



Inscripción en Early Achievers - Guía Paso a Paso

Siete pasos simples para completar y enviar su inscripción en Early Achievers en MERIT

**La Herramienta de Educación Administrada e Información del Registro (MERIT) es operada por el
Departamento de Aprendizaje Temprano del Estado de Washington**



Paso 1: Ingrese en su cuenta de MERIT en 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.

Para encontrar su nombre de usuario y contraseña:

- A. Nombre de usuario:** Su nombre de usuario será siempre su ID de STARS o la dirección de correo electrónico primaria de su archivo de MERIT.
- B. Contraseña:** Si olvidó su contraseña puede restablecerla. Para hacerlo, haga clic en "Forgot Your Password?" (¿Olvidó su contraseña?) y siga las instrucciones.

Paso 2: Acceso a la Pestaña Secundaria de Early Achievers

The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface. The 'Facility/Site' tab is selected and circled in red. Below it, the 'Early Achievers' sub-tab is also circled in red. The main content area displays provider details for the 'EARLY CHILDHOOD CENTER' and a QRIS level indicator showing the facility is currently at Level 1. A text box explains the requirements for Level 1 and provides instructions on how to reach Level 2.

Provider Details

This employee grid is aligned with the requirements outlined in the Washington Administrative Code (WAC) to determine whether an employee has met the requirements for their employment position. For Family Home Child Care facilities only, the validations used in this grid are based on the 2011 proposed changes to the WAC.

EARLY CHILDHOOD CENTER
Helena Borham-Carter
123 Amy Street
Federal Way, WA 980923
[Child Care Check](#)

Provider ID		Licensed Capacity	66 children
Facility Type	Child Care Center	Ages Served	From 1 month To 12 years
Initial License Date		Current License Status	Open
Anniversary Date	2/11/2012	DEL Licensor	
License Expires	2/10/2015	DEL Licensor Phone	

[Employees Information](#) [Account Management](#) **Early Achievers**

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

YOU ARE CURRENTLY CONSIDERED LEVEL 1.

Level 1 is Licensing or Certification that includes all child care centers and family child care, military, tribal, Head Start and ECEAP, and other state-funded programs. Level 1 facilities must meet the health and safety standards set by licensing or other certification.

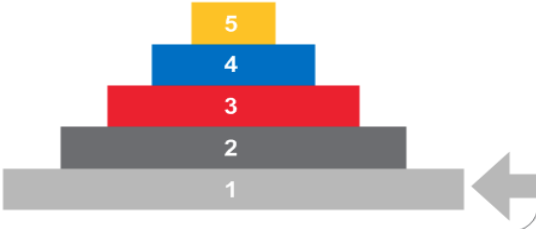

To reach QRIS Level 2 you must attend an Early Achievers Orientation. Orientations will be held in each region, please contact your local resource and referral office for the next available orientation opportunity. Once you have attended orientation, you can complete the Early Achievers Registration on this page.

Una vez que haya ingresado un registro de empleo y haya presentado una solicitud de inscripción del establecimiento/sitio en MERIT, llame a su licenciador para que aprueben la solicitud de inscripción de su establecimiento/sitio. En ese momento verá la pestaña “Facility/Site” (establecimiento/sitio). Bajo la pestaña “Facility/Site”, haga clic en la pestaña secundaria titulada Early Achievers*.

*Si no ve la pestaña secundaria de Early Achievers, asegúrese de que su licencia esté al día.

Paso 2: Acceso a la Pestaña Secundaria de Early Achievers (continuación)

Employees Information Account Management **Early Achievers**



YOU ARE CURRENTLY CONSIDERED LEVEL 1.

Level 1 is Licensing or Certification that includes all child care centers and family child care, military, tribal, Head Start and ECEAP, and other state-funded programs. Level 1 facilities must meet the health and safety standards set by licensing or other certification.

To reach QRIS Level 2 you must attend an Early Achievers Orientation. Orientations will be held in each region, please contact your local resource and referral office for the next available orientation opportunity. Once you have attended orientation, you can complete the Early Achievers Registration on this page.

Quality Rating Improvement System (QRIS) Applications

- Early Achievers Registration** Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS). Clark, Columbia, Cowlitz, Garfield, Grant, Jefferson, King, Kitsap, Kittitas, Klallam, Lewis & Clark, Pierce, Skagit, Snohomish, Stevens, Whatcom, W. Washington
- Early Achievers Application for Level 2 Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
- Early Achievers Request for On-Site Evaluation Use this application to apply for an on-site evaluation for Levels 3-5 of Early Achievers.

