



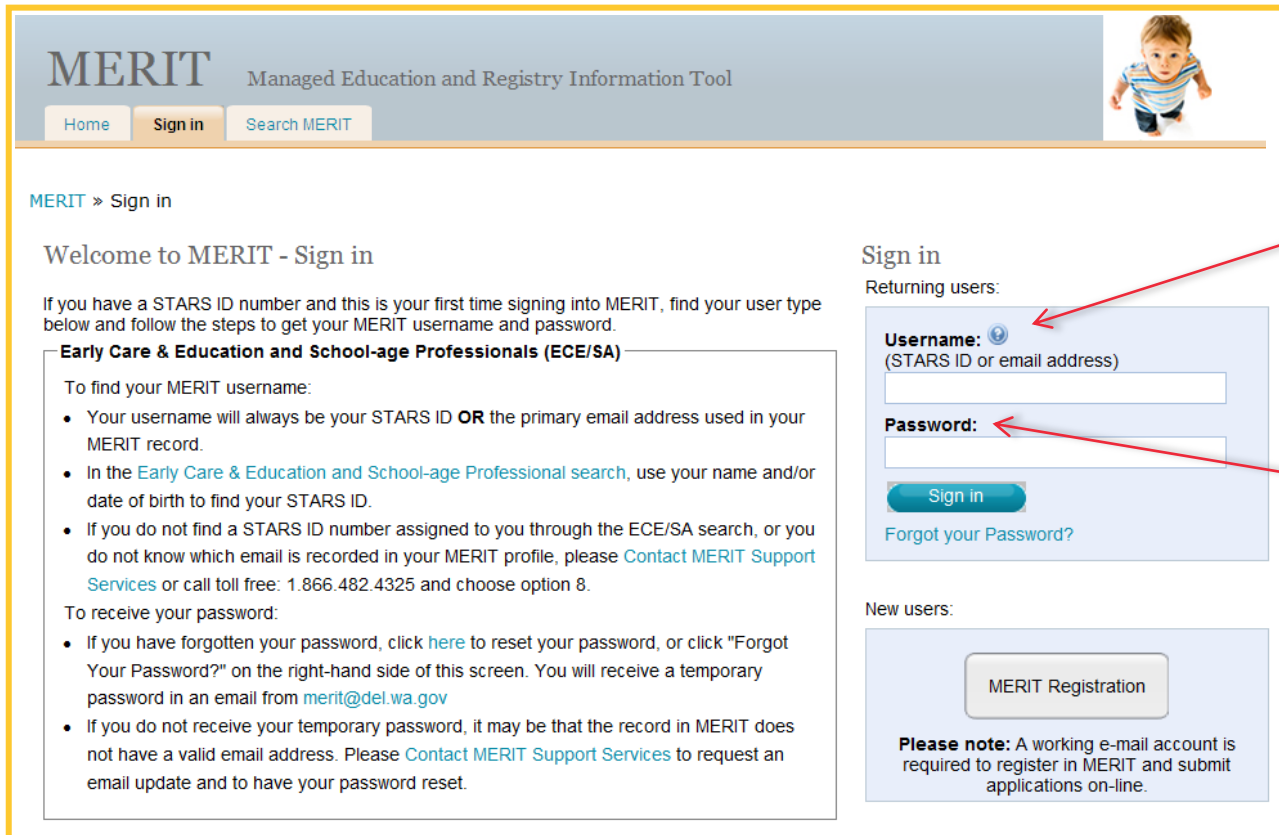
Early Achievers–WELS Provider Portal

The Step-by-Step Guide

Understanding and Accessing the Early Achievers WELS Provider Portal through MERIT
The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State
Department of Early Learning



Log into your MERIT account at merit.del.wa.gov



The screenshot shows the MERIT login page. At the top, there's a header with the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below this are navigation links: 'Home', 'Sign in', and 'Search MERIT'. A small image of a child is in the top right corner. The main content area is titled 'Welcome to MERIT - Sign in'. It contains instructions for first-time users and a list of steps to find a username and password. On the right, there's a 'Sign in' section for returning users with fields for 'Username' and 'Password', a 'Sign in' button, and a 'Forgot your Password?' link. Below this is a 'New users' section with a 'MERIT Registration' button and a note about the requirements for registration. Red arrows point from the text on the right to the 'Username' and 'Password' fields in the login form.

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.

Accessing the WELS Provider Portal Link

MERIT Managed Education and Registry Information Tool

Home News My Record **Provider** Applications Search MERIT Logout

MERIT » Provider

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.

Early Learning
123 Any Street
Town, WA 98000

Data current as of 6/15/2013

Early Achievers
Status: Participant

Provider ID
Facility Type
License Type
Initial License Date
Anniversary Date
License Expires

Family Child Care Home
Non-Expiring
Non-Expiring

Licensed Capacity
Ages Served
Current License Status
DEL Licensor
DEL Licensor Phone

Open

[Child Care Check](#)

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

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

YOU ARE AWAITING RATING.

Your request for on-site evaluation has been approved and your facility will be evaluated during your scheduled assessment period. During the assessment period you should continue working to meet the quality standards and make any necessary updates in MERIT if you experience staff changes. The teaching staff present at the time of the on-site evaluation must be associated with your facility in MERIT.

Once your on-site evaluation has been conducted, please allow several weeks for your rating to be processed. You will receive notification once your rating results are available to view in the secure WELS system.

You may [click on this link](#) to enter the WELS Provider Portal and view your self-assessment.

You will have access to the WELS Provider Portal via a link in your MERIT Early Achievers status message. This link becomes available after you have an approved *Early Achievers Request for On-Site Evaluation*.

