



# Early Achievers Grantee/Contractor Role – User Manual

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



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# Early Achievers Grantee/Contractor Registration – The Step-by-Step Guide

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](http://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](mailto: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: Access the Grantee/Contractor Registration application

The screenshot displays the MERIT (Managed Education and Registry Information Tool) web application. The header includes the MERIT logo and the title "Managed Education and Registry Information Tool". Below the header is a navigation menu with tabs for Home, News, My Record, Grantee/Contractor, Applications, Search MERIT, and Logout. The Grantee/Contractor tab is highlighted with an orange circle. Below the navigation menu is a secondary menu with links for Facility/Site Search, ECE Search, Early Achievers, and Application Queue. The Early Achievers link is also highlighted with an orange circle. The main content area shows the breadcrumb "MERIT » Grantee/Contractor » Early Achievers" and a section titled "Early Achievers Application". Within this section, there is a blue link labeled "Grantee/Contractor Registration" which is circled in orange. To the right of this link is a paragraph of text explaining the application's purpose: "Use this application to register for Early Achievers. This application is at the Grantee/Contractor level. You will be asked to provide general information about your program structure and services as well as your plans for integrating Early Achievers participation into your program. As a Grantee/Contractor you will have the ability to manage and track your site's Early Achievers participation and the responsibility for providing them with orientation and ongoing support for their participation. For more information, please see the Early Achievers Operating Guidelines for Head Start and ECEAP."

Once you have attended the Early Achievers Orientation and DEL MERIT Admin have entered completion in the system, you should have access to a Grantee/Contractor Tab. Under the Grantee/Contractor tab, click the sub tab titled Early Achievers\*.

Click on the blue application link titled “Grantee/Contractor Registration” to register for Early Achievers.

\*If you do not see the sub tab for Early Achievers, please contact the Department of Early Learning at the email address listed on the final page of this guide to make sure that DEL MERIT Admin have entered completion of Orientation in MERIT.

## Step 3: Enter Grantee/Contractor information

**MERIT** Managed Education and Registry Information Tool

Home News My Record **Grantee/Contractor** Applications Search MERIT Logout

1 Grantee/Contractor Information 2 Grantee/Contractor Profile 3 Review & Submit

Use this application to designate staff contacts for Early Achievers participation and manage your sites' participation. This includes the ability to give your sites' approval to move forward with Early Achievers applications and track their current Early Achievers status.

Cancel Next

**Grantee/Contractor Information**

Grantee/Contractor Name: ESD  
Address: 123 Early Care Dr N  
Olympia, WA 98501  
County:  
Phone: 3605555555

Business ID Type:  **A** Business ID Number:

Which counties do you serve?

Check/Uncheck All

<input type="checkbox"/> Adams	<input type="checkbox"/> Franklin	<input type="checkbox"/> Lewis	<input type="checkbox"/> Skamania
<input type="checkbox"/> Asotin	<input type="checkbox"/> Garfield	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Snohomish
<input type="checkbox"/> Benton	<input type="checkbox"/> Grant	<input type="checkbox"/> Mason	<input type="checkbox"/> Spokane
<input type="checkbox"/> Chelan	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Stevens
<input type="checkbox"/> Clallam	<input type="checkbox"/> Island	<input type="checkbox"/> Out of State	<input type="checkbox"/> Thurston
<input type="checkbox"/> Clark	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Pacific	<input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Columbia	<input type="checkbox"/> King	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Walla Walla
<input type="checkbox"/> Cowitz	<input type="checkbox"/> Kitsap	<input type="checkbox"/> Pierce	<input type="checkbox"/> Whatcom
<input type="checkbox"/> Douglas	<input type="checkbox"/> Kittitas	<input type="checkbox"/> San Juan	<input type="checkbox"/> Whitman
<input type="checkbox"/> Ferry	<input type="checkbox"/> Klickitat	<input type="checkbox"/> Skagit	<input type="checkbox"/> Yakima

How many Head Start and/or ECEAP slots are you approved to serve?

**Slots by Program Type:**

ECEAP	212
-------	-----

**Early Achievers Contact Information**

**C**

Optional

Cancel **Next**

- The Grantee/Contractor Name and contact information will auto-fill. You will need to select your Business ID Type from the drop-down menu and then add your Business ID Number in the second field.
- Click on the box next to each county that you serve. The Head Start and ECEAP slots you are approved to serve will auto fill based on information in the ELMS database. If you have any licensed slots, the system will automatically generate an additional field to request that information. Please enter the number of children you are licensed to serve, not the number of children actually enrolled.
- Select the name of the Primary Contact from the drop-down menu and type their role within the organization directly below their name. Their email address and phone number will auto-fill based on the information provided in their account. You may also add an optional Secondary Contact.

Click "Next" to move to the next step.

# Step 4: Create a Grantee/Contractor profile

1 — 2 — 3  
Grantee/Contractor Information Grantee/Contractor Profile Review & Submit

Please respond to the following questions about how your program manages ongoing improvement and staff support, and how you will integrate Early Achievers into your program. DEL will review your responses and will follow-up with any requests for more information.

← Back Next →

### Grantee/Contractor Profile

Responses must be a minimum of 100 characters. Not to exceed 5,000 characters.

Tell us how your program supports the continuous quality improvement process.

Tell us how your program supports the professional development of your staff.

Describe how you plan to train and orient your sites to Early Achievers, including the option for eligible blended enrollment sites to choose either the HS/ECEAP or licensed child care pathway (see definition of blended).

Describe how you plan to assist sites in completing Facility and Early Achievers applications (including entry Level 3 and on-site rating) and entering staff MERIT records.

Describe how you plan to track and coordinate site Early Achievers activities.