QRIS Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

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

- A. El contacto primario de QRIS debe ser el Director del Centro de atención de niños designado, Director adjunto del centro, supervisor del programa, propietario, proveedor primario de cuidado de niños familiar o concesionario. El contacto primario de QRIS representará a su establecimiento durante el proceso de mejora de la calidad y será responsable por asistir a las capacitaciones, supervisar las autoevaluaciones y hacer las solicitudes de evaluación en el sitio.
 - B. Puede listar un contacto secundario de QRIS que también podrá representar a su programa durante el proceso de mejora de la calidad. Puede designar al contacto QRIS secundario como la persona que asistirá a las capacitaciones, pero recuerde que la misma persona deberá asistir a todas las capacitaciones para que se cumplan los requisitos.
- Una vez que haya terminado, haga clic en el vínculo azul resaltado "Early Achievers Registration" (inscripción en Early Achievers), a mitad de la página.

Paso 3: Inscripción en Early Achievers, Información del Programa

MERIT » Applications » Early Achievers Registration

1 — 2 — 3 — 4
Program Information Facility Information Facility Demographics Review & Submit

Cancel Next →

Program Information

Name: EARLY CHILDHOOD CENTER
License Number:
Facility Type: Child Care Center
Address: Helena Bonham-Carter
123 Any Street
Federal Way, WA 980923
County:
Phone: (509)509-5099

Do you also operate any of the following programs at this facility?

Contact Information

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
Role within the Program: Child Care Center Director Phone: (509)509-5099

Optional

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

Cancel Next →

Paso 1 de la Inscripción en Early Achievers: Información del Programa.

Seleccione el contacto QRIS primario y el contacto QRIS secundario opcional de los menús desplegables para el establecimiento/sitio

Haga clic en “Next” (siguiente) para continuar.

Paso 4: Inscripción en Early Achievers, Información sobre el Establecimiento

En el paso 2 de la Inscripción en Early Achievers: Información sobre el Establecimiento, responda las preguntas sobre el cronograma del programa y los niños que se atienden.

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 Review & Submit

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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 children are you approved to serve (ex. Licensed capacity)? Do not include dedicated school-age slots (6-12 years).

How many Head Start and/or Early Childhood and Education Assistance Program (ECEAP) slots are you approved to serve?

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.

+ Click here to add a Classroom

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Head Start	ECEAP	Delete	Edit
No Records Found							

← Back Cancel Next →

- A. En la pregunta “How many children are you approved to serve (ex. Licensed capacity)?” (¿A cuántos niños está autorizado a atender [p. ej. capacidad autorizada]?) Asegúrese de incluir únicamente los cupos autorizados para niños de 0 a 5 años.
- B. Para los fines de QRIS, “teaching staff” (personal docente) se refiere a los maestros principales y asistentes/colaboradores asignados a un salón o un grupo de niños por la mayor parte del día.
- C. Un salón de clases puede definirse como una habitación o grupo de niños bajo la supervisión de un maestro principal designado. Los salones de clase deben estar en línea con las pautas de licenciamiento para la relación entre personal a niños y tamaños máximos para los grupos.

Paso 4: Inscripción en Early Achievers, Información del Establecimiento (continuación)

Classroom Information

Classroom Name:

Select the age range that is served in the classroom:

Classroom schedule:

Full Day (more than 5 hours) Part Day (less than 5 hours) ←

Number of Children: Number of Staff:

Indique si el salón de clases opera a día completo (full day) o parcial (part day)

Después de hacer clic en el signo + para agregar un salón de clases, complete la información solicitada y seleccione “Save” (guardar) si terminó o “Add Another” (agregar otro) si tiene más salones de clase que agregar.

Tenga en cuenta que los proveedores de cuidado de niños familiar deben agregar un solo salón de clases y seleccionar la opción de rango de edad “Family Home Environment” (entorno de hogar familiar).

Una vez que haya terminado de agregar salones de clase, haga clic en “Next” (siguiente) para pasar al Paso 3: Información demográfica del centro.

Paso 5: Inscripción en Early Achievers, Información Demográfica del Establecimiento

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 Review & Submit 5 Print

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Facility Demographics

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

Corporate Structure:

What best describes your facility location?

