MERIT–User Manual

A Comprehensive Guide for State-Approved Trainers

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

Washington State Department of Early Learning

Professional Development Pathways

merit.del.wa.gov

MERIT Basics

The Managed Education and Registry Information Tool (MERIT) is an online tool used to document and recognize the professional achievements of early care & education and school-age professionals in Washington. MERIT helps professionals find training opportunities, access information on career pathways, and track their individual career progress. MERIT also identifies state-approved trainers who provide quality educational opportunities to professionals.

Below is a list of basic information to help you navigate through MERIT:

- The system will time you out after 30 minutes of inactivity. You will have to log in again if you are timed out. Be sure to save your information periodically by selecting **Next** or **Save**.
- To return to "In-Progress" applications, go to the My Record tab and view the application queue on the right-hand side of the screen.
- Remember that an item with an **asterisk *** means that it is required. You must enter this information. Some fields are marked as "optional."
- You can enter times and dates using **Clock** and **Calendar** icons.  
- Make changes to some fields by selecting the **Edit** icon. 
- **Help** icons have useful information that appears when you put your cursor over the icon. 
- Use the tab key to move from one field to the next.
- In this manual, special boxes highlighted in **orange** are hints to help you use the features of MERIT with more ease.

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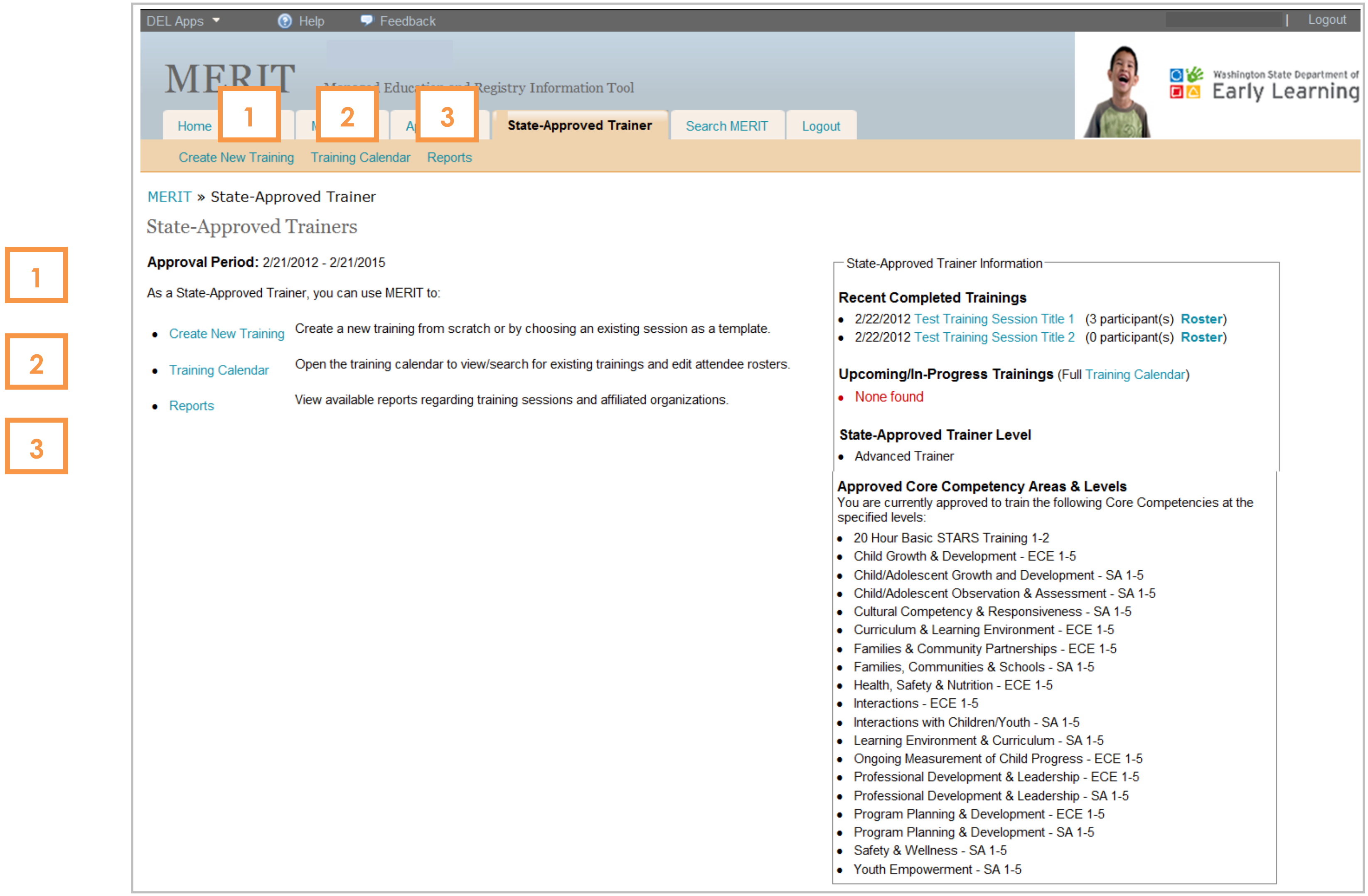
State-Approved Trainer Features

Using MERIT as a state-approved trainer, you'll have access to:

1) Create and post trainings to an online calendar,
2) Manage attendance rosters, and
3) See reports of past training you have provided.



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Creating a New Training

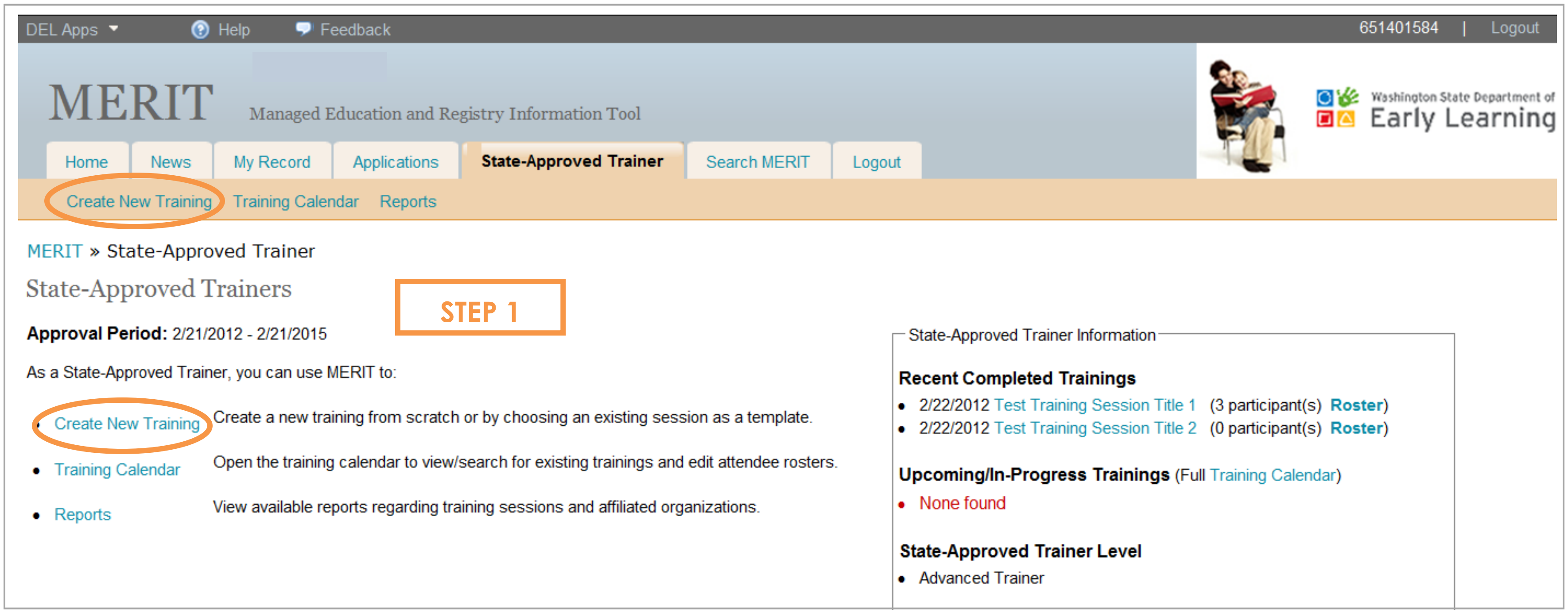
All state-approved trainers must complete a training session form for each training conducted. Training sessions are not individually approved, but must be filled out completely before a training is added to the online calendar of trainings in MERIT.