Are you requiring all of your sites to participate in Early Achievers? Please describe your response.  
 Yes  No

Please type your responses in the fields provided. Your answers must be a minimum of 100 characters, and may not exceed 5,000 characters.

The system automatically marks the “No” answer for the last question about participation. Please mark “Yes” if you are requiring all of your sites to Participate in Early Achievers.

\*Please note as a security feature MERIT automatically logs you out if you have not moved to the next step of the application within 60 minutes. It is suggested that you write your facility profile responses for the application in a Word document and then copy/paste them into the application when you are finished to avoid losing your work. \*

**Click “next” when you are finished.**

# Step 5: Review & Submit

1 — 2 — 3

Grantee/Contractor Information   Grantee/Contractor Profile   Review & Submit

← Back   Submit

### Application Review

#### Grantee/Contractor Information View/Edit Information

Grantee/Contractor Name: ESD  
 Address: 123 Early Care Dr N  
 Olympia, WA 98501  
 County:  
 Phone: 3605555555

Business ID Type:       Business ID Number:

Which counties do you serve?

<input type="checkbox"/> Adams	<input type="checkbox"/> Franklin	<input type="checkbox"/> Lewis	<input type="checkbox"/> Skamania
<input type="checkbox"/> Asotin	<input type="checkbox"/> Garfield	<input type="checkbox"/> Lincoln	<input type="checkbox"/> Snohomish
<input type="checkbox"/> Benton	<input type="checkbox"/> Grant	<input type="checkbox"/> Mason	<input type="checkbox"/> Spokane
<input type="checkbox"/> Chelan	<input type="checkbox"/> Grays Harbor	<input type="checkbox"/> Okanogan	<input type="checkbox"/> Stevens
<input type="checkbox"/> Clallam	<input type="checkbox"/> Island	<input type="checkbox"/> Out of State	<input type="checkbox"/> Thurston
<input type="checkbox"/> Clark	<input type="checkbox"/> Jefferson	<input type="checkbox"/> Pacific	<input type="checkbox"/> Wahkiakum
<input type="checkbox"/> Columbia	<input type="checkbox"/> King	<input type="checkbox"/> Pend Oreille	<input type="checkbox"/> Walla Walla
<input type="checkbox"/> Cowlitz	<input checked="" type="checkbox"/> Kitsap	<input type="checkbox"/> Pierce	<input type="checkbox"/> Whatcom
<input type="checkbox"/> Douglas	<input type="checkbox"/> Kittitas	<input type="checkbox"/> San Juan	<input type="checkbox"/> Whitman
<input type="checkbox"/> Ferry	<input type="checkbox"/> Klickitat	<input type="checkbox"/> Skagit	<input type="checkbox"/> Yakima

How many Head Start and/or ECEAP slots are you approved to serve?

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### 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 for Head Start and ECEAP](#)
- I have read and fully understand the [Participation Agreement](#)

Signature: I,  , affirm that the information on the application and the supplemental documentation provided are true and correct to the best of my knowledge.

← Back   **Submit**

Please review your answers in the last step of the application and ensure that the information is correct.

After you are finished reviewing your application you will be asked to complete the Applicant Assurances.

The system 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 for Head Start and ECEAP.
- I have read and fully understand the Participation Agreement.

As a signature, the system will ask you to type in your first and last names as they appear in MERIT. They system will pre-populate with the current date.

