

Facility/Site 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

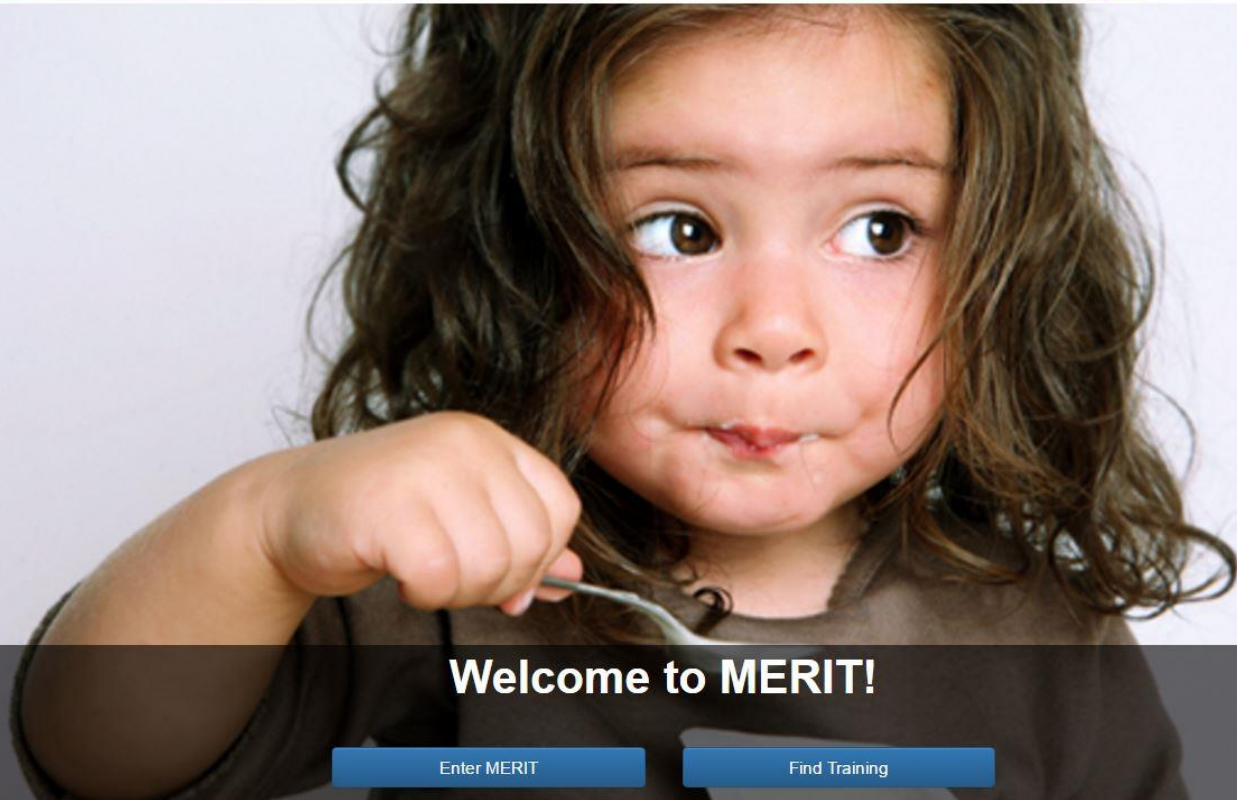


Washington State Department of Early Learning

To gain access to the facility information for your facility, the Primary Contact must first submit the initial Facility/Site Registration application to be approved by the facility's Licensor or Grantee/Contractor. The primary contact for the facility must have an employment title of Licensee, Director, Owner, or Site Contact/Manager.

MERIT  Washington's Professional
Development Registry

 Washington State Department of
Early Learning



Welcome to MERIT!

Enter MERIT

Find Training

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



News

My Record

My Education

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

- 4/3/2014 [blurred]

Submitted for Review

- 2/23/2017 [blurred]
- 2/23/2017 [blurred]
- 2/23/2017 [blurred]
- 2/23/2017 [blurred]

Completed

- 2/16/2016 [blurred]
- 4/3/2015 [blurred]
- 8/26/2014 [blurred]
- 4/22/2013 [blurred]

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

Initial Training Requirement:

20 Hour Basic STARS Training: [Completed \(2011\) \(20.00 Hours\)](#)

Total: 20.00 Hours

Annual Continuing Education Training:

- 2017: 4.00 hours completed
- 2016: 0 hours completed

Go to your My Applications tab.



[News](#)

[My Record](#)

[My Education](#)

[My Applications](#)

[Find Training](#)



My Applications

Portable Background Check Application

[Portable Background Check Application](#)

Use this application to request a Portable Background Check (PBC) if you are applying to work, working, volunteering, or you are a household member at an early learning program.

DEL Licensed or Certified Facilities and Head Start or ECEAP Sites

[Facility/Site Registration](#)

Use this application to create and maintain a profile of your facility/site. Upon approval, you will be able to use MERIT as a management tool.

