I am a…School-Age or ONB Site 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 confirmed by my employer OR my employment is verified by my licensor.

Notes	

Health & Safety Information Section:

Self-entered WAC 110-301-0105, WAC 110-301-0106, 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 110-301-0105, WAC 110-301-0106, WAC 110-302-0105 and WAC 110-302-0106

☐	School Age Basics or ONB Basics (depending on program and educational goals)
Notes	

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

See WAC 110-301-0100 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 30 college credits and have submitted an Education Application in MERIT.
☐	If I have not completed the 30 college credits, I have a plan to meet my education requirement.

Notes	

Training Resources

☐	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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