**Then click "Submit".**

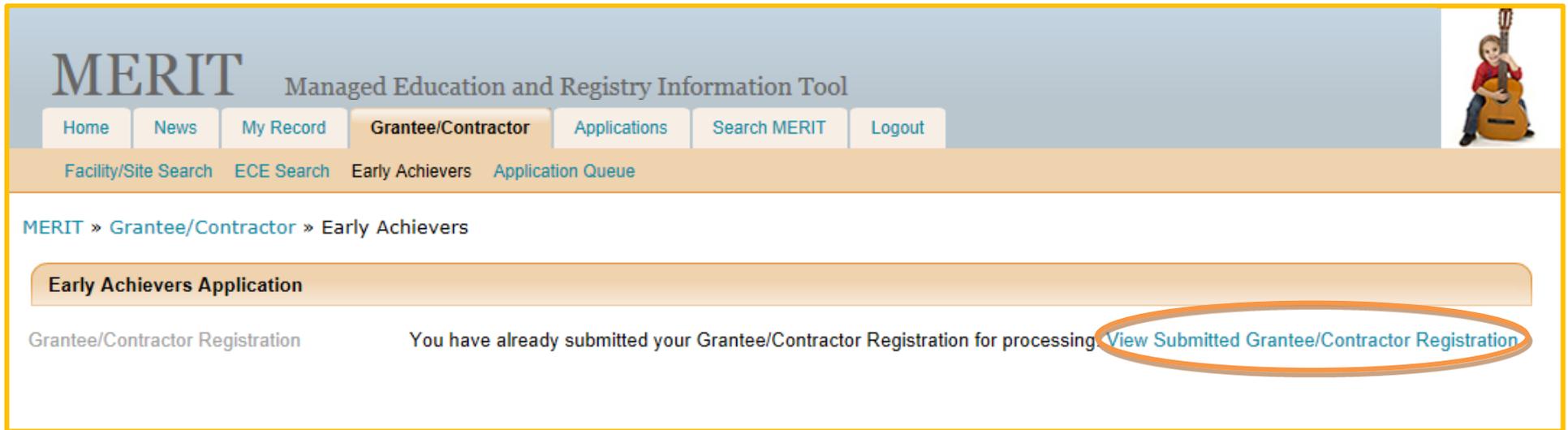
## Step 6: Confirmation

The screenshot shows the MERIT (Managed Education and Registry Information Tool) website. The header includes the MERIT logo and the text "Managed Education and Registry Information Tool". Below the header is a navigation menu with buttons for Home, News, My Record, Grantee/Contractor (which is highlighted), Applications, Search MERIT, and Logout. Underneath the navigation menu is a secondary menu with links for Facility/Site Search, ECE Search, Early Achievers, and Application Queue. The main content area displays a breadcrumb trail: MERIT » Grantee/Contractor » Early Achievers » Early Achievers Registration. There are two "Done" buttons: one at the top right and one at the bottom right, which is circled in orange. The text on the page reads: "Thank you for your application to Early Achievers, Washington's Quality Rating and Improvement System (QRIS). Please be sure to review the Early Achievers Operating Guidelines for Head Start and ECEAP and keep a copy for your records. 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." Below this, it states: "Your application will be reviewed by DEL Early Achievers staff. If they have questions regarding your application, including the Grantee/Contractor profile, they will contact you directly and may request that you provide additional information. Upon approval of your application, you will receive a confirmation email."

You will return to a confirmation screen where you will be given next steps for the application and processing. Please review the information on the page.

**You may click “Done” when you have finished reviewing the information.**

# Step 7: View the submitted Grantee/Contractor Registration



The screenshot shows the MERIT (Managed Education and Registry Information Tool) web application. The header includes the MERIT logo and the text 'Managed Education and Registry Information Tool'. Below the header is a navigation menu with buttons for 'Home', 'News', 'My Record', 'Grantee/Contractor', 'Applications', 'Search MERIT', and 'Logout'. A secondary navigation bar contains links for 'Facility/Site Search', 'ECE Search', 'Early Achievers', and 'Application Queue'. The main content area shows a breadcrumb trail: 'MERIT » Grantee/Contractor » Early Achievers'. Below this is a section titled 'Early Achievers Application'. The text in this section reads: 'Grantee/Contractor Registration You have already submitted your Grantee/Contractor Registration for processing. [View Submitted Grantee/Contractor Registration](#)'. The link 'View Submitted Grantee/Contractor Registration' is circled in orange.

You may return to your Early Achievers sub tab at any time after submitting your registration application to view a .pdf version by clicking on the blue link.

Once DEL MERIT Admin approve your Grantee/Contractor Registration application you will have access to view and manage Facility/Site information, enter completion of site orientations, assign site Primary Early Achievers Contacts, and grant sites permission to participate with Early Achievers.

*Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)*



# Early Achievers Grantee/Contractor Role – Facility/Site Designation **The Step-by-Step Guide**

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](http://merit.del.wa.gov)

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MERIT > Sign in

Welcome to MERIT - Sign in

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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](mailto:merit@del.wa.gov)
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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: Search for a facility/site



The screenshot shows the top navigation bar of the MERIT system. The 'Grantee/Contractor' tab is highlighted with an orange oval. Below the navigation bar, the breadcrumb 'MERIT » Grantee/Contractor' is visible. The main heading is 'Search MERIT'. There are two search options: 'Find Facility/Site' and 'Find Early Care & Education Professionals (ECE)'. The 'Find Facility/Site' option includes a description: 'Search for facilities/sites and view their MERIT profile and employee roster.' and a button labeled 'Facility/Site »' with a magnifying glass icon, which is also circled in orange. The 'Find Early Care & Education Professionals (ECE)' option includes a description: 'Search for individuals and view their MERIT profile.' and a button labeled 'ECE Professional »' with a magnifying glass icon.

You may search for a Facility/Site by clicking on the Grantee/Contractor tab and then clicking on the Facility/Site button.

## Step 2: Search for a facility/site (continued)



The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface. At the top, the logo 'MERIT' is followed by the text 'Managed Education and Registry Information Tool'. Below this is a navigation bar with tabs: Home, News, My Record, Grantee/Contractor, Applications, Organization, Search MERIT, and Logout. The 'Grantee/Contractor' tab is selected. Below the navigation bar is a sub-menu with options: Facility/Site Search, ECE Search, Early Achievers, Application Queue, and WELS. The 'Facility/Site Search' sub-tab is selected. The main content area shows the breadcrumb 'MERIT » Grantee/Contractor » Facility/Site Search' and a search form titled 'Facility/Site Search'. The form contains three input fields: 'Facility/Site Name:' with a dropdown menu set to 'Contains', 'Site Contact/Manager:', and 'City:'. A blue 'Search' button is located at the bottom of the form.

Clicking the Facility/Site button will take you to the Facility/Site Search sub tab under the Grantee/Contractor tab (You may also find this search feature by simply clicking on the Grantee/Contractor tab and then clicking on the Facility/Site Search sub tab).

To search for a particular site, you may enter the site name or keyword in the Facility/Site Name field and click "Search."

## Step 3: Select and view a facility/site

Home News My Record **Grantee/Contractor** Applications Organization Search MERIT Logout

Facility/Site Search ECE Search Early Achievers Application Queue WELS

MERIT » Grantee/Contractor » Facility/Site Search

**Facility/Site Search**

Facility/Site Name: Contains

Site Contact/Manager:

City:

Facility/Site Name	Site Contact/Manager Name	Facility/Site Address	Facility/Site Phone Number	Facility/Site Designee
Facility/Site Elementary	Carrie Gonzalez	123 ABC Ave SW Olympia, WA 98501	(360)867-5309	
Facility/Site Program		123 ABC Street SW Olympia, WA 98501	(360)867-5309	
Head Start Site Elementary		123 ABC Way NE Olympia, WA 98501		
ECEAP Site Elementary		123 ABC Blvd. SE Olympia, WA 98501	(360)867-5309	
Facility/Site Name		123 ABC Loop NW Olympia, WA 98501		

MERIT will display all of the sites that contain the keyword entered in the Facility/Site Name field. If the Site Contact/Manager has created a current employment record in MERIT, their name should display under the Site Contact/Manager Name column in the search results.

