

Monitoring ECEAP Staff Qualifications in MERIT

As part of your ECEAP Contract, you are expected to monitor that all ECEAP lead teachers, assistant teachers, and family support staff completed their ECEAP staff qualification application. To view the monitoring screen:

1. Log into MERIT at <https://apps.del.wa.gov/MERIT>.
2. Click on the Grantee/Contractor tab.
3. On the peach-colored submenu bar, select “ECEAP Staff Qualifications”
4. Then click the blue “Search” button to view your list of staff.
 - a. You can also search for an individual staff member using the search options at the top of the page.
 - b. The Export button allows you to export this grid to Excel.
 - c. Please complete the two steps below monthly.

Monthly Staff Qualifications Monitoring by ECEAP Contractor Staff

1. **Check completeness:**
 - a. Make sure ALL of your ECEAP lead teachers, ECEAP assistant teachers, and ECEAP family support staff are listed on the ECEAP Staff Qualifications page.
 - b. If staff are missing, please prompt them to enter their staff qualifications in MERIT as soon as possible using the [instructions](#) under the category Staff Qualifications.
2. **Process PDPs:**
 - a. For any staff with a status of “PDP Dates Needed,” make sure they have a written, signed Professional Development Plan. See [sample PDPs](#) under the category Staff Qualifications.
 - b. Enter PDP end dates and any notes:
 - Click the edit icon at the right of the line with the person’s name on the ECEAP Staff Qualifications page.
 - Go to the bottom of that page and click the blue button “Click here to update PDP.”
 - Enter the planned “PDP End Date”, any notes and click save.
 - Their status will change to “On PDP.”
 - c. When a staff person completes the education required by their PDP:
 - Click the edit icon at the right of the line with the person’s name on the ECEAP Staff Qualifications page.

- Go to the bottom of that page and click the blue button “Click here to update PDP.”
- Enter the PDP Completed Date and any notes.
- The staff person will receive an email reminding them to complete a new staff qualifications application in MERIT to update their status to fully qualified, and possibly receive an education award.

You can add and end date employment records for staff in MERIT using these steps:

1. Click on the Grantee/Contractor tab.
2. Click on ECE/SA Search.
3. Then click the blue “Search” button to view your list of staff.
 - a. You can also search for an individual staff member using the search options at the top of the page.
4. Click on the blue edit icon next to the staff member’s name.
5. Scroll down and click on the blue “+Click here to add Employment” to enter in new employment information or click on the blue edit icon to enter employment end date.

If you have questions, please email eceap@del.wa.gov.