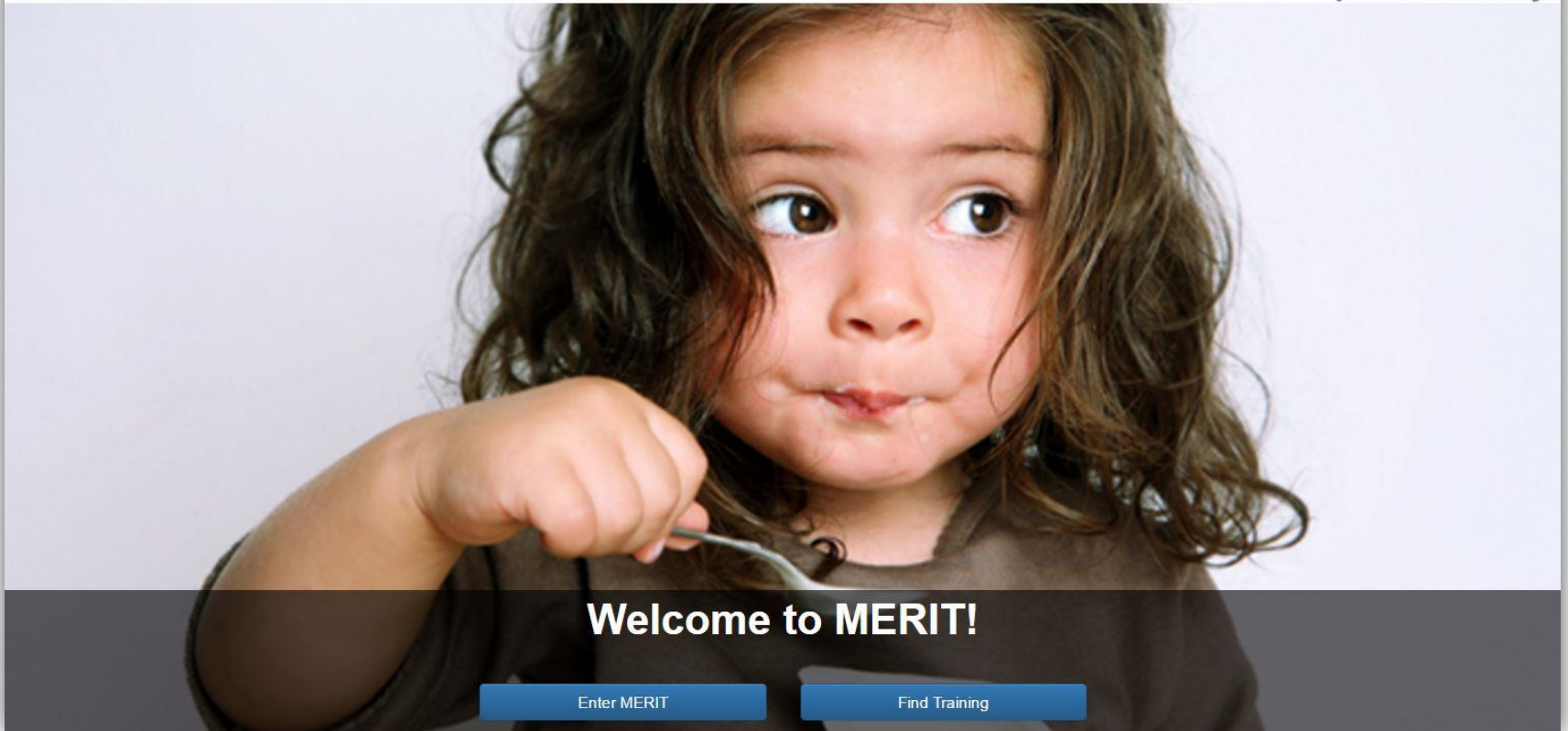


Early Achievers Application for Level 2

The Step-by-Step Guide

MERIT

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

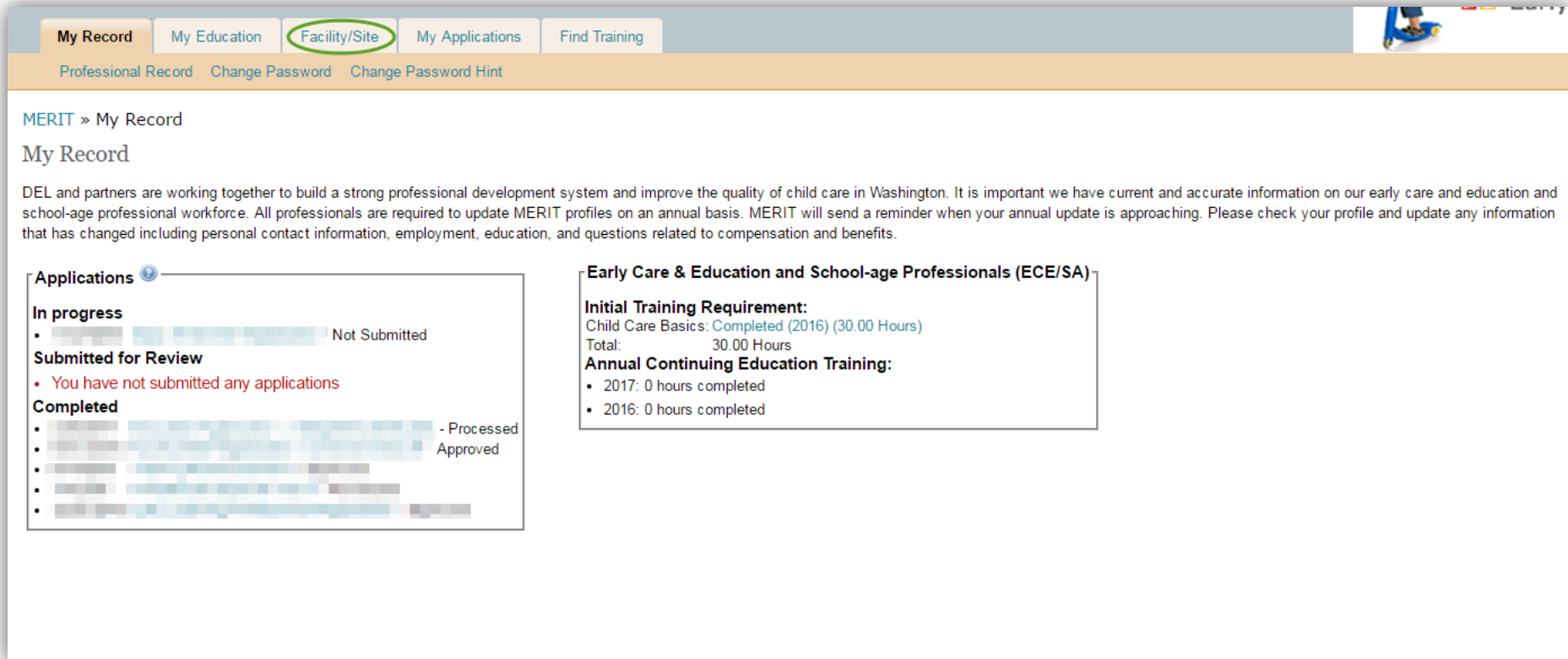


Log into www.merit.del.wa.gov.



Washington State Department of Early Learning

In order to access your Early Achievers Registration application, you need to have your Facility/Site Registration application submitted and approved by your Licensor or Grantee/Contractor.



My Record | My Education | **Facility/Site** | My Applications | Find Training

Professional Record | Change Password | Change Password Hint

MERIT » My Record

My Record

DEL and partners are working together to build a strong professional development system and improve the quality of child care in Washington. It is important we have current and accurate information on our early care and education and school-age professional workforce. All professionals are required to update MERIT profiles on an annual basis. MERIT will send a reminder when your annual update is approaching. Please check your profile and update any information that has changed including personal contact information, employment, education, and questions related to compensation and benefits.