All training session forms are valid for three years from the date of creation. Although training session forms will not be approved, DEL will use them for monitoring purposes and will randomly monitor training session forms for completeness and accuracy.

Also, almost all training session information is visible to professionals who are seeking approved training in the online calendar via the **Search MERIT** feature. Be sure to include descriptions and learning objectives in a clear, readable format.

To create a new training:

1) Select **Create New Training** from the orange sub-menu or from the options on the left-hand side of the State-Approved Trainer page.



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Creating a New Training (continued)

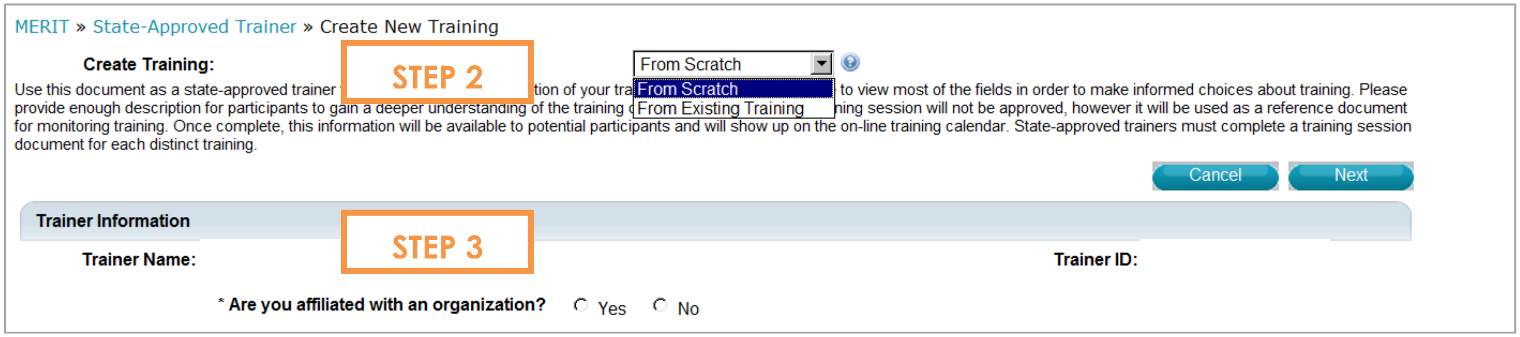
2) **Create Training.** You can choose to complete the training session from a blank form "from scratch," or use an "existing training" as a template. Click here to learn more about using an **existing training as a template**.

Complete all required fields that are marked with an asterisk (*).

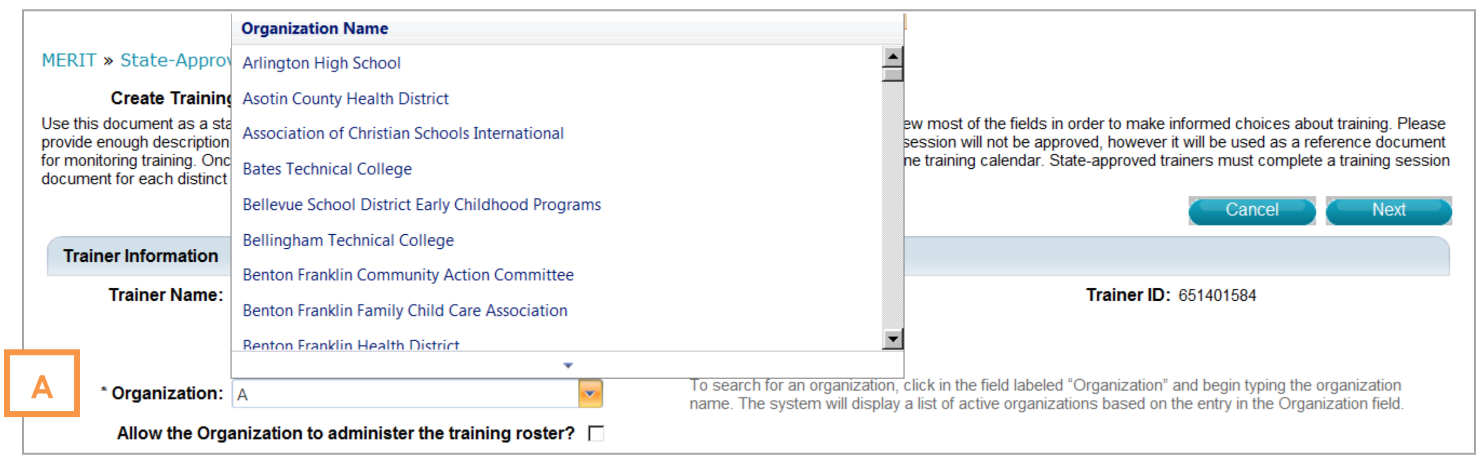
3) **Are you affliliated with an organization?** Select **Yes** or **No.**

Begin by designating whether this training is affilitated with an organization. Affliating an organization will:

- Allow professionals to search for the training either by your name or by the organization name in the online calendar using the **Search MERIT** feature.
- Give the affiliated organization the ability to view reports on trainings with which they are associated.



A) If **Yes**, begin typing the name of the organization. A list of possible matches will appear. Select the correct organization. If you don't see the organization, click here to learn more **about adding organizations to MERIT**.



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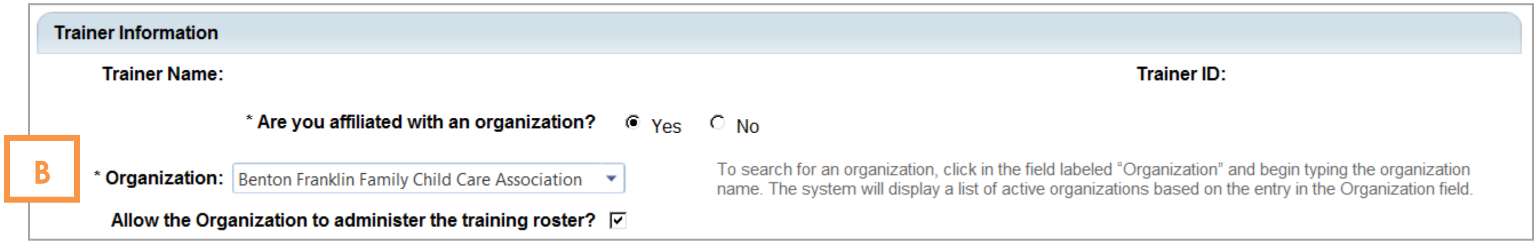
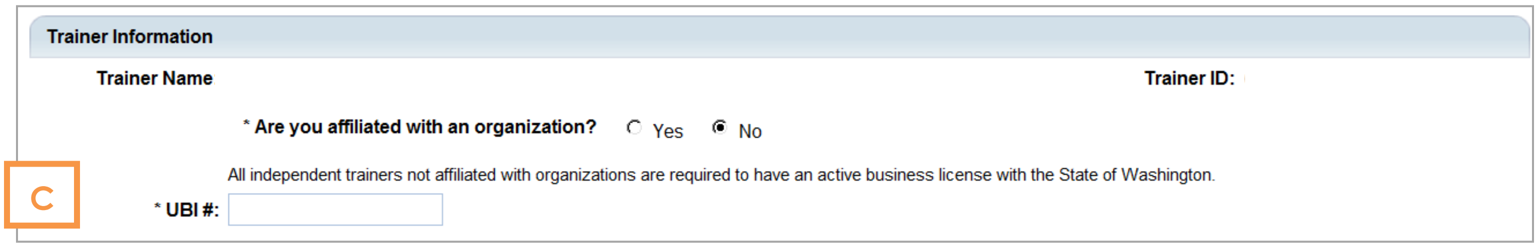
Creating a New Training (continued)