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)? If Other:

Secondary language spoken in your facility (between provider and children)? (optional) 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:

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Paso 3 de la Inscripción en Early Achievers: Información Demográfica del Establecimiento.

- A. Para la pregunta "Does your program receive any of the following types of public funding?" (¿Recibe su programa alguno de los siguientes tipos de fondos públicos?) deberá seleccionar "No Public Funding" (Sin fondos públicos) si no corresponde ninguna de las demás opciones.
- B. Para las preguntas sobre niños inscritos en IEP o IFSP con diagnósticos de necesidades especiales, si selecciona "Yes" (Sí) aparecerá una tabla donde podrá reportar la información sobre los niños que atiende. (Consulte la página 9 de esta guía para obtener instrucciones más detalladas.)
- C. La acreditación es un proceso mediante el cual un programa es certificado en cuanto al cumplimiento de ciertos estándares por parte de una asociación nacional. Para ser considerado "acreditado actualmente" deberá tener evidencia, en forma de certificado de acreditación no vencida emitida por la organización de acreditación.

Paso 5: Inscripción en Early Achievers, Información Demográfica del Establecimiento (continuación)

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
<input type="checkbox"/> ADHD/ADD	<input type="text"/>
<input type="checkbox"/> Autism, Spectrum disorders	<input type="text"/>
<input type="checkbox"/> Behavioral	<input type="text"/>
<input type="checkbox"/> Down Syndrome	<input type="text"/>
<input type="checkbox"/> Hearing Impairment	<input type="text"/>
<input type="checkbox"/> Learning Disabilities	<input type="text"/>
<input type="checkbox"/> Maintenance Care Diseases (Diabetes, HIV)	<input type="text"/>
<input type="checkbox"/> Mentally Disabled/Developmentally Delayed	<input type="text"/>
<input type="checkbox"/> Neurological Disorders	<input type="text"/>
<input type="checkbox"/> Orthopedic Handicaps	<input type="text"/>
<input type="checkbox"/> Speech & Language Disorders	<input type="text"/>
<input type="checkbox"/> Visual Impairment	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>

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

Esta tabla podrá completarse únicamente si seleccionó “Yes” (Sí) en la pregunta “Do any currently enrolled children have an IEP for diagnosed special needs?” (¿Tiene alguno de los niños inscritos actualmente un IEP por necesidades especiales diagnosticadas?)

Se podrá completar una tabla similar si seleccionó “Yes” (Sí) en la siguiente pregunta “Do any currently enrolled children have an IFSP for diagnosed special needs?” (¿Tiene un IFSP por necesidades especiales diagnosticadas alguno de los niños inscritos actualmente?)

Reporte únicamente a los niños con una necesidad especial **diagnosticada** y que tengan un IEP o IFSP y cuente a cada niño una sola vez, listándolos según su diagnóstico primario.

Una vez que haya completado el Paso 3: Información Demográfica del Establecimiento, haga clic en “Next” (siguiente).

Paso 6: Inscripción en Early Achievers, Revisión y Envío

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 Review & Submit

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Review/Edit Data

Program Information [View/Edit Information](#)

Name: EARLY CHILDHOOD CENTER
 License Number:
 Facility Type: Child Care Center
 Address: Helena Bonham-Carter
 123 Any Street
 Federal Way, WA 980923
 County:
 Phone: (509) 509-5099

Facility Programs:

Contact Information [View/Edit Information](#)

Name of Primary QRIS Contact: Helena Bonham-Carter email: helena@bc.net
 Role within the Program: Child Care Center Director Phone: (509)509-5099

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

Facility Information [View/Edit Information](#)

Program Schedule
 Full Day (more than 5 hours), Full Year

Children Served
 How many children are you approved to serve (ex. Licensed capacity)? 10
 Ages Served: Pre-School (30 months - 5 years)
 Total number of children from ages 0 through 5 years currently enrolled: 10
 Total number of teaching staff: 1
 Total number of classrooms: 1

Classrooms

Classroom Name	Age Range Served	Number of Children	Number of Teaching Staff	Head Start	ECEAP
Preschool	Pre-School (30 months - 5 years)	10	1	<input type="checkbox"/>	<input type="checkbox"/>

Do the staff members listed above have MERIT accounts?