To select a site, click on the Facility/Site Name.

# Step 4: Facility/Site details and employees

The screenshot displays the 'Facility/Site Search' page in the MERIT system. The navigation bar includes 'Home', 'News', 'My Record', 'Grantee/Contractor', 'Applications', 'Organization', 'Search MERIT', and 'Logout'. Below the navigation bar, there are links for 'Facility/Site Search', 'ECE Search', 'Early Achievers', 'Application Queue', and 'WELS'. The main content area shows the breadcrumb 'MERIT > Grantee/Contractor > Facility/Site Search' and a 'Return to Search Facility/Site view' link. The 'Facility/Site Details' section includes information for 'Facility/Site Elementary' (123 ABC Ave SW, Olympia, WA 98501, (360)867-5309), 'Site ID' (123), 'Physical Location of Site' (Public School), 'Grantee/Contractor' (Washington Schools ESD), and 'Grantee/Contractor Phone' ((555)555-5555). It also features an 'Early Achievers' logo with a status of 'Not Participating' and 'ECEAP Slots 9'. There are buttons for 'Employees Information' and 'Account Management'. An 'Export' button is also present. The 'Employees' section includes a descriptive paragraph and a table with the following data:

STARS ID	First Name	Last Name	Age	Job Title	Work Duration	Placement on Career Lattice	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	HS/ECEAP Staff CA/N	HS/ECEAP Staff DP	Status	
987654321	Sara	Foster	34	ECEAP Lead Teacher	(9/2/2013) 0 years 7 months	Not Placed								Self-entered	
4015208702	Carrie	Gonzalez	38	ECEAP Site Contact/Manager	(7/1/2013) 0 years 9 months	Not Placed								Verified	

The system will display the Facility/Site Details for the selected facility/site. All employees that have added a *current* employment record with the facility/site will populate in the table under the Employees section of the Facility/Site details. To manage employee information, you may click the “Edit” icon to the far right of the employee’s name in the table.

## Step 5: Manage employees

The screenshot shows a web interface titled "Employees" with a sub-section "Manage Employee". The instructions read: "Enter an end date to the employee's record to remove them from your facility roster." Below this are three fields: "\*End Date:" with a calendar icon and "mm/dd/yyyy" placeholder; "Verified:" with a checked checkbox and a blue circular edit icon; and "Apply for Additional Designee:" with an unchecked checkbox and a blue circular edit icon. At the bottom are "Save" and "Cancel" buttons. Three callout boxes labeled A, B, and C are positioned to the right. Red arrows point from box A to the "End Date" field, from box B to the "Verified" checkbox, and from box C to the "Apply for Additional Designee" checkbox.

Clicking the “Edit” icon in the previous step will generate a pop-up box.

- A. If an employee no longer works at the facility/site, you may remove them from the employee roster by entering their last date of employment in the “End Date” field.
- B. You may confirm employment records by checking the “Verified” box.
- C. If you would like an employee that is not the Site Contact/Manager to be able to access a Facility/Site tab as a secondary contact, you may check the “Apply for Additional Designee” box to allow them to complete a Facility/Site Registration application. Authorization may also be granted by the Site Contact/Manager from their Facility/Site tab. Please be aware that anyone who has access to a Facility/Site tab as an additional designee will lose their access if the primary Site Contact/Manager has their employment record ended.

Click “Save” to return to the previous screen when you are finished editing.

# Step 6: Facility/Site designee eligibility

MERIT » Grantee/Contractor » Facility/Site Search  
Return to Search Facility/Site view

**Facility/Site Details**

**Facility/Site Elementary**  
123 ABC Ave SW  
Olympia, WA 98501  
(360)867-5309

**Site ID** 123  
**Physical Location of Site** Public School  
**Grantee/Contractor** Washington Schools ESD  
**Grantee/Contractor Phone** (555)555-5555

**Early Achievers Status: Not Participating**

**ECEAP Slots 9**

Employees Information **Account Management**

**Facility Management**

Employee Name	STARS ID	Job Title	Facility/Site Designee	Additional Designee	Facility/Site Designee Eligibility	Delete
Sara Foster	4032855870	ECEAP Lead Teacher	No	No	<input type="checkbox"/>	
Carrie Gonzalez	4015208702	ECEAP Site Contact/Manager	No	No	<input checked="" type="checkbox"/>	

To assign a Facility/Site Designee, you must check the “Facility/Site Designee Eligibility” box in the row of the correct Site Contact/Manager’s name. This will allow the Site Contact/Manager the ability to submit a Facility/Site Registration application as the primary contact.

If the Site Contact/Manager changes, you may uncheck the box in this Facility Management table. Doing so will remove them from access to their Facility/Site tab view, and will also remove access for anyone who has registered the facility/site as an Additional Designee.

**Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)**



# Early Achievers Grantee/Contractor Role – Processing Facility/Site Registration Applications **The Step-by-Step Guide**

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MERIT Registration

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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: Locate the Application Queue sub tab



The screenshot shows the MERIT website interface. At the top, the logo "MERIT" is followed by the text "Managed Education and Registry Information Tool". Below this is a navigation bar with several tabs: "Home", "News", "My Record", "Grantee/Contractor", "Applications", "Organization", "Search MERIT", and "Logout". The "Grantee/Contractor" tab is circled in orange. Below the navigation bar is a secondary menu with "Facility/Site Search", "ECE Search", "Early Achievers", "Application Queue", and "WELS". The "Application Queue" link is also circled in orange. Below the navigation, the breadcrumb "MERIT » Grantee/Contractor" is displayed. Underneath, there is a "Search MERIT" section with two search options: "Find Facility/Site" and "Find Early Care & Education Professionals (ECE)". Each option includes a brief description and a button with a magnifying glass icon and a right-pointing arrow.