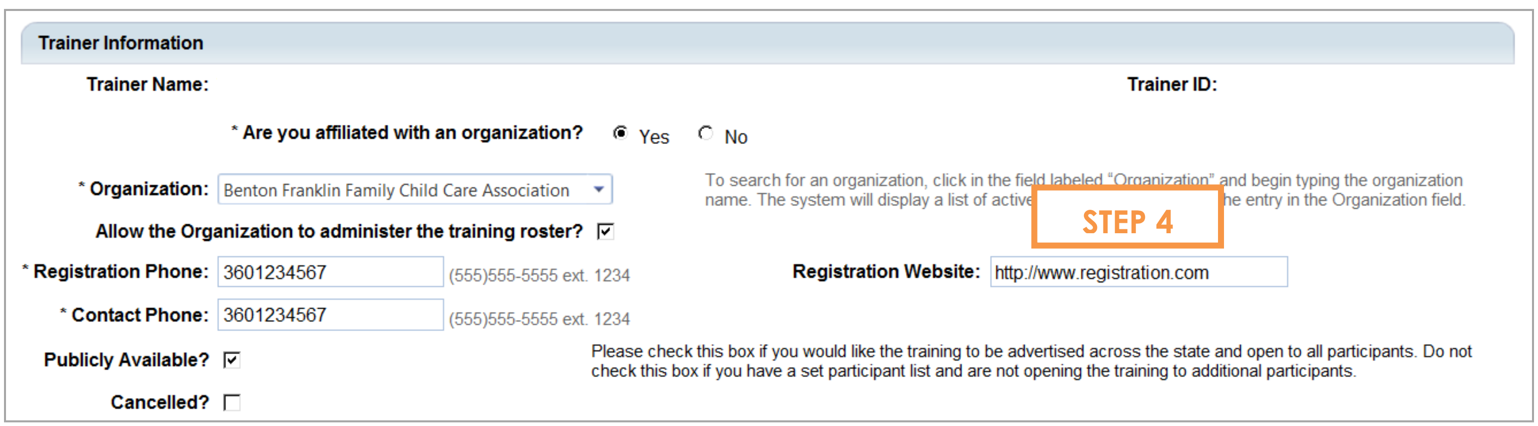
B) **Allow the Organization to adminster the training roster?** Check this box if you need administrative assistance in completing the attendance rosters.



C) If **No**, you will need to enter your **Washington State Unified Business Identifier (UBI)** number. Click here to learn more about **UBI numbers**.



4) **Registration Website**. This optional field will allow professionals seeking training to view your training website in order to find more information, register for the training, etc. For best results, copy the link from your site's internet browsing window.



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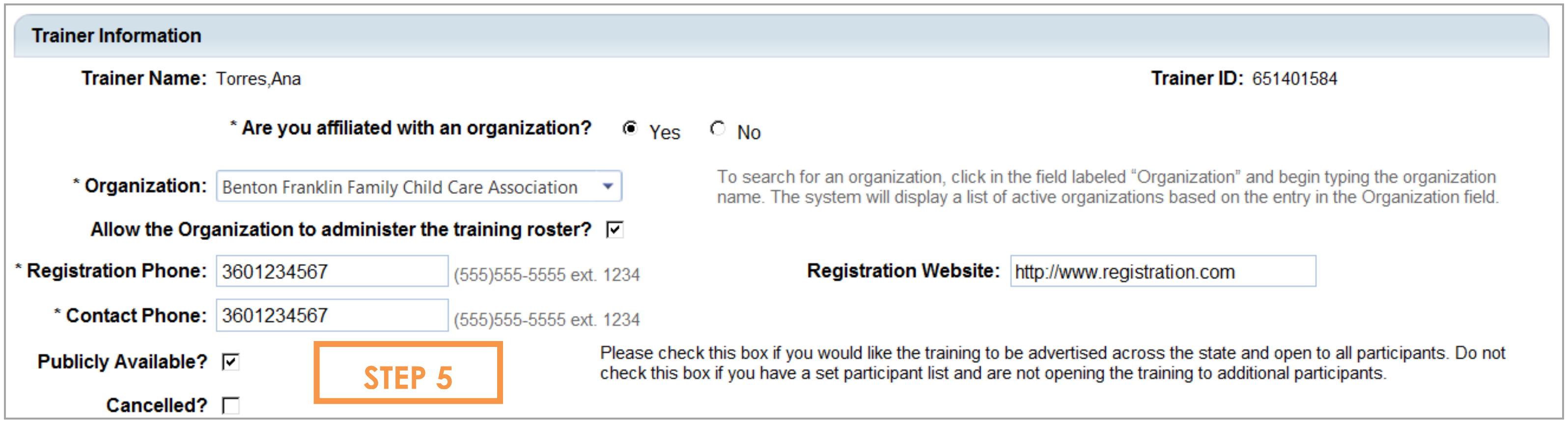
Creating a New Training (continued)

5) **Publicly Available?**

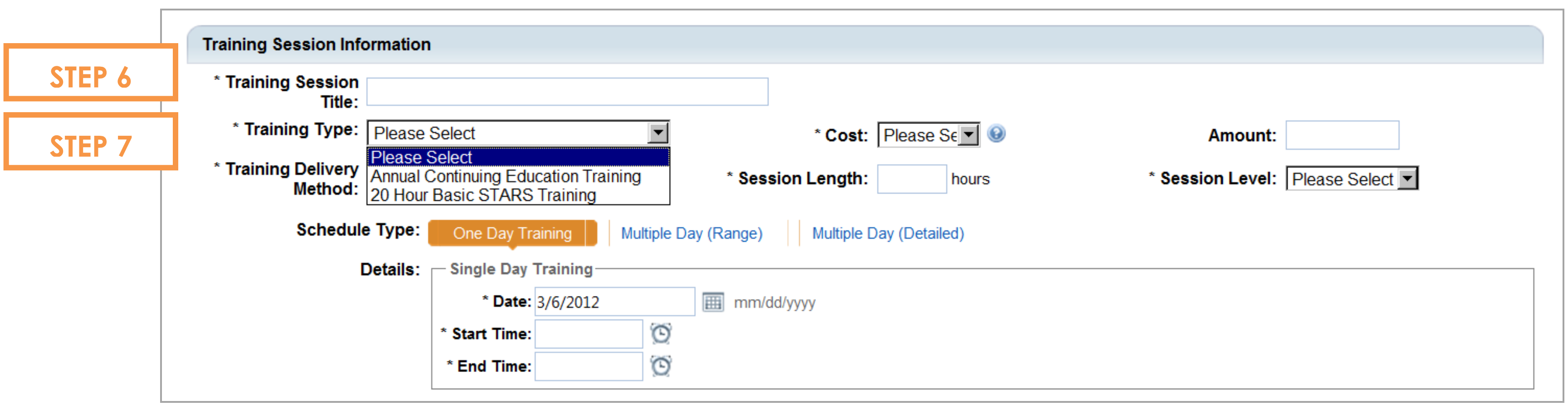
   A) Check the box if you would like the class to be available to the general public. This will allow professionals to search for and view the training details in the online calendar using the **Search MERIT** feature.

   B) Un-check the box if you are holding a closed training or providing training to a specified group, (i.e. high school teachers or training for employees only).



6) **Training Session Title**. Choose a title that is appropriate and fits the content of the training. General titles, i.e., "10 Hour Training," can be confusing for professionals and will be monitored by DEL.

7) Select a **Training Type**, **Cost**, and **Amount** (if applicable) paid by the professional for the training.



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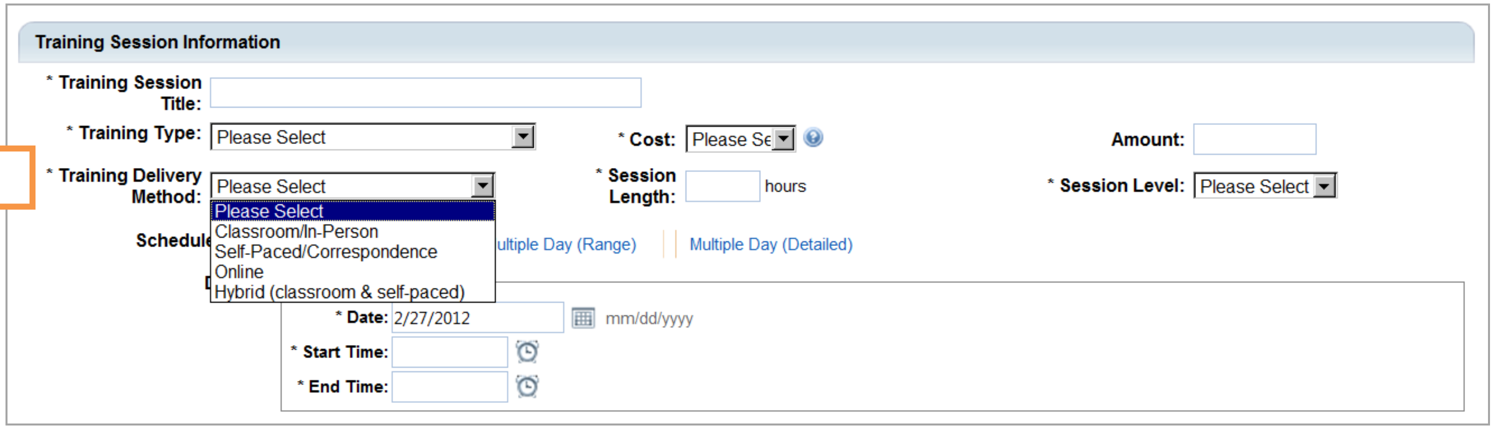
Creating a New Training (continued)

8) **Training Delivery Method**. Select a method for how the training will be delivered to professionals. Depending on your selection, MERIT will display options for you to enter more information.