Facility Demographics [View/Edit Information](#)

Corporate Structure: Private Business (for profit)
 What best describes your facility location? Urban
 Does your program receive any of the following types of public funding? Child and Adult Care Food Program, Child Care Subsidies
 How many children enrolled in your program receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies? 10
 Do any currently enrolled children have any of the following diagnosed special needs? No
 Primary language spoken in your facility (between provider and children)? English
 Secondary language spoken in your facility (between provider and children)? (optional) American Sign Language
 Do you serve special populations? (optional) Foster Children
 Is your program currently accredited by a nationally recognized early childhood accrediting body?(optional)

Applicant Assurances

The information I provided is true and accurate. I authorize the Department of Early Learning (DEL) to enter this information into the Managed Education and Registry Information Tool (MERIT), a secure system owned and operated by DEL. I agree to and understand that:

I understand that my participation in Early Achievers is voluntary.
 I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

Signature: I, _____, affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.
 Date: 6/28/2012

Submit

← Back Cancel

En el paso 4 de la Inscripción en Early Achievers, “Review & Submit” (Revisión y Envío), revise sus respuestas y asegúrese de que la información sea correcta.

Después de revisar su solicitud deberá completar las casillas de verificación del solicitante.

Se le preguntará:

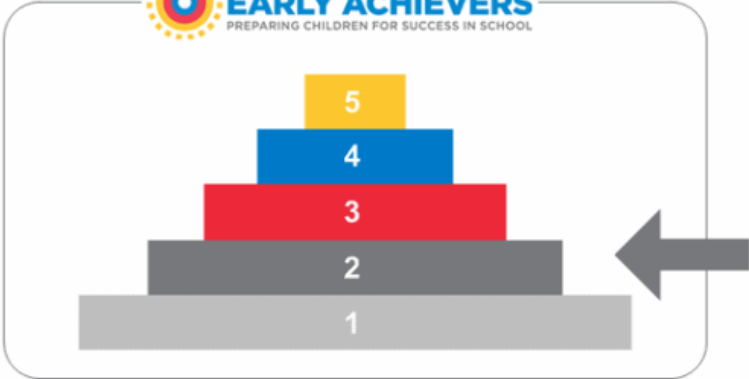

- Comprendo que mi participación en Early Achievers es voluntaria.*
- He leído, comprendo y respetaré completamente las Directrices de Operación para Participantes en Early Achievers.*

Como firma, el sistema le solicitará que escriba su nombre y apellido como figuran en MERIT. El sistema completará el campo de fecha con la fecha del día.

Luego haga clic en “submit” (enviar).

Paso 7: Inscripción en Early Achievers, Confirmación

Employees Information | Account Management | **Early Achievers**



YOU ARE CURRENTLY WORKING ON LEVEL 2.

Level 2 is focused on professional growth and facility management practices. Level 2 activities ensure that program leaders (specifically child care directors and family child care providers) understand Early Achievers, the program standards and requirements, and the child outcome and school readiness goals of the system.

To attain Level 2, programs must attend free trainings that support program improvements and policy development and complete self-assessments. All teaching staff (if applicable) must create MERIT professional records and submit any education information for verification. Select the Early Achievers Application for Level 2 on this page to access the self-assessments and online trainings. Once you have completed all of the requirements you will submit the application for approval.

Quality Rating Improvement System (QRIS) Applications

Early Achievers Registration	Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS). Click here to view the submitted application.
Early Achievers Application for Level 2	Use this application to complete Level 2 of Early Achievers, Washington's Quality Rating and Improvement System. Links to the required online training modules and online self-assessments are available in this application.
Early Achievers Request for On-Site Evaluation	Use this application to apply for an on-site evaluation for Levels 3-5 of Early Achievers.

Ahora regresará a la pestaña secundaria de Early Achievers. Recibirá un correo electrónico de confirmación del sistema con una versión para imprimir en .pdf de su solicitud de inscripción en Early Achievers para sus archivos.

Ahora tiene acceso a la solicitud de Early Achievers para el nivel 2 en la Pestaña del Establecimiento/Sitio, pestaña de Early Achievers. Puede comenzar con las actividades de Nivel 2 en este momento.

Por seguridad, MERIT se desconecta automáticamente después 60 minutos de inactividad.

¿Preguntas? Póngase en contacto con: QRIS@DEL.WA.GOV