



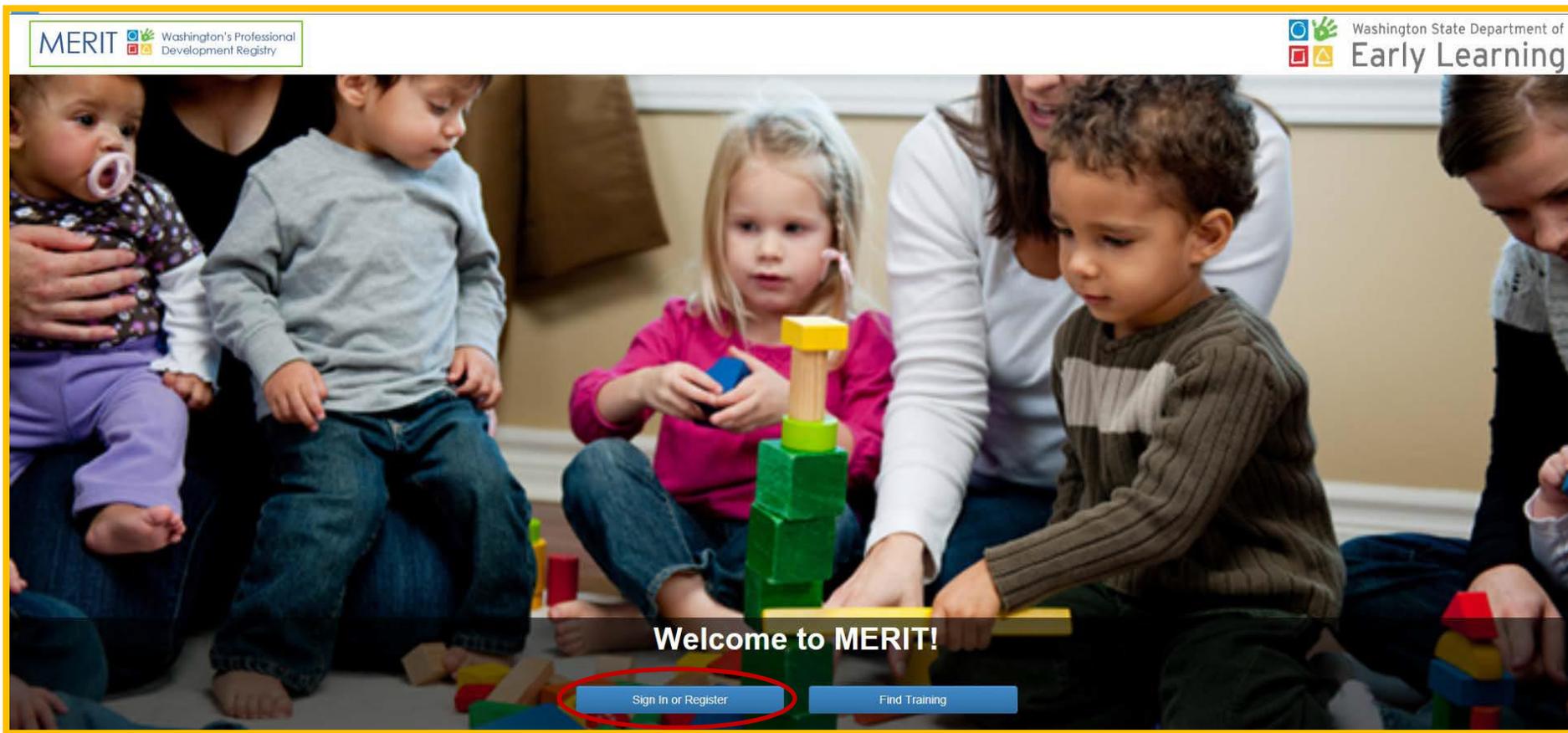
Early Achievers Request for On-Site Evaluation – **The Step-by-Step Guide**

Eight easy steps to complete and submit your Early Achievers Request for On-Site Evaluation 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



Step 1: Log into your MERIT account at merit.del.wa.gov (continued)

File Edit View Favorites Tools Help
DEL Apps Help

MERIT Managed Education and Registry Information Tool
News Find Training

Washington State Department of Early Learning

Sign In

Sign In

Username: alexander@email.com

Password: *****

Sign In

I forgot my username
I forgot my password
Find my STARS ID

MERIT Registration

If you already have a STARS number, please [click here](#) to recover your username. If you have questions, please contact MERIT Support Services at 866-482-4325 (choose option 5) or merit@del.wa.gov.