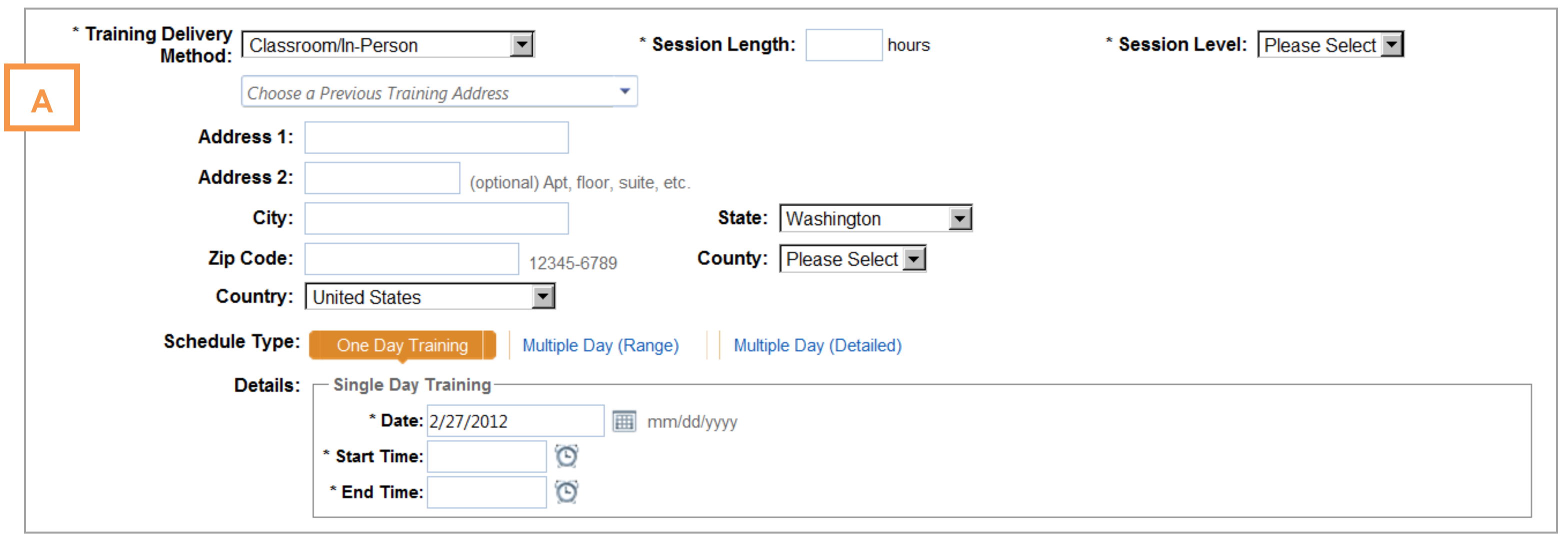
STEP 8



A) **Classroom/In-Person**. Enter the physical address where the training will be held if any part of the training is delivered in-person.

Choose a Previous Training Address. This drop-down will let you select from addresses previously used in MERIT for other trainings. Select an address from the list and the fields will populate for you.

A



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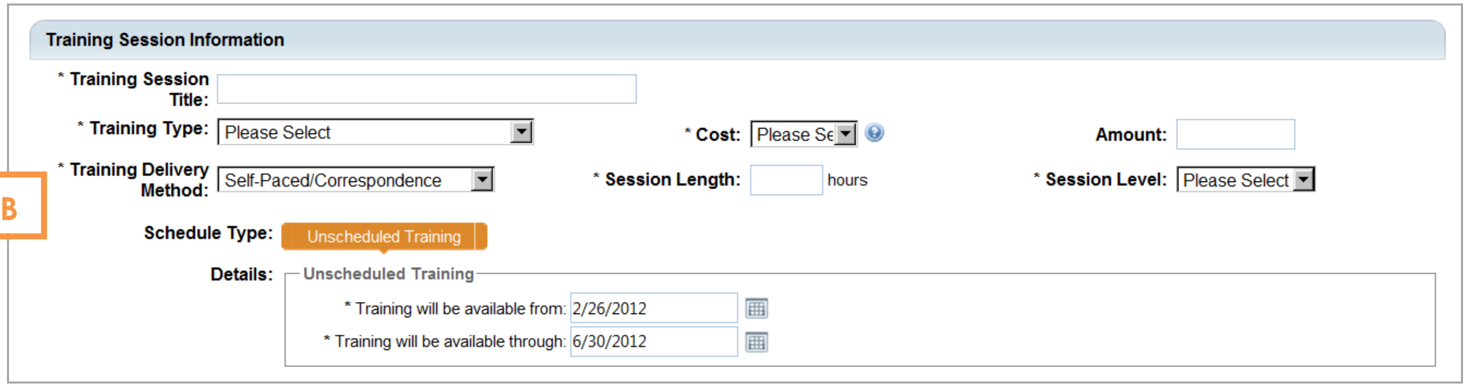
Creating a New Training (continued)

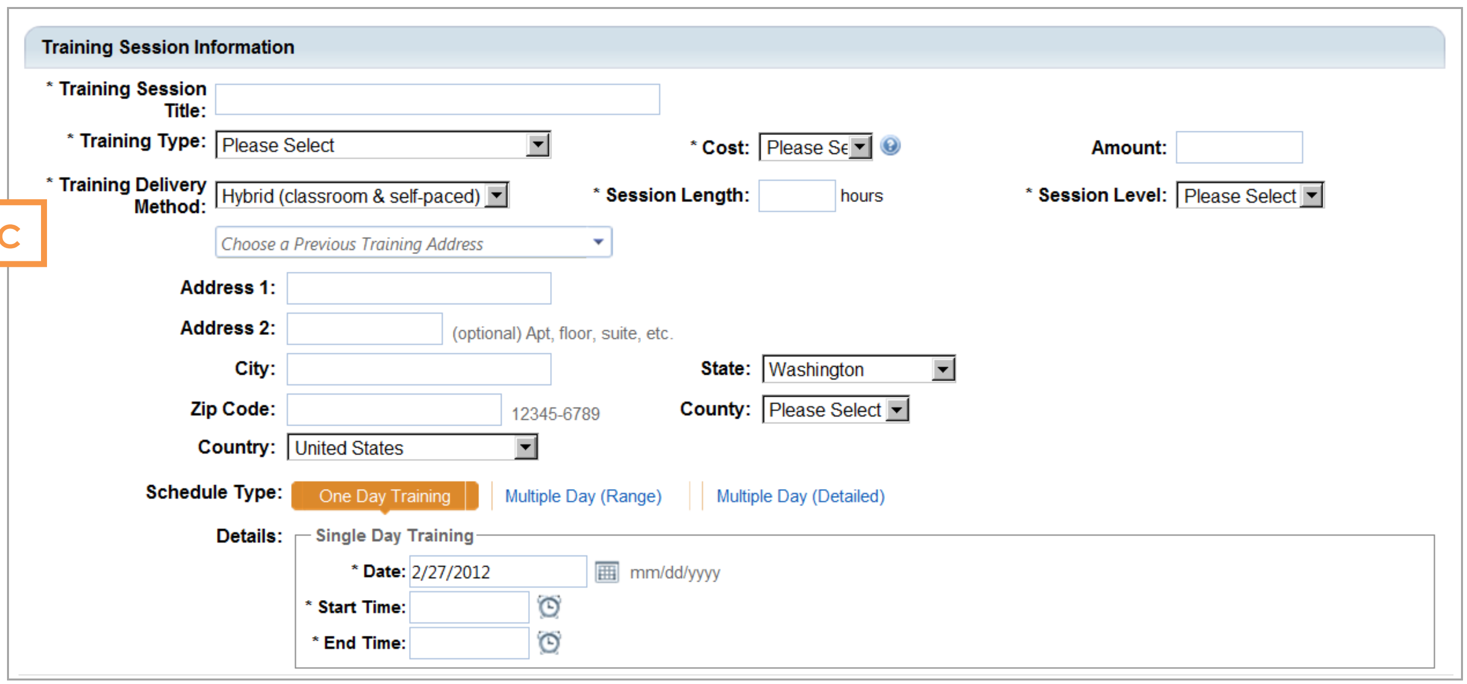
B) **Self-Paced/Correspondence**. This option allows you to set a period of time during which a professional can access and complete the training. As long as the training dates fall within your 3-year approval period, you can set the timeframe accordingly.