Once you have logged in to your account, click on your Grantee/Contractor tab.

Next, click on your Application Queue sub tab.

## Step 3: Select a Facility/Site Registration application

The screenshot shows the MERIT system interface. At the top, there is a navigation bar with tabs: Home, News, My Record, Grantee/Contractor (selected), Applications, Organization, Search MERIT, and Logout. Below this is a secondary navigation bar with links: Facility/Site Search, ECE Search, Early Achievers, Application Queue, and WELS. The main content area is titled "MERIT » Grantee/Contractor » Application Queue".

Under "Search Requests", there is a search form with the following fields:

- Status: Pending (dropdown menu)
- Request Type: All (dropdown menu, circled in orange)
- STARS ID: All (dropdown menu)
- Applicant First Name: Early Achievers Application For Level 3
- Applicant Last Name: (empty text box)
- Current Status Dates: (calendar icon) - (calendar icon) mm/dd/yyyy

A blue "Search" button is located below the form.

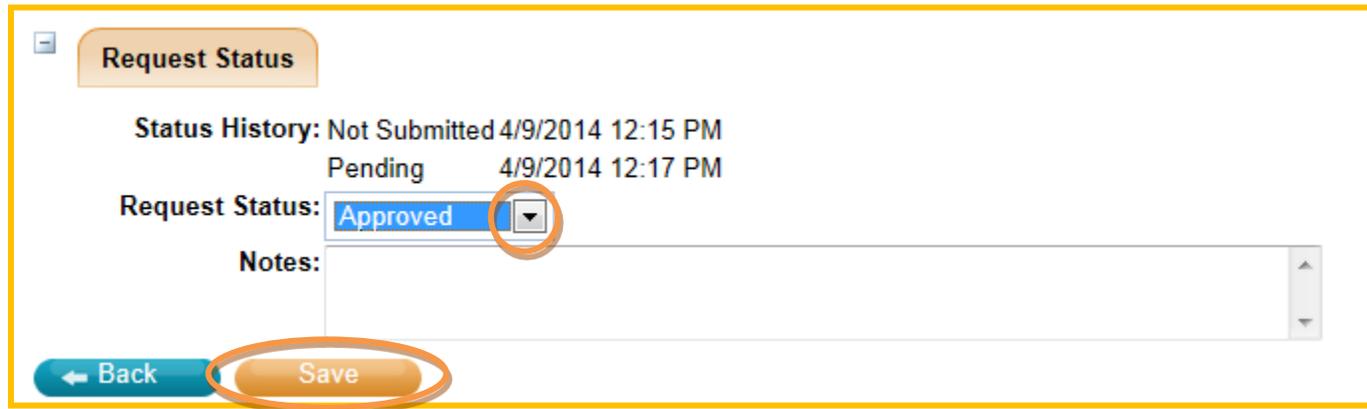
Below the search form is a table with the following data:

Request ID	Type	Status	Applicant Name	Status Date
339124	Facility/Site Registration – Facility/Site Elementary (circled in orange)	Pending	Carrie Gonzalez	4/9/2014 12:17 PM

To view all of the pending Facility/Site Registration applications, select “Facility Registration” from the drop-down menu in the Request Type field (you may also view any approved applications by selecting “Approved” from the drop-down menu in the Status field).

The system will display all of your sites’ pending Facility/Site Registration applications. To approve a particular site’s application, you must first locate the specific application in the “Type” column and then click on it to open and review it.

## Step 4: Change the Request Status



The screenshot shows a web interface for managing a request. At the top, there is a tab labeled "Request Status". Below the tab, the "Status History" section lists two entries: "Not Submitted" on 4/9/2014 at 12:15 PM, and "Pending" on 4/9/2014 at 12:17 PM. The "Request Status" field is a dropdown menu currently displaying "Approved". Below this is a "Notes" field with a vertical scrollbar. At the bottom of the form, there are two buttons: a blue "Back" button and an orange "Save" button. The "Save" button is circled in orange, as is the dropdown arrow of the "Request Status" menu.

Once you have finished reviewing the contents, you may scroll to the bottom of the application to find the Request Status heading. You will be able to see the Status History and any notes made for a previous status. To approve the application, click on the Request Status drop-down menu and select, "Approved." You may make any necessary notes in the Notes field.

**Click "Save."**

The system will automatically send an email to the applicant to inform them of the decision on their application. The next time the applicant logs in to their account, they will have access to view and manage facility/site information from a Facility/Site tab.

*Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)*



# Early Achievers Grantee/Contractor Site Management – **The Step-by-Step Guide**

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](http://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](mailto: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: Locate the Early Achievers Site Management table

MERIT Managed Education and Registry Information Tool

Home News My Record **Grantee/Contractor** Applications Search MERIT Logout

Facility/Site Search ECE Search **Early Achievers** Application Queue WELS

MERIT » Grantee/Contractor » Early Achievers

**Early Achievers Application**

Grantee/Contractor Registration You have already submitted your Grantee/Contractor Registration for processing. [View Submitted Grantee/Contractor Registration](#)

**Early Achievers Contact Information**

Name of Primary EA Contact: Carrie Gonzalez Email: Email@outlook.com  
 Role within the organization: Grantee/Contractor Phone: 5555555555

Optional

Name of Secondary EA Contact: Email:  
 Role within the organization: Phone:

Save

**Early Achievers Site Management**

HS/ECEAP Sites on Early Achievers HS/ECEAP Pathway:

Site Name	Primary QRIS Contact	Secondary QRIS Contact	Approved for EA	Attended Orientation	Level 3 Application Status	Request for On-Site Evaluation	EA Status	Edit
HS/ECEAP Facility/Site			No	No				
Facility/Site Name			No	No				
Facility/Site Elementary			No	No				
Site Elementary			No	No				

Blended Sites on Early Achievers Licensed Pathway: (read only)

Site Name	Primary QRIS Contact	Secondary QRIS Contact	Level 2 Application Status	Request for On-site Evaluation	EA Status
LICENSED PATHWAY FACILITY/SITE	Center Director	Assistant Director	Not Submitted		Participant

Once you have an approved Grantee/Contractor Registration, the Early Achievers Site Management table will be located under your Grantee/Contractor tab, Early Achievers sub tab.