You will view your Early Achievers rating once it is available through this link as well as access your Quality Improvement Plan, Resources and Self-Assessment.

Accessing the Rating Tab

The screenshot shows the Washington Early Achievers website. The header includes the logo and the text "WASHINGTON EARLY ACHIEVERS PREPARING CHILDREN FOR SUCCESS IN SCHOOL" and "WEB-BASED EARLY LEARNING SYSTEM PORTAL". The navigation menu has four items: "Home Page", "My Organization", "About Us", and "Contact Us". The "My Organization" tab is highlighted with a red circle. Below the navigation menu, there is a section titled "Sites and Activities" with a sub-menu containing "Self-Study", "Improvement Plan", "Resource", and "Rating". The "Rating" tab is highlighted with a red circle. Below the sub-menu, there is a table with the following data:


Site Name	License Number	Rating	Rating Date	
ABCD Child Care	123	3	1 1 2013	View Rating

Below the table, there is a button labeled "Back to MERIT website".


You will view your Early Achievers rating on the “rating” tab. First click on “My Organization.” Select “View Rating” to see the full rating report.

View Full Rating Report

[Home Page](#) [My Organization](#) [About Us](#) [Contact Us](#)

 **ABCD Child Care**

Initial Rating

6/10/2013 11:49:56 AM


Criteria	Points Earned
Learning Environment Points	55 of 55
Professional Development Points	10 of 10
Child Outcomes Points	10 of 10
Curriculum And Staff Supports Points	15 of 15
Family Engagement And Partnership Points	10 of 10
Total Points	100 of 100

History

Date	Rating	Status
6/10/2013	3	Initial Rating


QUALITY RATING EXPLANATIONS (6/10/2013 11:49:56 AM) [Close Details](#)

QRS Element	Max	Rate	Description
Learning Environment	55	55	Total Learning Environment number of points is 55 Average CLASS: Instructional Support/Engaged Support for Learning score is for 20 point(s). Average CLASS: Emotional Support & Classroom Organization/Emotional and Behavioral Support score is for 20 point(s). Average ERS score is for 5 point(s).
Staff Professional Development	10	10	(Director/Primary Educator's rating is Final number of points: Director/Primary Educator has an educational level of Earned Points:
Child Outcomes	10	10	The Child Outcomes checklist has received 10 point(s). The requirements that were met appear below. Daily individual child experience of quality-language

Once you have opened your full rating report you can see a breakdown of the points earned. Once you have additional ratings you will also be able to see all previous rating reports under "History." To exit select the "My Organization" tab.

Self-Assessment Tab


You may also go back and view your Self-Assessment completed during the Early Achievers Application for Level 2.



WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

WEB-BASED EARLY LEARNING SYSTEM PORTAL

[Home Page](#) [My Organization](#) [About Us](#) [Contact Us](#)

 **Sites and Activities**

Self-Assessment

Improvement Plan

Resources

Rating

Site Name	License Number	Self Study Date	Status	
Actions		10/8/2012	Submitted	View Self-Assessment
Actions		7/25/2013	Submitted	View Self-Assessment

Back to MERIT website

Resources Tab


In the Resources tab you can view resources your Coach assigns to you once you start working on your Quality Improvement Plan.

The screenshot displays the Washington Early Achievers portal interface. At the top, the logo for Washington Early Achievers is shown with the tagline "PREPARING CHILDREN FOR SUCCESS IN SCHOOL". To the right, a blue banner reads "WEB-BASED EARLY LEARNING SYSTEM PORTAL". Below the logo, a navigation bar contains links for "Home Page", "My Organization", "About Us", and "Contact Us". The main content area is titled "Sites and Activities" and features a tabbed interface with "Self-Assessment", "Improvement Plan", "Resources", and "Rating". The "Resources" tab is active, showing a list of resources. The first resource is titled "CHILD OUTCOMES" and includes a "Child Assessment" section. Within this section, a link labeled "Test 7/13/2013" is circled in red. To the right of this link, a red arrow points to a rating section that includes a thumbs-up icon, the text "Useful x", a thumbs-down icon, the text "Not Useful", and a document icon followed by the text "Recommended by". Below the "Child Assessment" section, there are two more sections: "CLASS" and "COACHING". At the bottom left, a button labeled "Back to MERIT website" is visible.

Click on the blue link to view the resource. Once you have accessed your resource you can also rate it on whether you found it helpful or not.

Quality Improvement Plan Tab


In the Improvement Plan tab you can view your QIP and see items you and your Coach are working towards.



WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

WEB-BASED EARLY LEARNING SYSTEM PORTAL

[Home Page](#) [My Organization](#) [About Us](#) [Contact Us](#)

 **Sites and Activities**

Self-Study

Improvement Plan

Resources


Rating

	Site Name	License Number	Start Date	TA Specialist	
Actions	ABCD Child Care	123	6/18/2013		View/Edit QIP
					Achievement Award

Back to MERIT website




Quality Improvement Plan Tab continued

 WASHINGTON
EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

WEB-BASED EARLY LEARNING SYSTEM PORTAL

Home PageMy OrganizationAbout UsContact Us

 ABCD Child Care

Task Status:

Sample view of opened QIP

FCCERS-R

Goal: [This is a test for WELS Provider Portal.](#)

New Action Plan

1	Subscale: Activities	Item: Art
Action Plan: This is a test for WELS Provider Portal		
Resources needed:		
Training needed:		
Person responsible: (Owner)		Progress: In Progress
Target completion date: 7/05/2013		Date Started: 6/18/2013

CLASSCombined

Goal: [Goal Description](#)

New Action Plan

Professional Development and Training

Goal: [Goal Description](#)

Questions?

If you have any questions regarding your Provider Portal please email QRIS@del.wa.gov