B



C) **Hybrid (Classroom & Self-Paced)**. Use this option for a combination of training methods.

C



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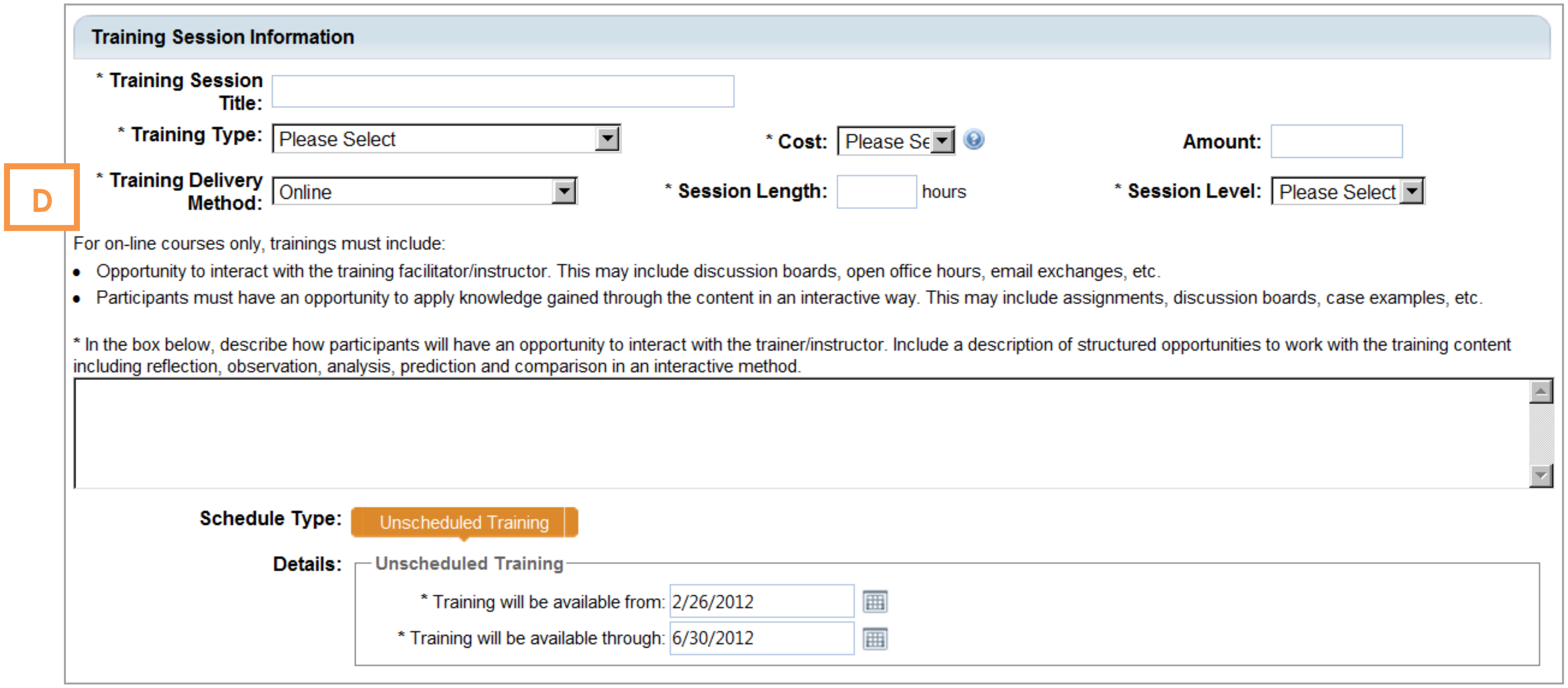
Creating a New Training (continued)

D) **Online.** For online courses, you must indicate a mechanism that will allow participants to interact with the trainer and apply their knowledge.


D

Training Session Information

* Training Session Title:
* Training Type: Please Select
* Cost: Please Se
Amount:
* Training Delivery Method: Online
* Session Length: hours
* Session Level: Please Select

For on-line courses only, trainings must include:

- Opportunity to interact with the training facilitator/instructor. This may include discussion boards, open office hours, email exchanges, etc.
- Participants must have an opportunity to apply knowledge gained through the content in an interactive way. This may include assignments, discussion boards, case examples, etc.

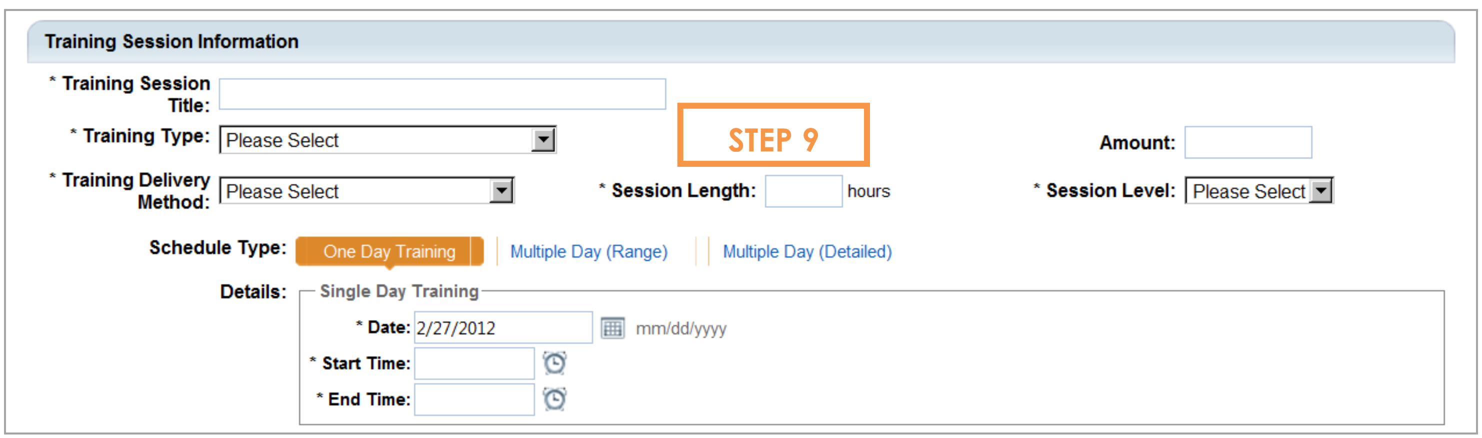
* In the box below, describe how participants will have an opportunity to interact with the trainer/instructor. Include a description of structured opportunities to work with the training content including reflection, observation, analysis, prediction and comparison in an interactive method.

Schedule Type: Unscheduled Training

Details: Unscheduled Training

* Training will be available from: 2/26/2012
* Training will be available through: 6/30/2012

9) **Session Length**. Enter the length of the training session, not including breaks. MERIT will validate this number against the number of Core Competency hours assigned to the training.