- A. All of your sites on the Head Start/ECEAP pathway will be listed in the first table. To manage site permissions for Early Achievers, you may click on the “Edit” icon to the far right-side of the table for each site.
- B. Any facilities/sites that are on the licensed pathway will be listed in the second table in a read-only format.

## Step 3: Edit the Early Achievers site

The screenshot shows a form titled "Edit Early Achievers Site" with the following fields and controls:

- Site Name:** HS/ECEAP Facility/Site
- Approve for EA Participation:** Radio buttons for Yes (selected) and No. Callout **A** is positioned to the left of this section.
- Site Contact/Manager:** (Label)
- Attended EA Orientation:** Radio buttons for Yes (selected) and No. Callout **B** is positioned to the right of the Yes button.
- EA Orientation Attendee:** A dropdown menu currently showing "Please Select". Callout **C** is positioned to the right of the dropdown.
- Date of EA Orientation:** A date input field with a calendar icon. Callout **D** is positioned to the right of the date field.
- Buttons:** "Cancel" and "Save" buttons at the bottom. The "Save" button is circled in orange.

Clicking on the “Edit” icon for a facility/site will generate a pop-up box where you may edit Early Achievers site information.

- If you would like to approve the facility/site for Early Achievers participation, you will need to click “Yes” under “Approve for EA Participation.”
- You will need to enter Orientation completion by clicking “Yes” for “Attended EA Orientation.
- Once you indicate that the site has completed Orientation, you must enter the name of the attendee by selecting them from the drop-down menu. The menu will contain the names of everyone who has a current employment record with the site.
- You must then enter the date of the completed Early Achievers Orientation. You may also click the calendar icon to reference a calendar.

**Once you have finished editing the site, click, “Save” to save the information and return to the Site Management Screen.**

# Step 4: View and manage Early Achievers site information

The screenshot shows the MERIT web application interface. At the top, there is a navigation menu with options like Home, News, My Record, Grantee/Contractor, Applications, Search MERIT, and Logout. Below this, there are sub-navigation links for Facility/Site Search, ECE Search, Early Achievers, Application Queue, and WELS. The main content area is titled 'MERIT > Grantee/Contractor > Early Achievers'.

The 'Early Achievers Application' section includes a message: 'Grantee/Contractor Registration You have already submitted your Grantee/Contractor Registration for processing. View Submitted Grantee/Contractor Registration'. Below this is the 'Early Achievers Contact Information' section, which contains fields for the Name of Primary EA Contact (Carrie Gonzalez), Role within the organization (Grantee/Contractor), Email (Email@outlook.com), and Phone (5555555555). There are also optional fields for the Name of Secondary EA Contact, Role within the organization, Email, and Phone. A 'Save' button is located below these fields.

The 'Early Achievers Site Management' section features two tables. The first table, 'HS/ECEAP Sites on Early Achievers HS/ECEAP Pathway:', lists sites with columns for Site Name, Primary QRIS Contact, Secondary QRIS Contact, Approved for EA, Attended Orientation, Level 3 Application Status, Request for On-Site Evaluation, EA Status, and Edit. The second table, 'Blended Sites on Early Achievers Licensed Pathway: (read only)', lists sites with columns for Site Name, Primary QRIS Contact, Secondary QRIS Contact, Level 2 Application Status, Request for On-site Evaluation, and EA Status.

Site Name	Primary QRIS Contact	Secondary QRIS Contact	Approved for EA	Attended Orientation	Level 3 Application Status	Request for On-Site Evaluation	EA Status	Edit
HS/ECEAP Facility/Site			Yes	Yes	Not Submitted		Participant	
Facility/Site Name			No	No				
Facility/Site Elementary			Yes	Yes			Level 4	
Site Elementary			No	No				

Site Name	Primary QRIS Contact	Secondary QRIS Contact	Level 2 Application Status	Request for On-site Evaluation	EA Status
LICENSED PATHWAY FACILITY/SITE	Center Director	Assistant Director	Not Submitted		Participant

You will be able to view and manage all of your sites' Early Achievers participation from this site management table, including Primary and Secondary QRIS Contacts, participation statuses, ratings, and the statuses of any applications that sites have accessed.

Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)



# Early Achievers Grantee/Contractor Role – Reviewing the Early Achievers Application for Level 3 **The Step-by-Step Guide**

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](http://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](mailto: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: Locate the Application Queue sub tab



The screenshot shows the MERIT website interface. At the top, the logo 'MERIT' is followed by the text 'Managed Education and Registry Information Tool'. Below this is a navigation bar with several tabs: 'Home', 'News', 'My Record', 'Grantee/Contractor', 'Applications', 'Organization', 'Search MERIT', and 'Logout'. The 'Grantee/Contractor' tab is circled in orange. Below this bar is a secondary navigation bar with links: 'Facility/Site Search', 'ECE Search', 'Early Achievers', 'Application Queue', and 'WELS'. The 'Application Queue' link is also circled in orange. Below the navigation bars, the breadcrumb 'MERIT » Grantee/Contractor' is visible, followed by the heading 'Search MERIT'. There are two search sections: 'Find Facility/Site' with a button 'Facility/Site »' and 'Find Early Care & Education Professionals (ECE)' with a button 'ECE Professional »'.