Applications

In progress

- Not Submitted

Submitted for Review

- You have not submitted any applications

Completed

- Processed
- Approved

Early Care & Education and School-age Professionals (ECE/SA)

Initial Training Requirement:
Child Care Basics: Completed (2016) (30.00 Hours)
Total: 30.00 Hours

Annual Continuing Education Training:

- 2017: 0 hours completed
- 2016: 0 hours completed

Go to your Facility/Site tab.



Washington State Department of Early Learning

- My Record
- My Education
- Facility/Site**
- My Applications
- Find Training

MERIT » Facility/Site

Facility/Site Details



What is a statewide vendor ID? ⓘ



Early Achievers
Status: Not Enrolled

Program Type: Licensed

Provider Id Facility Type License Type Initial License Date Anniversary Date License Expires Primary Contact Name Primary Contact Date of Birth		Data current as of 4/9/2017	Licensed Capacity Ages Served Current License Status DEL Licensor DEL Licensor Phone DEL Licensor Email	6 children From birth To 12 years 11 months Open
			Name Date of Birth Substitute Pool Status:	

- Employees Information
- Account Management
- Early Achievers**
- Make PBC Payments

Show 50 entries

Export

STARS ID	First Name	Last Name	Age	Job Title	Work Duration	Initial Training Requirement	Annual Continuing Education Training 2017	Annual Continuing Education Training 2016	BBP/ (HIV/AIDS)	First Aid	CPR	Food Handler Permit	TB Test	PBC Status	PBC Expiration	Last Submitted PBC Application Status	Last Submitted PBC Application Date	Status

Then go to your Early Achievers subtab under your Facility/Site tab.



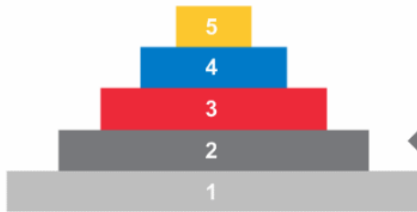
Washington State Department of Early Learning

Employees Information

Account Management

Early Achievers

Make PBC Payments



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.

QRIS Rating Improvement System (QRIS) Application

Early Achievers Registration

[Early Achievers Application for Level 2](#)

Early Achievers Request for On-Site Evaluation

Use this application to register for participation in Level 2 of Early Achievers, Washington's voluntary Quality Rating and Improvement System (QRIS).

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.

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.

Program Description

Status:

No description exists

[Add/Edit](#)

Click the “Early Achievers Application for Level 2” link.



Washington State Department of Early Learning

My Record My Education Facility/Site **My Applications** Find Training

MERIT » My Applications » Early Achievers Application for Level 2

1 Facility Information 2 Training 3 Review & Submit

Cancel Next

Please enter information about the structure of your program.

Contact Information

Name of Primary QRIS Contact: email:
Role within the Program: Family Child Care Licensee Phone:

Optional
Name of Secondary QRIS Contact: Please Select 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).

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:

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.

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

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Name(s) of Teaching Staff	Delete	Edit
Home Child Care	Family Home Environment	3	1	Full Day (more than 5 hours), Full Year		<input type="text"/>	<input checked="" type="checkbox"/>	

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

Cancel Next

Some of your facility information will auto populate from your enrollment application. Review and update any necessary information. Update classroom information by clicking the “Edit” icon.