First Name:

Middle Name:

Last Name:

Birth Date:

Primary Email:

Additional Email:

Password:

Confirm Password:

Password Hint:

Password Hint Answer:

Cancel Save

Password must meet the following criteria:

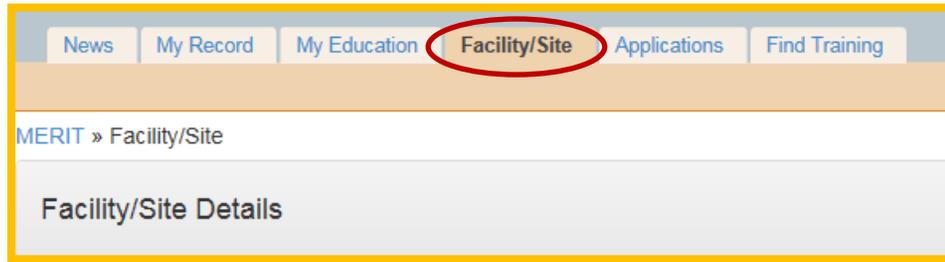
- At least 8 characters long
- At least one upper case letter
- At least one lower case letter
- At least one numeric digit
- At least one special character among *\$+?_&=%!@#
- Password and confirmation must match

Enter your username and password you created. Then click the blue button “Sign In.”

A. Username: Your username will always be either your STARS ID **or** the primary e-mail address recorded in your MERIT record.

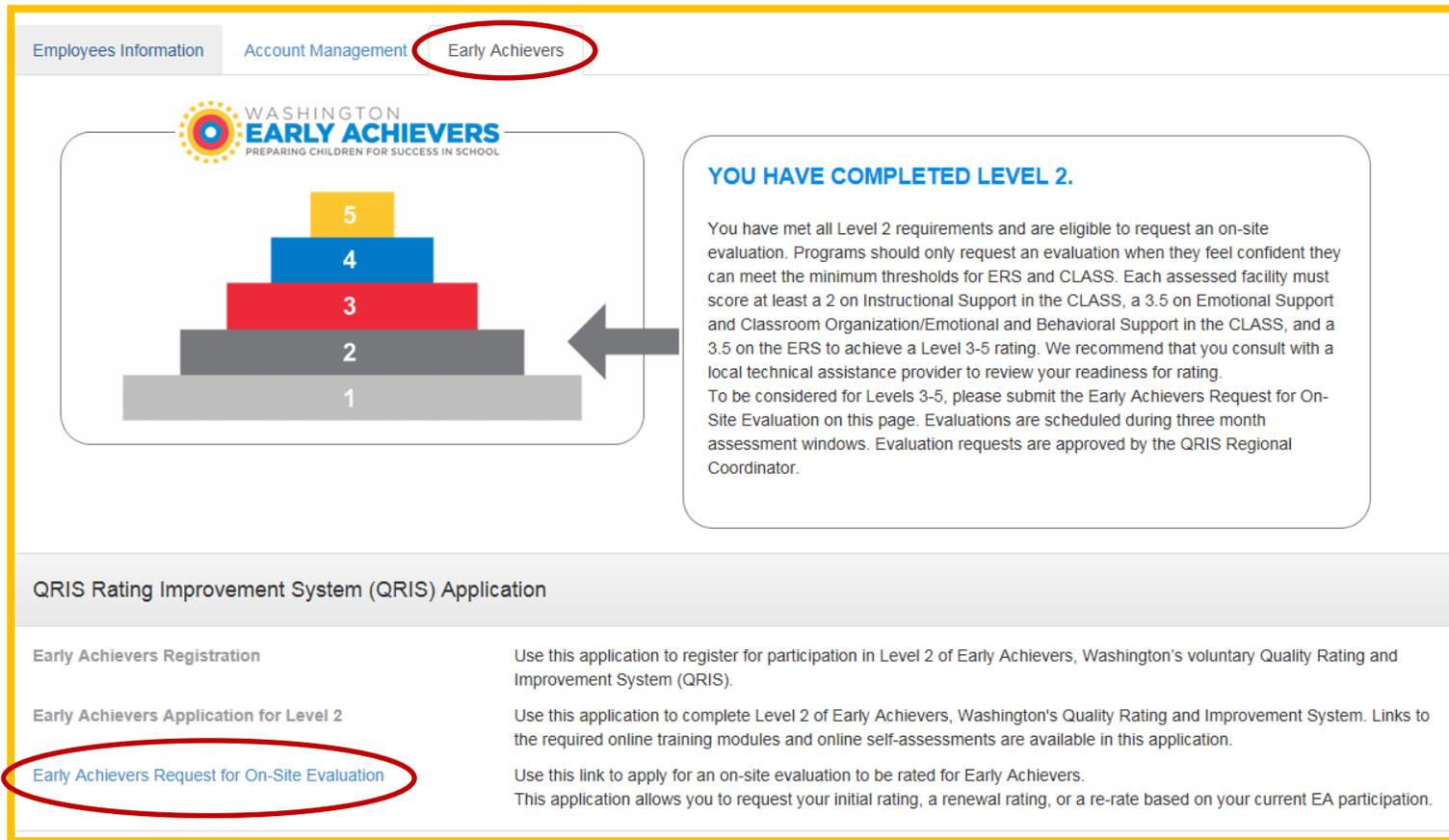
B. Password: If you have forgotten your password, you may reset it. To do this, click on “Forgot Your Password?” and follow the instructions.