Once you have logged in to your account, click on your Grantee/Contractor tab.

Next, click on your Application Queue sub tab.

## Step 3: Select an Early Achievers Application for Level 3

The screenshot shows the MERIT Managed Education and Registry Information Tool interface. The top navigation bar includes links for Home, News, My Record, Grantee/Contractor, Applications, Organization, Search MERIT, and Logout. Below this, there are additional search options: Facility/Site Search, ECE Search, Early Achievers, Application Queue, and WELS. The main content area is titled "MERIT » Grantee/Contractor » Application Queue".

The "Search Requests" section contains the following fields:

- Status: Pending (dropdown menu)
- Request Type: All (dropdown menu, circled in orange)
- STARS ID: Facility Registration
- Applicant First Name: Early Achievers Application For Level 3 (highlighted in blue)
- Applicant Last Name: (empty text box)
- Current Status Dates: (calendar icon) - (calendar icon) mm/dd/yyyy
- Search (button, circled in orange)

Below the search form is a table with the following data:

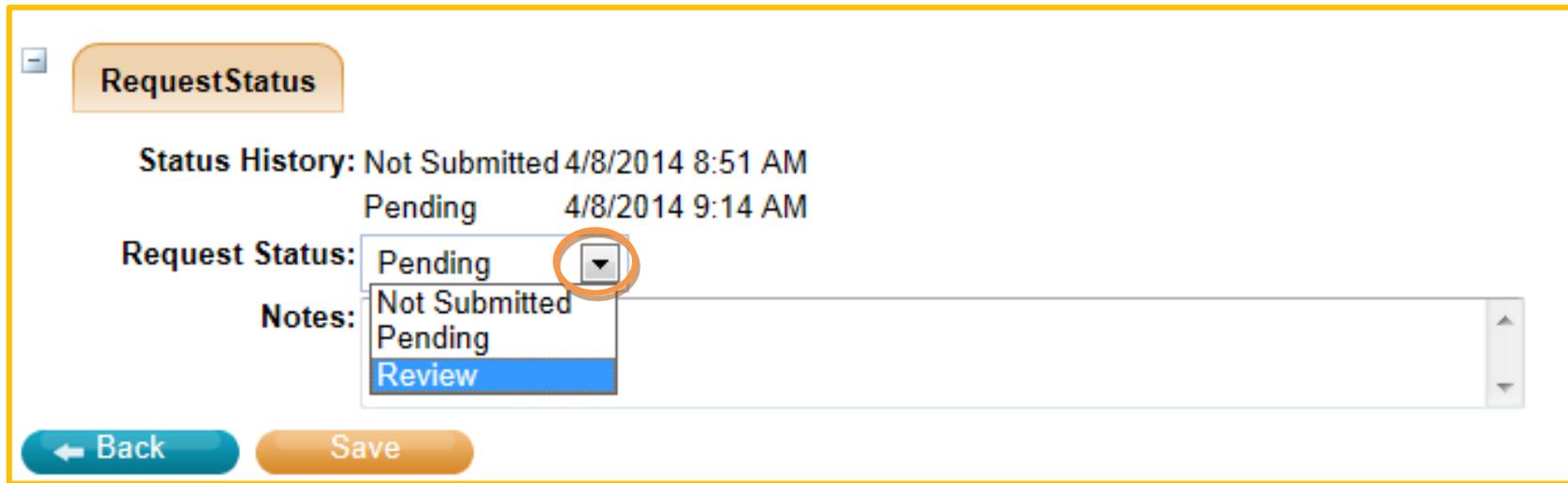
Request ID	Type	Status	Applicant Name	Current Status Date
338894	Early Achievers Application For Level 3 (circled in orange)	Pending	Site Contact/Manager Name	4/8/2014 9:14 AM

To locate the applications, make sure that the request status is “Pending” and then select the Early Achievers Application for Level 3 from the drop-down menu, and click the “Search” button.

The system will display all of the pending Early Achievers Applications for Level 3 for your sites.

When you locate the application for the site you want to review, click on the application to open and review it.

## Step 4: Review the application and change the Request Status



The screenshot shows a web form titled "RequestStatus". It displays a "Status History" section with two entries: "Not Submitted 4/8/2014 8:51 AM" and "Pending 4/8/2014 9:14 AM". Below this, the "Request Status:" is currently set to "Pending". A dropdown menu is open, showing three options: "Pending", "Not Submitted", and "Review". The "Review" option is highlighted in blue. To the right of the dropdown is a "Notes:" field with a scrollable text area containing "Not Submitted" and "Pending". At the bottom of the form are two buttons: a blue "Back" button with a left arrow and an orange "Save" button.

When you have finished reviewing the application, you may change the Request Status of the application. If the site is not ready to advance to Level 3 activities then you may move the request status to, "Not Submitted" then click, "Save." The site may resubmit the application at any time they are ready to move forward.

If the site is ready for Level 3 participation, you may change the Request Status to, "Review" then click "Save." This will move the application into the application queue to be reviewed and approved by DEL Admin.

After the application has been reviewed and approved by DEL Admin, the system will automatically send an email to the applicant to inform them of the decision on their application. The site's Early Achievers status will change to "Participating in Head Start/ECEAP Pathway."

*Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)*



# Early Achievers Grantee/Contractor Role – Processing the Head Start/ECEAP Request for On- Site Evaluation **The Step-by-Step Guide**

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](http://merit.del.wa.gov)

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MERIT > Sign in

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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.