Washington State Department of Early Learning

[My Record](#)[My Education](#)[Facility/Site](#)**[My Applications](#)**[Find Training](#)

MERIT » [My Applications](#) » Early Achievers Application for Level 2

1

Facility Information

2

Training

3

Review & Submit

[← Back](#)[Next →](#)

The Primary QRIS Contact, or the designated Secondary QRIS Contact, must complete all six trainings in order to apply for Level 2 designation. Attendance at the QRIS Professional Training Series will be entered by the state-approved Trainer and imported from the designee's professional record. If they have attended the training but it is not showing up in their training record, contact the trainer directly. Please allow 10 business days from the date of the training for the attendance record to be posted to MERIT.

Please select the name of the person at your facility responsible for attending the Professional Training Series:



Professional Training Series

Training Title	Date Completed	
QRIS - Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)	3/19/2017	Required
QRIS - Introduction to Cultural Competence	4/8/2017	Required
QRIS - School Readiness	4/15/2017	Required
QRIS - Strengthening Families	4/8/2017	Required
QRIS - Washington State Early Learning Guidelines	3/18/2017	Required
QRIS - Washington State Core Competencies for Early Care & Education Professionals	3/19/2017	Required

[← Back](#)[Next →](#)

Select the name of the person at your facility responsible for attending the trainings.



Washington State Department of Early Learning

My Record My Education Facility/Site **My Applications** Find Training

MERIT > My Applications > Early Achievers Application for Level 2

1 Facility Information 2 Training 3 Review & Submit

[Back](#)

Application Review

Program Information

Name: [Redacted]
License Number: [Redacted]
Facility Type: [Redacted]
Address: [Redacted]
County: [Redacted]
Phone: [Redacted]

Contact Information [View/Edit Information](#)

Name of Primary QRIS Contact: [Redacted] email: [Redacted]
Role within the Program: [Redacted] Phone: [Redacted]

Optional
Name of Secondary QRIS Contact: [Redacted] email: [Redacted]
Role within the Program: [Redacted] Phone: [Redacted]

Facility Information [View/Edit Information](#)

Program Schedule
Toddler (12-29 months), Pre-School (30 months - 5 years)

Children Served
How many children are you approved to serve (ex. Licensed capacity)? 6
Ages Served: Toddler (12-29 months), Pre-School (30 months - 5 years)
Total number of children from ages 0 through 5 years currently enrolled: 5

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
Home Child Care	Family Home Environment	3	1	Full Day (more than 5 hours), Full Year		[Redacted]

Total number of teaching staff: 1 [+](#) [-](#)
Total number of classrooms: 1 [+](#) [-](#)

Professional Training Series [View/Edit Information](#)

Please select the name of the person at your facility responsible for attending the Professional Training Series: [Redacted]

Training Title	Date Completed	Required
QRIS - Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)	3/19/2017	Required
QRIS - Introduction to Cultural Competence	4/8/2017	Required
QRIS - School Readiness	4/15/2017	Required
QRIS - Strengthening Families	4/8/2017	Required
QRIS - Washington State Early Learning Guidelines	3/18/2017	Required
QRIS - Washington State Core Competencies for Early Care & Education Professionals	3/19/2017	Required

Applicant Assurances

Signature: I, [Redacted] affirm that the information on this application is true and correct to the best of my knowledge. I have met all requirements and request to be assigned Level 2 designation.
Date: 4/17/2017

[Submit](#) [Back](#)

Check your application and confirm all information is correct.
Then sign your first and last name as it appears in MERIT.



Washington State Department of
Early Learning

[My Record](#)

[My Education](#)

[Facility/Site](#)

[My Applications](#)

[Find Training](#)

MERIT » [My Applications](#) » Early Achievers Application for Level 2

[Done](#)

Congratulations on completing all Level 2 activities. Your application has been approved and your facility has achieved Level 2 status. You will receive a confirmation email, including a copy of your application in .pdf format.

[Done](#)

Congratulations on completing all Level 2 activities!

Click “Done” and MERIT will take you back to your Facility/Site page.



Washington State Department of

Early Learning

Questions?

Please email QRIS@del.wa.gov

or

Call the Early Achievers Hotline at 1-866-922-7629