Step 2: Accessing the Early Achievers Subtab



The screenshot shows a navigation bar with the following tabs: News, My Record, My Education, Facility/Site, Applications, and Find Training. The 'Facility/Site' tab is circled in red. Below the navigation bar, the breadcrumb 'MERIT » Facility/Site' is visible, and the main heading 'Facility/Site Details' is displayed.

Click on the Facility/Site Tab.



The screenshot shows the 'Early Achievers' subtab. At the top, the navigation tabs are 'Employees Information', 'Account Management', and 'Early Achievers', with 'Early Achievers' circled in red. The main content area features the Washington Early Achievers logo and a pyramid diagram with five levels. Level 2 is highlighted in red, and a grey arrow points to it from a text box on the right. The text box contains the following information:

YOU HAVE COMPLETED LEVEL 2.

You have met all Level 2 requirements and are eligible to request an on-site evaluation. Programs should only request an evaluation when they feel confident they can meet the minimum thresholds for ERS and CLASS. Each assessed facility must score at least a 2 on Instructional Support in the CLASS, a 3.5 on Emotional Support and Classroom Organization/Emotional and Behavioral Support in the CLASS, and a 3.5 on the ERS to achieve a Level 3-5 rating. We recommend that you consult with a local technical assistance provider to review your readiness for rating.

To be considered for Levels 3-5, please submit the Early Achievers Request for On-Site Evaluation on this page. Evaluations are scheduled during three month assessment windows. Evaluation requests are approved by the QRIS Regional Coordinator.

Below the diagram is a section titled 'QRIS Rating Improvement System (QRIS) Application' with the following links and descriptions:

Application Name	Description
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 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.

The link 'Early Achievers Request for On-Site Evaluation' is circled in red.

Click on the Early Achievers Subtab and then click on the blue highlighted link *Early Achievers Request for On-Site Evaluation*.

Step 3: Request for On-Site Evaluation, Rating Type (continued)

The screenshot shows a web interface with a navigation bar at the top containing links for News, My Record, My Education, Facility/Site, Applications, and Find Training. The main heading is "Early Achievers Request for On-Site Evaluation". Below the heading is a "Cancel" button and a "Next >" button. A text box contains the message: "You are requesting an On-site Evaluation. You are eligible for a **free Early Achievers Initial Rating**. Please click Next to start the application process."

Initial Rating: Facilities that have never been rated will see this screen when they request to be rated for the first time.

The screenshot shows a web interface with a navigation bar at the top containing links for News, My Record, My Education, Facility/Site, Applications, and Find Training. The main heading is "Early Achievers Request for On-Site Evaluation". Below the heading is a "Cancel" button and a "Next >" button. A text box contains the message: "You are requesting an On-site Evaluation. You are eligible for a **Free Early Achievers Re-rate**. Please select any combination of the following measures for re-rate."

- ERS
- CLASS
- Full Quality Standards Checklist (Including Professional Development)

NOTE: If you are on the HS/ECEAP pathway the Full Quality Standards Checklist is not an option.