Professional Development and Training

[Training Reimbursement](#)

Use this application to request a cost reimbursement for a state-approved training that you have completed within the past 12 months. Trainings approved for STARS hours through a Continuing Education Proposal (CEP) are not eligible for reimbursement.

[State-Approved Trainer Application](#)

Use this application to apply to become a state-approved trainer at any level.

[Conference/Special Event Application](#)

Use this application if you are an organization, practitioner or an individual hosting a training event and requesting to provide STARS hours. Training events may include conferences, visiting speakers, or an ongoing training series.

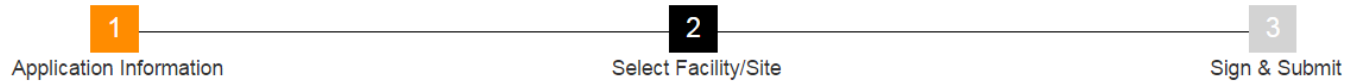
[Continuing Education Proposal](#)

Use this application to request STARS credit hours for trainings taken out-of-state, from a non-state-approved trainer or for a college class that is **not** within a college's Early Childhood Education Department. You will need to submit supporting documents to the Department of Early Learning (DEL) for verification. If you currently work in a Head Start or ECEAP site that is not also licensed by DEL you are not subject to the Initial Training Requirement training requirement.

Click the “Facility/Site Registration” link.



Facility/Site Registration Application Application Information



Cancel Next >

This application is used to request access to the Facility/Site tab in MERIT, where you can:

- Confirm staff employment, end-date employment when individuals no longer work for the facility/site, and designate additional staff to manage employee information
- View portable background check status for your staff
- Track staff training and education
- Confirm health and safety data for your staff
- Participate in Early Achievers

Once the application is approved you will have the option to designate staff to the profile. To give additional staff access to the facility/site profile, follow the steps outlined in the [Facility/Site Access: Additional Designee Guide](#).

Cancel Next >

Click “Next” after you read the information on the Facility/Site tab.



News My Record My Education **My Applications** Find Training

Facility/Site Registration Application Select Facility/Site

1 Application Information 2 **Select Facility/Site** 3 Sign & Submit

[← Back](#) [Next →](#)

DEL licensed or certified facilities

- Select the employment record with job title of director, owner, or licensee
- Information in MERIT must exactly match information in licensing database, FamLink. For example, if your name is listed as "Susan" in FamLink, but you entered "Sue" in your MERIT professional record, you will not be able to submit the Facility/Site Registration application.

ECEAP/Head Start sites

- For sites that are not licensed, the Grantee/Contractor will appoint the site designee

Additional Designees

- Select the employment record for which you have been granted Additional Designee Permission

Register a Facility/Site

Register for this Facility/Site	Facility/Site Name	Job Title	Facility/Site Address	Additional Designee Permission
<input checked="" type="radio"/>	[Redacted]	Child Care Center Director	[Redacted]	No

[I do not see the facility/site I wish to register](#)

[← Back](#) [Next →](#)

Your facility should be displayed. Select your facility and then click "Next."



News My Record My Education **My Applications** Find Training

Facility/Site Registration Application Sign & Submit

1 Application Information 2 Select Facility/Site 3 Sign & Submit

[← Back](#)

The information I provided is true and accurate.

Signature: Date:

[← Back](#) [Submit](#)

Sign your name by typing in your first and last name as it appears in MERIT. Then click “Submit.”



Thank you for submitting your Facility/Site Registration application. Your request will be processed shortly. To view your submitted application click the Done button and you will be returned to the My Record page where you can click the Facility/Site Registration Application link to view details.

Done

Congratulations! You have successfully submitted your Facility/Site Registration application.




Your Licensor or Grantee/Contractor will receive an email notification and will approve your request after verifying that they have all your necessary documents.




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












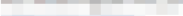
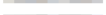



MERIT » Facility/Site

Facility/Site Details

  **Early Achievers**
Status: 

What is a statewide vendor ID? 

Program Type: Licensed

Provider Id		Data current as of 4/9/2017	Licensed Capacity	
Facility Type			Ages Served	
License Type			Current License Status	
Initial License Date			DEL Licensor	
Anniversary Date			DEL Licensor Phone	
License Expires			DEL Licensor Email	
Primary Contact Name			Licensee Name	
Primary Contact Date of Birth			Licensee Date of Birth	

Employees Information Account Management Early Achievers Make PBC Payments

After your Licensor or Grantee/Contractor approves your Facility/Site Registration application, you will get a new tab in your MERIT account – Facility/Site. You will be able to access your Employees’ Information, Account Management, Early Achievers, and Make PBC Payments subtabs.



Washington State Department of

Early Learning

Questions?

Please email QRIS@del.wa.gov

or

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