Training Session Information

* Training Session Title:
* Training Type: Please Select
STEP 9
Amount:
* Training Delivery Method: Please Select
* Session Length: hours
* Session Level: Please Select

Schedule Type: One Day Training | Multiple Day (Range) | Multiple Day (Detailed)

Details: Single Day Training

* Date: 2/27/2012 mm/dd/yyyy
* Start Time:
* End Time:

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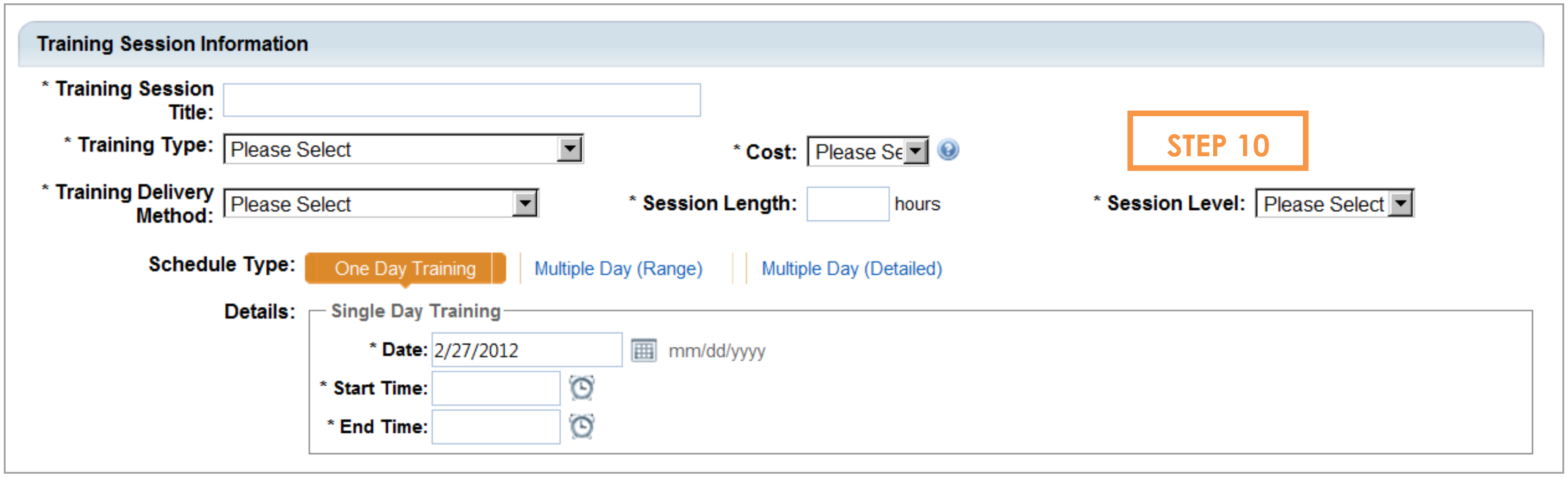
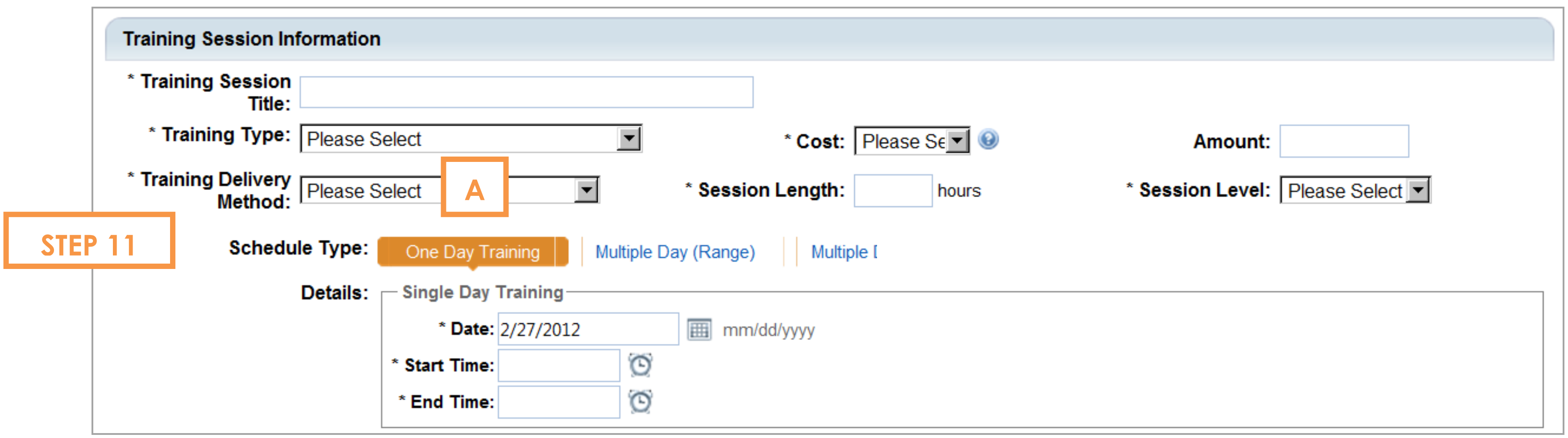
Creating a New Training (continued)

10) **Session Level**. Choose the appropriate Core Competency level based on the content of the training. MERIT will only allow you to save a training session at levels for which you are approved.



11) **Schedule Type**. Depending on which training delivery method you select, MERIT may format this field for you. For applicable training sessions, choose the appropriate scheduling type.

A) **One Day Training**. Select this option for training sessions that are held for one or more hours on a single day. Use the calendar and clock icons to help you record the training details.



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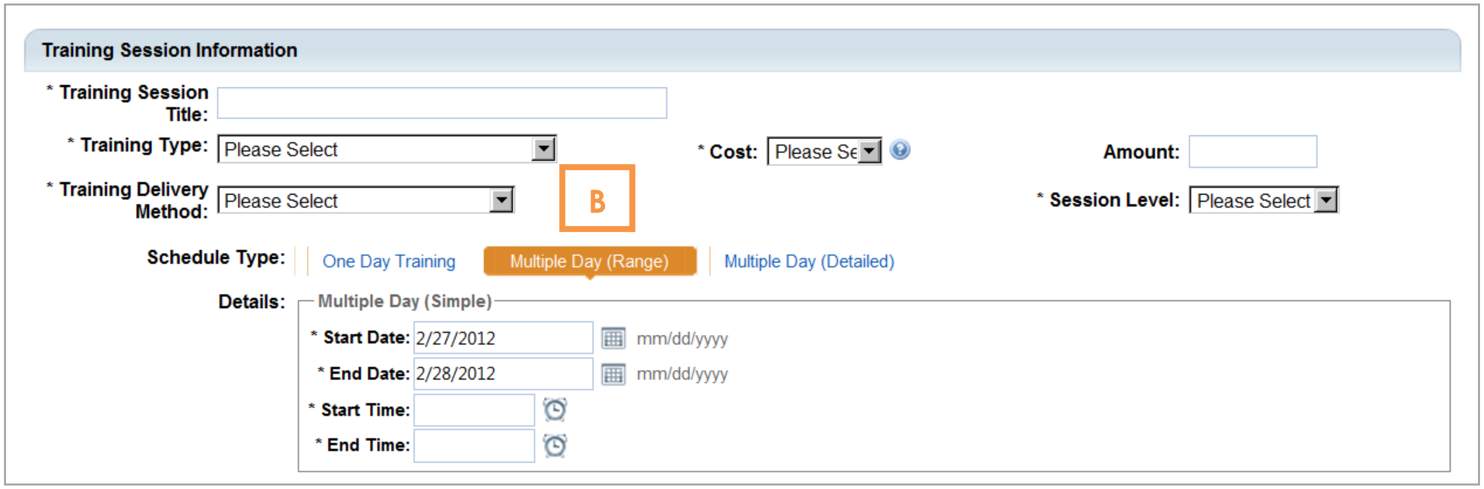
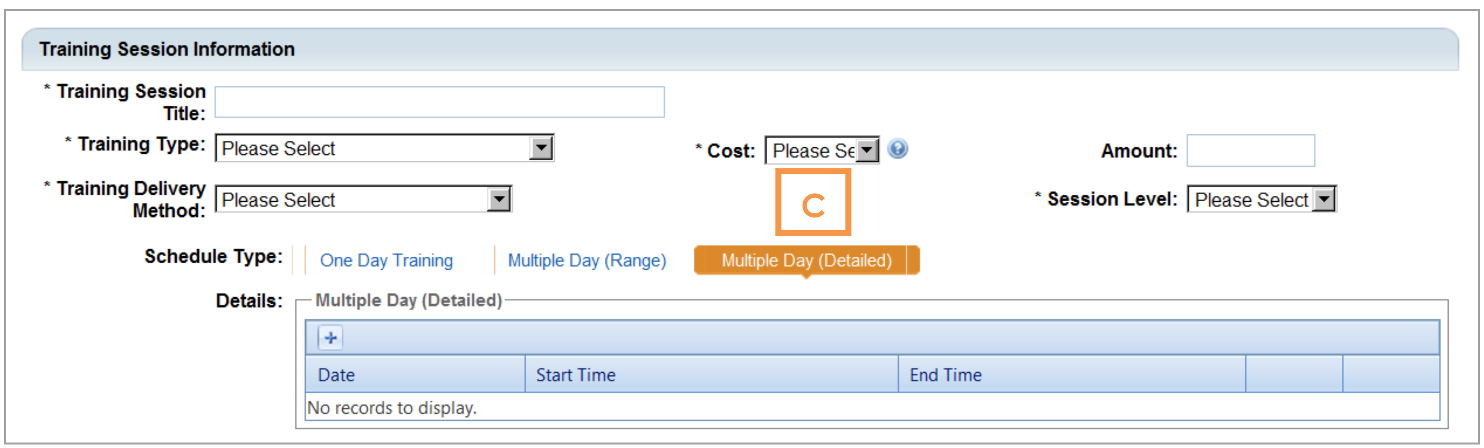
Creating a New Training (continued)

B) **Multiple Day (Range)**. Select this option for training sessions that are held over a period of time, but at the same time each day. For example, if you are an instructor and providing a course that spans 3 months and occurs a few days a week from 10:00 AM – 12:00 PM, use this option.