Please click Next to start the application process.

Free Re-Rate:
Facilities which are eligible for a free re-rate will see this screen when they request to be re-rated. Select the areas you want to be re-rated in. Click [here](#) to read the complete re-rating policy.

Step 3: Request for On-Site Evaluation, Rating Type (continued)

The screenshot shows a web interface with a navigation bar at the top containing links for News, My Record, My Education, Facility/Site, Applications, and Find Training. The main heading is "Early Achievers Request for On-Site Evaluation". Below the heading is a "Cancel" button and a "Next >" button. The main content area contains the following text: "You are requesting an On-site Evaluation. You are eligible for a **Paid Early Achievers Re-rate**. Please select any combination of the following measures for re-rate." This is followed by three checkboxes: "ERS", "CLASS", and "Full Quality Standards Checklist (Including Professional Development)". A note below the checkboxes states: "NOTE: If you are on the HS/ECEAP pathway the Full Quality Standards Checklist is not an option." At the bottom of the form, it says "Please click Next to start the application process."

Paid Re-Rate: Facilities which are not eligible for a free re-rate will see this screen when they request to be re-rated. Select the areas you want to be re-rated in. Click [here](#) to read the complete re-rating policy.

The screenshot shows a web interface with a navigation bar at the top containing links for News, My Record, My Education, Facility/Site, Applications, and Find Training. The main heading is "Early Achievers Request for On-Site Evaluation". Below the heading is a "Cancel" button and a "Next >" button. The main content area contains the following text: "You are requesting an On-site Evaluation. You are eligible for a **free Early Achievers Renewal Rating**. Please click Next to start the application process."

Renewal Rating: Facilities which are within 6 months of their 3-year rating anniversary will see this screen when they request to be rated.

Step 4: Request for On-Site Evaluation, Facility Information

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Cancel Next

Verify the following facility information and make updates as needed. Please note: all teaching staff must have active professional records in order for your program to be evaluated.

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:

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). 12

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: 12
Total number of teaching staff: 2
Total number of classrooms: 1

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	Name(s) of Teaching Staff	Delete	Edit
No Records Found								

Cancel Next

Early Achievers Request for On-Site Evaluation, Step 1: Facility Information.

Your information will auto-fill from your Early Achievers Application for Level 2. Please review and make updates if any of the information has changed.

Under “Classrooms” please review that the correct staff is documented as teaching staff in each of the classrooms listed. (See page 7 for detailed instructions.)

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.

Teaching staff will be pre-populated if they have listed the facility/site as a current employer in their personal MERIT account.

You may remove a teacher from a classroom by selecting the Edit button on the right of the “Classrooms” table

When you are done reviewing your facility information select “Next.”

Step 4: Request for On-Site Evaluation, 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:

Employees

Please select the staff members that belong to this classroom.

	First Name	Last Name	Employment Start Date	Position Title
<input checked="" type="checkbox"/>	Helena	Bonham-Carter	6/1/2012	Child Care Center Director
<input type="checkbox"/>				

You may remove a teacher from a classroom after selecting the Edit button on the right of the “Classrooms” table by unchecking the staff that are no longer working in the classroom. You can then check the box next to the correct staff.

The “Number of Staff” field must match the number of staff names you select.

After you have completed this step select “Save” to be taken back to Step 1, or “Add Another” to add another classroom.

Once you are finished you will be taken back to Step 1: Facility Information where you can click, “Next” to move to Step 2: Facility Demographics.

Step 5: Request for On-Site Evaluation, Facility Demographics

MERIT » Applications » Early Achievers Request for On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

Verify the following facility demographics and make updates as needed.

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)

Other

If Other:

Back Cancel Next

Early Achievers Request for On-Site Evaluation, Step 2: Facility Demographics.

Your information will pre-fill from your Early Achievers Application for Level 2. Please make updates if any of the information has changed.

If “Yes” is selected for the questions regarding whether currently enrolled children have either an IEP or IFSP, a table will populate which will allow you to specify a **diagnosed** special need.

When you are done reviewing your facility demographics select “Next.”

