |
|---|---|
| ☐ | I completed an Education Application in MERIT for the 12 college credits. |
| ☐ | I sent my unofficial transcripts to edverification@uw.edu for my education that I want to be counted on my professional record (if applicable |
| ☐ | I completed the 45 college credits and have submitted an Education Application in MERIT. |

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|---|---|
| ☐ | If I have not completed the 45 college credits, I have a plan to meet my education requirement. |
| **Notes** | |

## Training Resources

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|---|---|
| ☐ | I have a Log-In for online training at www.dcyftraining.com and I know how to find trainings. |
| **Notes** | |

## Resources:

- Equivalent Options for Education School-Age Providers
- Training Requirements and Completion Timeline for School-Age Providers
- Outdoor Nature-Based Equivalents
- Training Requirements & Completion Timeline for Outdoor Nature-Based Providers

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