



Head Start and ECEAP Sites Registering for Early Achievers Overview

I am a Head Start or ECEAP site – how do I join Early Achievers?

Your Head Start grantee or ECEAP contractor must first attend an Early Achievers Orientation for Head Start and ECEAP and complete the Grantee/Contractor Registration Application in MERIT. They will then assign an Early Achievers Facility/Site Designee at each site. This person will be able to move forward in MERIT to sign up for Early Achievers.

1

- Early Achievers Site Designee creates a professional record in MERIT and list their current position as ECEAP or Head Start/EHS Site Contact/Manager
- Teaching staff create professional records in MERIT and list their current employment

2

- Site Contact/Manager submits a Facility/Site Registration from the Application Tab in MERIT
- Facility/Site Registration is approved by the grantee/contractor

3

- Site Contact/Manager accesses the facility/site tab in their MERIT account and then clicks on the Early Achievers sub-tab
- Select the **Early Achievers Application for Level 3**, complete and submit

Once my Early Achievers Application for Level 3 is approved, what's next?

Your Head Start grantee or ECEAP contractor will work with your site to prepare for the on-site evaluation with the University of Washington. Rating readiness support will focus on the Environment Rating Scale (ERS) and the CLASS observation tool. When your site is ready to be rated, you will submit the Early Achievers Request for On-Site Evaluation in MERIT.