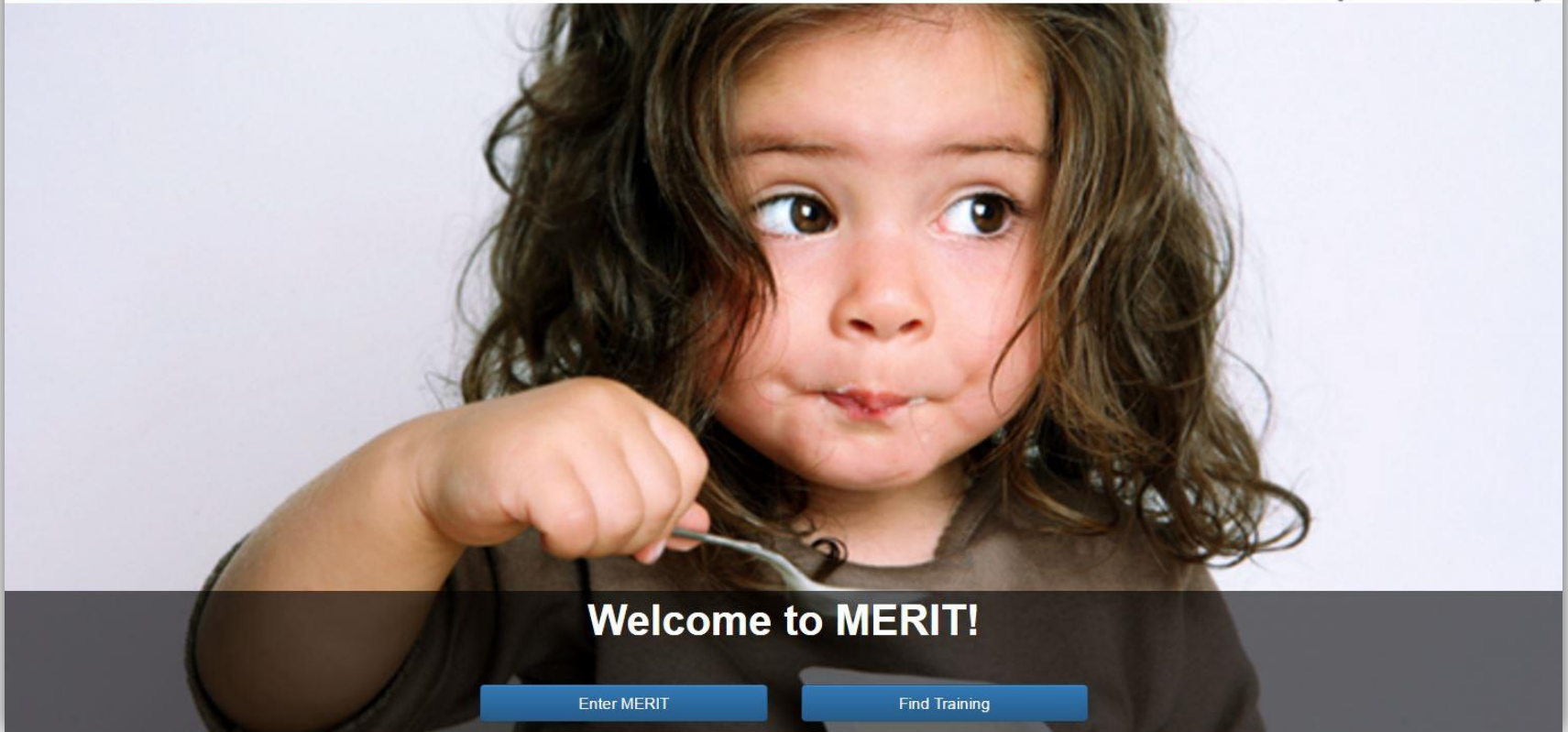


Early Achievers Registration Application

The Step-by-Step Guide

MERIT

The Managed Education and Registry Information Tool (MERIT) is operated by the Washington State Department of Early Learning

