

Tips for Completing the Higher Education Registration Process

These steps are designed to guide you through the online process in order to become a registered faculty member in MERIT. DEL acknowledges the quality assurance processes at accredited colleges and universities in Washington. This recognition has led to the development of the "fast-track" registration process for faculty affiliated with institutions of higher education. Please be prepared to dedicate some time to completing the registration. You are able to save your work as you go and can complete the registration in more than one session.

Before you are online:

It is helpful to gather documents before you get started. Here is some information you will need to complete the registration process:

- A current curriculum vitae.
- Information on coursework that you have taught at an accredited college or university. To register with the trainer approval process, faculty members must have a history of employment with an accredited institution. You only have to document at least two courses over two terms (these do not have to be consecutive terms or the same course, but do need to be at the same institution).
- Educational documents to complete data on completed degrees and/or coursework. For statewide data collection, the application will ask for educational background and it is important to report accurate data. If you have a degree in an ECE or school-age related field, you do not need to specify courses identified as ECE on your transcripts. You will have the option to specify ECE or school-age related credits, which will require listing course descriptions and credit hours.

Completing the application:

You will need a STARS ID to access the trainer applications. If you do not have a STARS ID, please register in MERIT and complete a STARS ID application before proceeding. This is a quick application that takes about 5 minutes.

- Once you have a STARS ID, you can access the trainer applications through your professional account on the "Applications" tab.
- MERIT will time out after 30 minutes of inactivity and you will lose any work that has not been saved. When you click "Next" at the bottom of each page, your work will be saved.
- You can return to your application the next time you sign in from the "My Record" tab under "In-Progress Applications." You can always add more information to completed/saved steps before submitting the application.
- **Faculty are not required to have education verified or submit official transcripts. You may choose to either:**
 - 1) Submit the MERIT Higher Education [Employment Verification Form](#), available [here](#). This form is intended to verify your status as a current faculty member. Choosing this option will exempt you from submitting official transcripts to verify your degree(s). You must have this form signed by a qualified department representative who can attest to your affiliation with the institution. This measure ensures that only qualified individuals can access and complete this fast-track application. Please send the form to the address listed on the bottom.
 - 2) Submit official transcripts to have your degree(s) verified in MERIT. If you would like to be placed on the Career Lattice and be eligible for the monetary award associated with your Step placement, official transcripts for education verification are required. Choosing this option will exempt you from submitting the Employment Verification Form.

After you complete the application:

You can check the status of your application by signing in and going to the "My Record" tab.

- You will receive an email confirming that we have received your application. When you enter educational information in the application, you will receive auto-generated email(s) asking to send official transcripts. Please ignore these messages for the trainer application. If you would like to be placed on the Career Lattice and be eligible for Professional Development Incentives tied to Race to the Top Early Learning Challenge Grant, follow the steps in the auto-generated emails for sending official transcripts.
- If you send official transcripts for placement on the Career Lattice, you will not receive a confirmation of receipt official transcripts. However, you will be notified via email of the final confirmation once your application and documents are processed in MERIT.
- DEL is subject to state regulations for archiving data, which includes retaining data related to an approval/denial. All educational and supporting documents will be kept according to state records guidelines.