Step 6: Request for On-Site Evaluation, On-Site Evaluation

1 Facility Information 2 Facility Demographics 3 On-Site Evaluation 4 Review & Submit

← Back Next →

Request an On-Site Evaluation

Use this section to provide your program schedule. Programs should only request on-site evaluation when they are confident they can meet the minimum thresholds for ERS and CLASS. Your [Rating Cohort](#) will automatically be determined by the date this application is approved. QRIS Staff will use this information to schedule an on-site evaluation.

Hours of Operation

Please provide the days and hours of operation at your facility during the on-site evaluation period you have selected.

Monday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Tuesday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Wednesday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Thursday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Closed all day Add another time range
Friday	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Closed all day Add another time range

Block Out Dates

Block-out dates are additional dates a program chooses when a visit may not be conducted. A program may choose up to two block-out dates per month of their Rating Cohort period. QRIS does not conduct on-site evaluations on Saturdays, Sundays, or state holidays, so you do not need to block out dates that occur during those times. You will need to communicate any necessary block-out dates with your Community Liaison during your Community Liaison consultation visit/call, which will occur **prior** to the on-site evaluation visit.

Site Evaluation Information

Is there anything else we should know about your facility prior to conducting the on-site evaluation? (optional)

← Back Next →

Early Achievers Request for On-Site Evaluation, Step 3: On Site Evaluation.

In this section you will report your facility/site hours of operation.

You may also choose up to two “block out” dates for each month. QRIS does not conduct on-site evaluations on Saturdays, Sundays or state holidays. You do not need to block out Saturdays, Sundays, or state holidays.

The last section allows you to list any relevant information you would like QRIS staff to know about your facility prior to conducting the on-site evaluation.

When you are finished select “Next.”

Step 7: Request for On-Site Evaluation, Review & Submit



On-Site Evaluation [View/Edit Information](#)

Applicant Cohort:

Hours of Operation:

Monday	6:00 AM - 6:00 PM
Tuesday	6:00 AM - 6:00 PM
Wednesday	6:00 AM - 6:00 PM
Thursday	6:00 AM - 6:00 PM
Friday	6:00 AM - 6:00 PM

Block Out Dates:

Is there anything else we should know about your facility prior to conducting the on-site evaluation? (optional)

Applicant Assurances

Signature: I, , affirm that the information on this application is true and correct to the best of my knowledge. I have met all requirements and request an on-site evaluation to be considered for Levels 3-5 designation.

Date:

Early Achievers Request for On-Site Evaluation, Step 4: Review & Submit.

Please review your answers and ensure that the information is correct.

Applicant Assurances Section:

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

Step 8: Request for On-Site Evaluation, Confirmation

MERIT » Facility/Site » Early Achievers Request for On-Site Evaluation

Done

You have successfully submitted a request for on-site evaluation. Your request and application materials will be reviewed by QRIS Staff and you will be contacted by a local representative for an on-site consultation. 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

You will now see a confirmation screen with a link to instructions regarding how to view your submitted application. You will receive a confirmation email that will contain a copy of your submitted Early Achievers Request for On-Site Evaluation.

Your application materials will be reviewed by your Regional Coordinator who will approve or deny your request for evaluation. You will receive an email confirmation once a decision has been reached.

You may click, “Done” and the system will take you back to the Facility/Site tab, Early Achievers subtab.

The screenshot shows the 'Early Achievers' subtab in the system. At the top, there are navigation tabs: 'Employee Information', 'Account Management', and 'Early Achievers'. The main content area features a pyramid diagram with five levels, numbered 1 to 5 from bottom to top. Level 1 is grey, level 2 is dark grey, level 3 is red, level 4 is blue, and level 5 is yellow. An arrow points from the text box to level 3. The text box contains the following information:

YOU HAVE REQUESTED AN ON-SITE EVALUATION

Your request for on-site evaluation has been submitted and is currently pending. The Regional Coordinator will review your completed rating readiness tool to determine if your facility will be evaluated at this time. You will receive email notification once a decision has been reached.

Below the pyramid, there is a section titled 'Quality Rating Improvement System (QRIS) Applications' with three links:

- 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 is currently available in the following counties: Adams, Asotin, Clallam, Clark, Columbia, Cowlitz, Garfield, Grant, Jefferson, King, Kitsap, Kittitas, Klickitat, Pend Oreille, Pierce, Skamania, Spokane, Stevens, Wahkiakum, Walla Walla, Whitman, Yakima.
- 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.

Questions? Please contact us at QRIS@DEL.WA.GOV