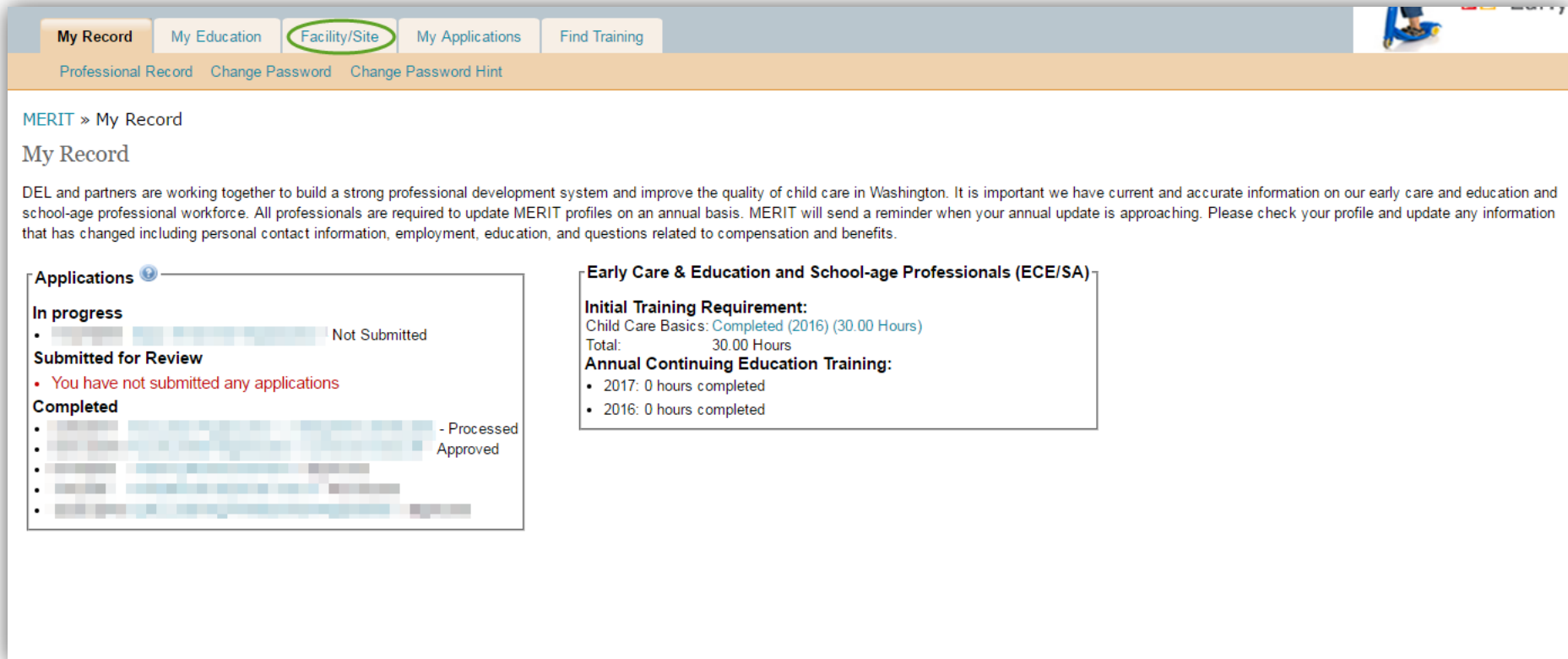


Log into www.merit.del.wa.gov.



Washington State Department of Early Learning

In order to access your Early Achievers Registration application, you need to have your Facility/Site Registration application submitted and approved by your Licensor or Grantee/Contractor.



My Record | My Education | **Facility/Site** | My Applications | Find Training

Professional Record | Change Password | Change Password Hint

MERIT » My Record

My Record

DEL and partners are working together to build a strong professional development system and improve the quality of child care in Washington. It is important we have current and accurate information on our early care and education and school-age professional workforce. All professionals are required to update MERIT profiles on an annual basis. MERIT will send a reminder when your annual update is approaching. Please check your profile and update any information that has changed including personal contact information, employment, education, and questions related to compensation and benefits.

Applications

In progress

- Not Submitted

Submitted for Review

- You have not submitted any applications

Completed

- Processed
- Approved

Early Care & Education and School-age Professionals (ECE/SA)

Initial Training Requirement:
Child Care Basics: Completed (2016) (30.00 Hours)
Total: 30.00 Hours

Annual Continuing Education Training:

- 2017: 0 hours completed
- 2016: 0 hours completed

Go to your Facility/Site tab.