C) **Multiple Day (Detailed)**. Select this option for training sessions that occur on specific days and at specific times. For example, this is an appropriate option for conference sessions, or for weekend trainings that span more than one day. Click the plus sign (+) to add dates and times.



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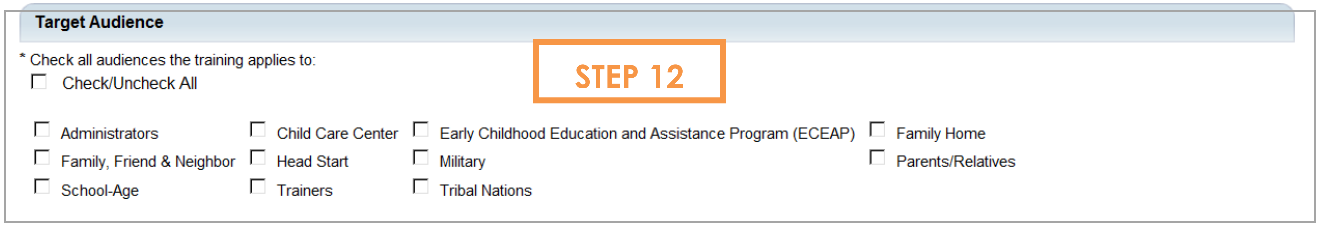
Creating a New Training (continued)

12) **Target Audience**. Check the box for each "audience" that the training applies to. For example, if the training is designed specifically for Head Start professionals, select "Head Start."


Target Audience

* Check all audiences the training applies to:

☐ Check/Uncheck All

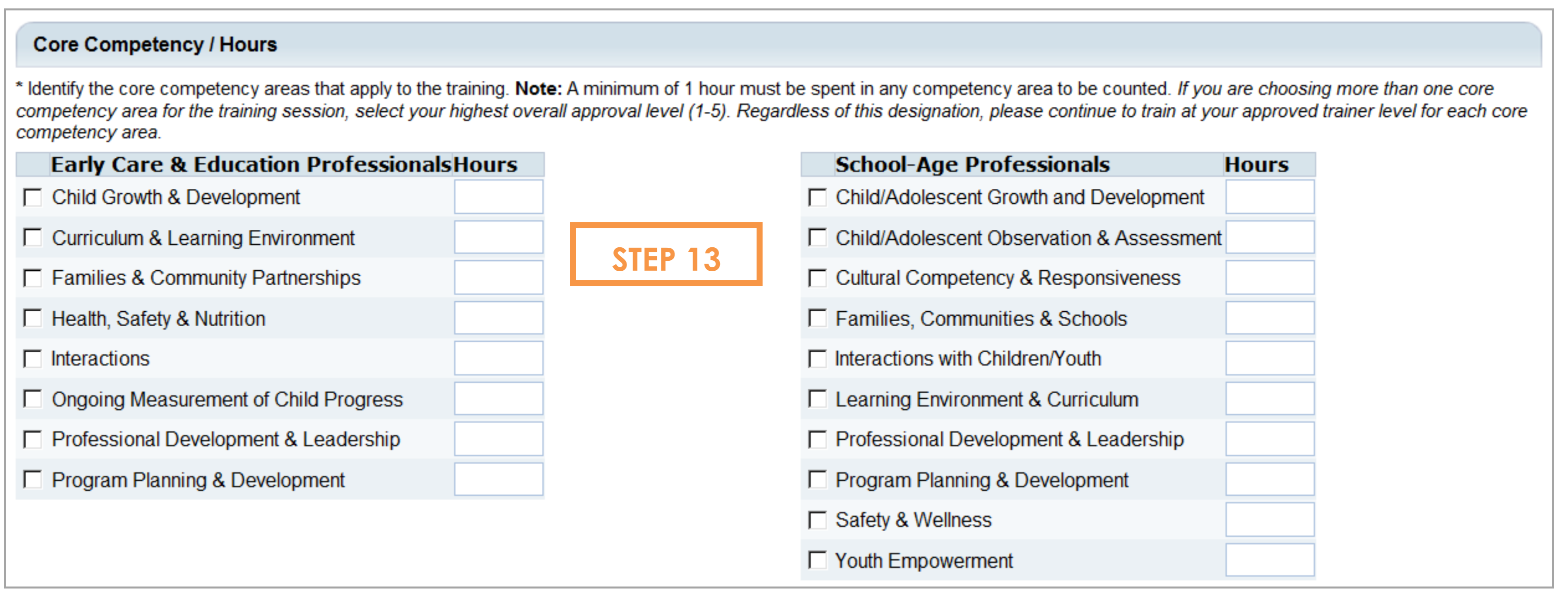
STEP 12

☐ Administrators	☐ Child Care Center	☐ Early Childhood Education and Assistance Program (ECEAP)	☐ Family Home
☐ Family, Friend & Neighbor	☐ Head Start	☐ Military	☐ Parents/Relatives
☐ School-Age	☐ Trainers	☐ Tribal Nations	

13) **Core Competency/Hours**. If you selected "**Annual Continuing Education Training**" from the "**Training Type**" drop-down box, then the Core Competency grids will display. Use the Core Competency books provided in your trainer welcome packet to align the content of your training to specific areas and levels of the core competency areas. You may also view the Core Competency documents online at: http://www.del.wa.gov/requirements/professional/core.aspx.

Important: You must offer at least one hour of training in a core competency area for the training to be eligible for STARS credit in that core competency area. For example:

A) A training that is 1.5 hours long is eligible for a total of 1.5 STARS hours, with a maximum of 1 core competency area.
B) A training that is 5 hours long is eligible for a total of 5 STARS hours, with a maximum of 2 core competency areas.
C) A training that is 1 hour long **may not be divided** and offered as 0.5 hours of training in one core competency area and 0.5 in another core competency area.


Core Competency / Hours

* Identify the core competency areas that apply to the training. **Note:** A minimum of 1 hour must be spent in any competency area to be counted. *If you are choosing more than one core competency area for the training session, select your highest overall approval level (1-5). Regardless of this designation, please continue to train at your approved trainer level for each core competency area.*

STEP 13

Early Care & Education Professionals	Hours
☐ Child Growth & Development	
☐ Curriculum & Learning Environment	
☐ Families & Community Partnerships	
☐ Health, Safety & Nutrition	
☐ Interactions	
☐ Ongoing Measurement of Child Progress	
☐ Professional Development & Leadership	
☐ Program Planning & Development	

School-Age Professionals	Hours
☐ Child/Adolescent Growth and Development	
☐ Child/Adolescent Observation & Assessment	
☐ Cultural Competency & Responsiveness	
☐ Families, Communities & Schools	
☐ Interactions with Children/Youth	
☐ Learning Environment & Curriculum	
☐ Professional Development & Leadership	
☐ Program Planning & Development	
☐ Safety & Wellness	
☐ Youth Empowerment	

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Creating a New Training (continued)

14) **Language(s) used in training**. Select at least one language that the training will be provided in.

15) **Content Focus Group**. Select the groups that the **content of the training** focuses on. For example, for a training about successful staff interactions, select "Staff" as the content focus group.

16) **Training Methods**. Select all that apply.

STEP 14

Language(s) used in training

* Please select at least one language

☐ Check/Uncheck All

☐ American Sign Language	☐ English	☐ Korean	☐ Spanish
☐ Vietnamese	☐ Japanese	☐ Russian	☐ Tagalog
☐ Amharic	☐ Somali	☐ Oromo	☐ Arabic
☐ Cambodian	☐ Chinese-Cantonese	☐ Chinese-Mandarin	☐ French
☐ German	☐ Punjabi	☐ Samoan	☐ Ukrainian
☐ Other			

If Other:

STEP 15

Content Focus Group

* Check the groups the training session focuses on.

