

I am a...
**Center Director,
 Assistant Director,
 or Program
 Supervisor**



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 dcyf.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		Notes to Self
<input type="checkbox"/>	I have a MERIT account.	
<input type="checkbox"/>	I have a STARS ID number.	
<input type="checkbox"/>	My personal information and contact information is correct.	
<input type="checkbox"/>	I submitted my Portable Background Check Application in MERIT. WAC 110-300-0105	
<input type="checkbox"/>	I completed my fingerprints.	
<input type="checkbox"/>	My portable background check is cleared.	
Early Care & Education/School-Age Employment Information Section – Verified in MERIT		
<input type="checkbox"/>	I added my employment.	
<input type="checkbox"/>	My employment is verified by my licensor.	
Health & Safety Information Section: Self-entered WAC 110-300-0105 and WAC 110-300-0106		
<input type="checkbox"/>	TB Test	
<input type="checkbox"/>	CPR certification	
<input type="checkbox"/>	First Aid certification	
<input type="checkbox"/>	Food Handlers Permit	
<input type="checkbox"/>	Safe Sleep (if working with infants/toddlers). Complete it here: www.dcyftraining.com	
<input type="checkbox"/>	Blood Borne Pathogens	
Initial Training Requirement WAC 110-300-0105 and WAC 110-300-0106		
<input type="checkbox"/>	Child Care Basics	
<input type="checkbox"/>	Licensing orientation	
Go To My Education In MERIT (see “My Education” tab) See WAC 110-300-0100 section 3(a) and (b) for more information about center director and assistant director qualifications.		

<input type="checkbox"/>	I completed an Education application in MERIT (if applicable).	
<input type="checkbox"/>	I sent my official transcripts to Centraliamerit@centralia.edu for my education that I want to be counted on my professional record (if applicable).	
<input type="checkbox"/>	I completed an ECE State Certificate or equivalent.	
<input type="checkbox"/>	If I have not completed the ECE State Certificate or equivalent, I have a plan to meet my education requirement.	
Training Resources		
<input type="checkbox"/>	I have a Log-In for online training at www.dcyftraining.com and know how to find trainings.	

Resources:

- [Equivalent Options for Education](#)