Washington State Department of Early Learning

- My Record
- My Education
- Facility/Site**
- My Applications
- Find Training

MERIT » Facility/Site

Facility/Site Details



What is a statewide vendor ID? ⓘ



Early Achievers
Status: Not Enrolled

Program Type: Licensed

Provider Id Facility Type License Type Initial License Date Anniversary Date License Expires Primary Contact Name Primary Contact Date of Birth		Data current as of 4/9/2017	Licensed Capacity Ages Served Current License Status DEL Licensor DEL Licensor Phone DEL Licensor Email	6 children From birth To 12 years 11 months Open
			Name Date of Birth Substitute Pool Status:	

- Employees Information
- Account Management
- Early Achievers**
- Make PBC Payments

Show 50 entries

Export

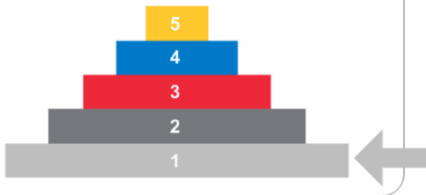
STARS ID	First Name	Last Name	Age	Job Title	Work Duration	Initial Training Requirement	Annual Continuing Education Training 2017	Annual Continuing Education Training 2016	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	PBC Status	PBC Expiration	Last Submitted PBC Application Status	Last Submitted PBC Application Date	Status
----------	------------	-----------	-----	-----------	---------------	------------------------------	---	---	-----------------	-----------	-----	---------------------	---------	------------	----------------	---------------------------------------	-------------------------------------	--------

Then go to your Early Achievers subtab under your Facility/Site tab.



Washington State Department of Early Learning

Employees Information Account Management **Early Achievers** Make PBC Payments



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.

QRIS Rating Improvement System (QRIS) Application

[Early Achievers Registration](#)

[Early Achievers Application for Level 2](#)

[Early Achievers Request for On-Site Evaluation](#)

Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).

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.

Use this link to apply for an on-site evaluation to be rated for Early Achievers.

This application allows you to request your initial rating, a renewal rating, or a re-rate based on your current EA participation.

QRIS Contact Information

Name of Primary QRIS Contact :

Email :

Role within the Program :

Phone :

Optional

Name of Secondary QRIS Contact :

Email :

Role within the Program :

Phone :

Save

Click the “Early Achievers Registration” link.



Washington State Department of Early Learning

My Record My Education Facility/Site **My Applications** Find Training

MERIT » My Applications » Early Achievers Registration

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

Cancel Next →

Complete the following four-step application to participate in the professional growth and facility management quality improvement activities for Early Achievers. Upon application submission, your program will be able to begin Level 2 activities. Level 2 activities include: completing a facility profile, completion of the professional training series, and program self-assessments.

Program Information

Name: [Redacted]
License Number: [Redacted]
Facility Type: [Redacted]
Address: [Redacted]
County: [Redacted]
Phone: [Redacted]


Contact Information

Name of Primary QRIS Contact: Please Select [v] ⓘ email: [Redacted]
Role within the Program: [Redacted] Phone: [Redacted]

Optional

Name of Secondary QRIS Contact: Please Select [v] ⓘ email: [Redacted]
Role within the Program: [Redacted] Phone: [Redacted]

Cancel Next →



Select yourself as the Primary QRIS Contact. You could also select one of your staff as the Secondary QRIS Contact (optional). Then click “Next.”

Note: You could change your Primary and Secondary QRIS Contacts at any time by going to your Facility/Site tab, then Early Achievers subtab.



My Record My Education Facility/Site **My Applications** Find Training

MERIT » My Applications » Early Achievers Registration

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

← Back Next →

Please enter information about the structure of your program.

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).

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:

Classrooms

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

[+ Click here to add a Classroom](#)

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Delete	Edit
Little Achievers	Family Home Environment	5	1	Full Day (more than 5 hours), Full Year		✖	

Total number of teaching staff: 1

Total number of classrooms: 1

← Back Next →

Complete the Program Schedule and Children Served information. Then add all classrooms at your facility and click “Next.”

Note: Family Child Care Homes must add at least one classroom and select “Family Home Environment” for Age Range Served.