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- 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](mailto: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: Locate the Application Queue sub tab



The screenshot shows the MERIT website interface. At the top, the logo 'MERIT' is followed by the text 'Managed Education and Registry Information Tool'. Below this is a navigation bar with several tabs: 'Home', 'News', 'My Record', 'Grantee/Contractor', 'Applications', 'Organization', 'Search MERIT', and 'Logout'. The 'Grantee/Contractor' tab is circled in orange. Below the main navigation bar is a secondary bar with links: 'Facility/Site Search', 'ECE Search', 'Early Achievers', 'Application Queue', and 'WELS'. The 'Application Queue' link is also circled in orange. Below the navigation bars, the breadcrumb 'MERIT » Grantee/Contractor' is visible, followed by the heading 'Search MERIT'. There are two search sections: 'Find Facility/Site' with a button labeled 'Facility/Site »' and 'Find Early Care & Education Professionals (ECE)' with a button labeled 'ECE Professional »'.

Once you have logged in to your account, click on your Grantee/Contractor tab.

Next, click on your Application Queue sub tab.

# Step 3: Select an Early Achievers HS/ECEAP On-Site Evaluation Request

MERIT » Grantee/Contractor » Application Queue

Search Requests

Status: Pending

Request Type: Early Achievers HS/ECEAP On-Site Evaluation Request

STARS ID:

DEL Licensor: All (Only for Facility Registration)

Applicant First Name:

Applicant Last Name:

Current Status Dates: mm/dd/yyyy

Search

Request ID	Type	Status	Applicant Name	Current Status Date
339501	Early Achievers HS/ECEAP On-Site Evaluation Request	Pending	Carrie Gonzalez	4/10/2014 12:53 PM

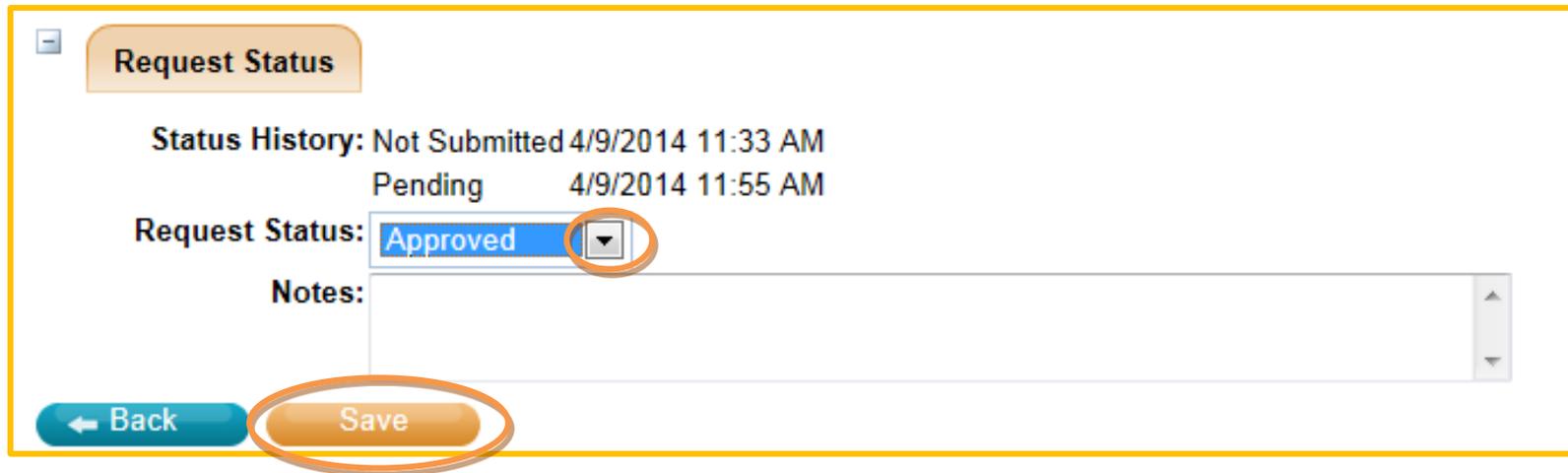
To locate a pending application, make sure that the request status is “Pending” and then select “Early Achievers HS/ECEAP On-Site Evaluation Request” from the Request Type drop-down menu, and click the “Search” button.

The system will display the pending Early Achievers HS/ECEAP On-Site Evaluation Request applications for all of your sites.

When you locate the application for the site you want to review, click on the application to open and review it.

Request ID	Type	Status	Applicant Name	Current Status Date
------------	------	--------	----------------	---------------------

## Step 4: Review the application and change the Request Status



The screenshot shows a web form titled "Request Status". It includes a "Status History" section with two entries: "Not Submitted 4/9/2014 11:33 AM" and "Pending 4/9/2014 11:55 AM". Below this is a "Request Status:" label followed by a dropdown menu currently displaying "Approved". A "Notes:" label is followed by a large text area. At the bottom, there are two buttons: a blue "Back" button and an orange "Save" button. The "Save" button and the dropdown menu are circled in orange.

When you have finished reviewing the application, you may change the Request Status of the application. If the site is not ready for an on-site evaluation then you may move the request status back to, "Not Submitted" then click, "Save." The site may resubmit the application at any time they are ready to move forward.

If the site is ready for an on-site evaluation, you may change the Request Status to, "Approved."

**Click "Save" to approve the application.**

The system will automatically send an email to the applicant to inform them of the decision on their application which will include important information regarding the next steps to receive an on-site evaluation.

*Questions? Please Contact: [QRIS@DEL.WA.GOV](mailto:QRIS@DEL.WA.GOV)*