



Early Achievers Registration – The Step-by-Step Guide

Seven easy steps to complete and submit your Early Achievers Registration in MERIT

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



Step 1: Log into your MERIT account at 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.

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.

Step 2: Accessing the Early Achievers Sub Tab

The screenshot shows the MERIT (Managed Educational Registry Information Tool) interface. At the top, there are navigation tabs: Home, News, My Record, Facility/Site (circled in red), Applications, Search MERIT, and Logout. The 'Facility/Site' tab is selected, and the 'Early Achievers' sub-tab is also circled in red. The main content area displays provider details for 'EARLY CHILDHOOD CENTER' and a QRIS level indicator showing Level 1.

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 Any 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.

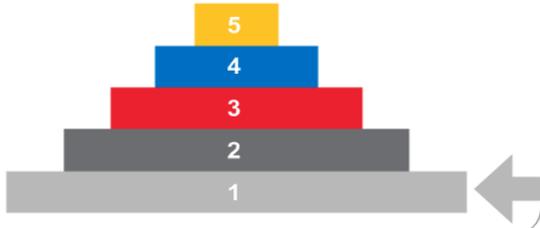
To reach QRIS Level 2 you must attend an Early Achievers Orientation. Orientations will be held in each region, please contact your local resource and referral office for the next available orientation opportunity. Once you have attended orientation, you can complete the Early Achievers Registration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

Once you have entered an employment record and have submitted a Facility/Site Registration application in MERIT, call your licensor to have them approve your Facility/Site Registration application. You should then see the Facility/Site tab. Under the Facility/Site tab, click the sub tab titled Early Achievers*.

*If you do not see the sub tab for Early Achievers, please make sure that your license is in good standing.

Step 2: Accessing the Early Achievers Sub Tab (continued)

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)
- 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
Role within the Program: Child Care Center Director

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

- A. The Primary QRIS Contact must be the designated Child Care Center Director, Center Assistant Director, Program Supervisor, Owner, or Family Child Care Primary Provider or Licensee. The Primary QRIS Contact will represent your facility during the quality improvement process and is responsible for attending the trainings, overseeing self-assessments, and making the request for on-site evaluation.
 - B. You may list a Secondary QRIS Contact who can also represent your program during the quality improvement process. You can designate the Secondary QRIS Contact as the person who will attend the trainings, but keep in mind that the same person must attend all trainings in order for the requirement to be met.
- Once you are finished please click on the blue highlighted Early Achievers Registration link located mid-way down the page.**

Step 3: Early Achievers Registration, Program Information

MERIT » Applications » Early Achievers Registration

1 Program Information 2 Facility Information 3 Facility Demographics 4 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

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 →

Early Achievers Registration Step 1: Program Information.

Please select the Primary QRIS Contact and optional Secondary QRIS Contact from the drop-down menus for the facility/site.

Click "Next" to continue.

Step 4: Early Achievers Registration, Facility Information

In Early Achievers Registration Step 2: Facility Information, please answer the questions about program schedule and children served.

MERIT » Applications » Early Achievers Registration

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

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:

Total number of teaching staff:

Total number of classrooms:

Classrooms

List classrooms by age range and capacity. Family child care providers will list their environment as one classroom.

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

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Delete	Edit
No Records Found							

- A. Under the question “How many children are you approved to serve (ex. Licensed capacity)? Please be sure to only include licensed slots for children ages 0-5.
- B. For the purposes of QRIS, “teaching staff” refers to lead teachers and assistant teachers/aides who are assigned to one room or one group of children for the majority of the day.
- C. A classroom may be defined as one room or one group of children under the supervision of an assigned lead teacher. Classrooms should align with licensing rules for staff to child ratios and maximum group sizes.

Step 4: Early Achievers Registration, Facility Information (continued)

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:

Please indicate whether the classroom operates on a full day or part day schedule

After you Click the + sign to add a classroom, fill out the information requested and select “Save” if you are done or “Add Another” if you have more classrooms to add.

Please note Family Child Care Providers need to only add one classroom and select the age range choice “Family Home Environment.”

Once you are finished adding classrooms click “Next” to move to Step 3: Facility Demographics.

Step 5: Early Achievers Registration, Facility Demographics

MERIT » Applications » Early Achievers Registration

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

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

If Other:

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Early Achievers Registration Step 3: Facility Demographics.

- A. For the question, “Does your program receive any of the following types of public funding?” you will need to select “No Public Funding” if none of the other options apply.
- B. For the questions regarding children enrolled with IEP or IFSP diagnosed special needs, if “Yes” is selected, a table will appear for you to report information regarding children you serve. (Please see page 9 of this guide for more detailed instructions.)
- C. Accreditation is a process by which a program is certified as meeting certain standards by a national association. In order to be considered “currently accredited” you should have evidence in the form of a non-expired accreditation certificate, issued by the accrediting body.

Step 5: Early Achievers Registration, Facility Demographics (continued)

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

This table will only populate if “Yes” is selected for the question, “Do any currently enrolled children have an IEP for diagnosed special needs?”

A similar table will populate if “Yes” is selected for the following question, “Do any currently enrolled children have an IFSP for diagnosed special needs?”

Please only report children that have a **diagnosed** special need and have an IEP or IFSP, and count each child only once, listing them under their primary diagnosis.

Once you have completed Step 3: Facility Demographics please select “Next”.

Step 6: Early Achievers Registration, Review & Submit

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:

Submit

← Back Cancel

In Early Achievers Registration Step 4: Review & Submit please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the applicant assurances boxes.

It will ask you:

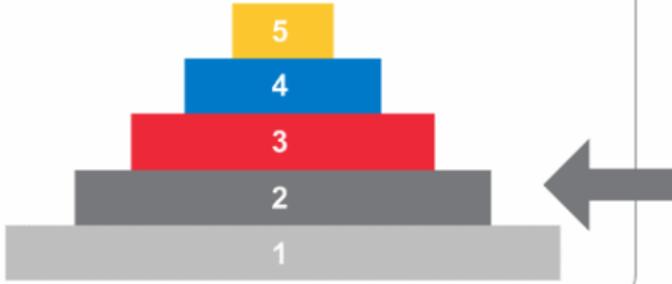
- I understand that my participation in Early Achievers is voluntary.
- I have read, fully understand, and will abide by the Early Achievers Operating Guidelines.

As a signature, the system will ask you to type your first and last names as they appear in MERIT. The system will auto-fill the date field with today's date.

Then click "submit".

Step 7: Early Achievers Registration, Confirmation

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.

You will now be returned to your Early Achievers sub tab. You will receive a confirmation email from the system which will contain a printable .pdf version of your submitted Early Achievers Registration application for your records.

You now have access to the Early Achievers Application for Level 2 under the Facility/Site tab, Early Achievers sub tab. You may begin Level 2 activities at this time.

Please note as a security feature MERIT automatically logs out after 60 minutes of inactivity.

Questions? Please Contact: QRIS@DEL.WA.GOV