Washington State Department of Early Learning

My Record My Education Facility/Site **My Applications** Find Training

MERIT » My Applications » Early Achievers Registration

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

← Back Next →

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 After School Association (NAA) National Association for Family Child Care (NAFCC) National Association for the Education of Young Children (NAEYC)

If Other:

← Back Next →

Complete the Facility Demographics and click “Next.”



Washington State Department of Early Learning

My Record My Education Facility Site **My Applications** Find Training

MERIT » My Applications » Early Achievers Registration

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

[Back](#)

Application Review

Program Information [View/Edit Information](#)

Name: [redacted]
License Number: [redacted]
Facility Type: [redacted]
Address: [redacted]
County: [redacted]
Phone: [redacted]

Contact Information [View/Edit Information](#)

Name of Primary GRIS Contact: [redacted] email: [redacted]
Role within the Program: Family Child Care Licensee Phone: [redacted]

Optional
Name of Secondary GRIS Contact: [redacted] email: [redacted]
Role within the Program: [redacted] Phone: [redacted]

Facility Information [View/Edit Information](#)

Program Schedule
Infant (0-11 months), Toddler (12-29 months), Pre-School (30 months - 5 years)

Children Served
How many children are you approved to serve (ex. Licensed capacity)? 6
Ages Served 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: 5

Classrooms

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP
Little Achievers	Family Home Environment	5	1	Full Day (more than 5 hours), Full Year	

Total number of teaching staff: 1 [+](#) [-](#)
Total number of classrooms: 1 [+](#) [-](#)

Facility Demographics [View/Edit Information](#)

Corporate Structure: Nonprofit
What best describes your facility location? Suburban
Does your program receive any of the following types of public funding? Child Care Subsidies
How many children enrolled in your program receive public subsidies to attend your program? 5
Do any currently enrolled children have an IEP for diagnosed special needs? No
Do any currently enrolled children have an IFSP for 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) Spanish
Do you serve special populations? (optional) Military Families
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, [redacted], affirm that the information on this application and the supplemental documentation provided are true and correct to the best of my knowledge.
Date: 4/14/2017

[Submit](#) [Back](#)

Review all the information that you have entered and check-mark the two boxes on the bottom before signing your name (as it appears in MERIT).
Then click "Submit."



My Record

My Education

Facility/Site

My Applications

Find Training

MERIT » My Applications » Early Achievers Registration

Done

Congratulations, you are now registered to begin Level 2 activities. You will receive an email confirmation with guidance for getting started on Level 2 activities and contact information for your QRIS regional coordinator. A copy of your application has been sent to you via email in .pdf format. For instructions on viewing .pdf files, please go to <http://get.adobe.com/reader/?promoid=HRZAC> for details.

Done

Congratulations! Your facility is now enrolled in Early Achievers.

Click “Done” and MERIT will take you back to your Facility/Site page.



Washington State Department of Early Learning

My Record | My Education | **Facility/Site** | My Applications | Find Training

MERIT » Facility/Site

Facility/Site Details

Lemmon Emilia R
SWV Number: [Redacted] [What is a statewide vendor ID?](#)

Program Type: Licensed

Provider Id	[Redacted]	Data current as of 4/9/2017	Licensed Capacity	6 children
Facility Type	[Redacted]		Ages Served	From birth To 12 years 11 months
License Type	[Redacted]		Current License Status	Open
Initial License Date	[Redacted]		DEL Licensor	[Redacted]
Anniversary Date	[Redacted]		DEL Licensor Phone	[Redacted]
License Expires	[Redacted]		DEL Licensor Email	[Redacted]
Primary Contact Name	[Redacted]		Name	[Redacted]
Primary Contact Date of Birth	[Redacted]		Date of Birth	[Redacted]
			Substitute Pool Status:	[Redacted]

Employees Information | Account Management | **Early Achievers** | Make PBC Payments

WASHINGTON EARLY ACHIEVERS
PREPARING CHILDREN FOR SUCCESS IN SCHOOL

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.

You could now see your Early Achievers status as “Participating, not yet rated” on your Early Achievers subtab.



Washington State Department of

Early Learning

Questions?

Please email QRIS@del.wa.gov

or

Call the Early Achievers Hotline at 1-866-922-7629