☐ Check/Uncheck All

☐ Prenatal	☐ Infants	☐ Toddlers	☐ Preschool Age Children
☐ Pre-Kindergarten Children	☐ School-Age Children	☐ Youth	☐ Special Needs
☐ Parents	☐ Staff	☐ Administrators	☐ Other

If Other:

STEP 16

Training Methods

* Check all that apply.

☐ Check/Uncheck All

☐ Audio-video with facilitation	☐ Case studies	☐ Demonstration & practice	☐ Handouts, printed materials
☐ Hands-On activities	☐ Independent study with supervision	☐ Lecture	☐ Materials display
☐ Observation of children	☐ Panel discussion	☐ Role-playing, simulation	☐ Self or program assessment
☐ Small group discussion	☐ Technical assistance	☐ Visual aids	☐ Other

If Other:

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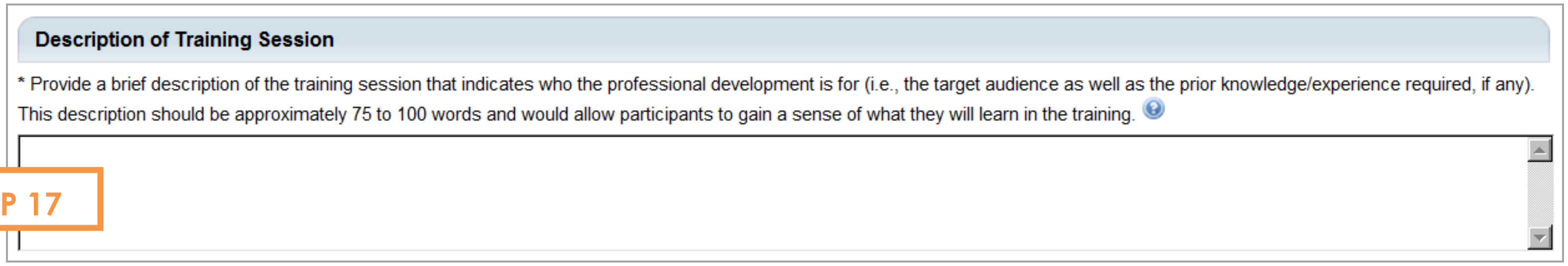
Creating a New Training (continued)

17) **Description of Training Session**. The training description should be recorded in complete sentences. This information is visible to professionals seeking training and will be monitored by DEL.

STEP 17

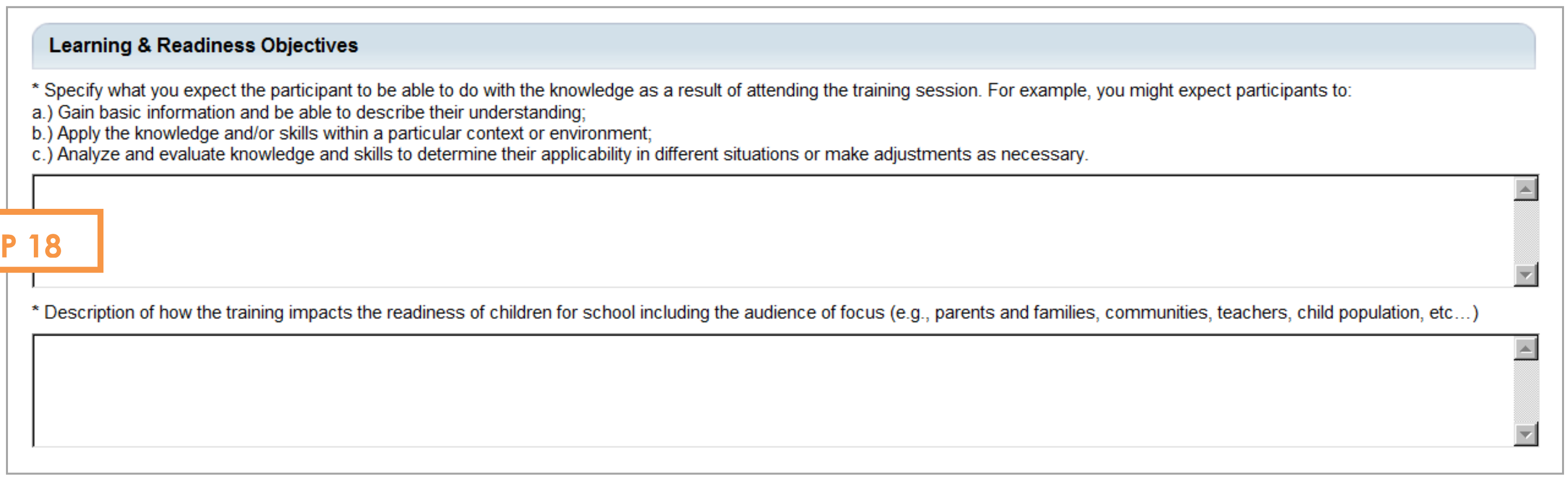


Description of Training Session

* Provide a brief description of the training session that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75 to 100 words and would allow participants to gain a sense of what they will learn in the training.

18) **Learning & Readiness Objectives**. This two-part description serves the purpose of 1) identifying what the professional should be able to do with the knowledge gained in the training, and 2) what the outcomes for children will be (in terms of school-readiness) who are in the care of the professionals attending the training.

STEP 18



Learning & Readiness Objectives

* Specify what you expect the participant to be able to do with the knowledge as a result of attending the training session. For example, you might expect participants to:
a.) Gain basic information and be able to describe their understanding;
b.) Apply the knowledge and/or skills within a particular context or environment;
c.) Analyze and evaluate knowledge and skills to determine their applicability in different situations or make adjustments as necessary.

* Description of how the training impacts the readiness of children for school including the audience of focus (e.g., parents and families, communities, teachers, child population, etc…)

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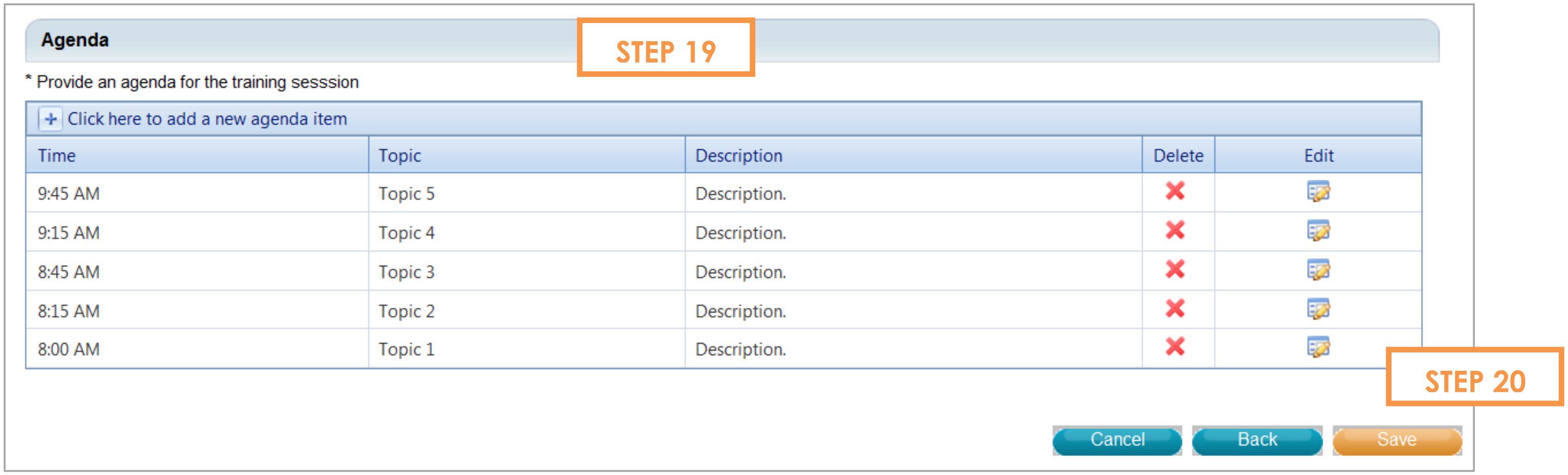
Creating a New Training (continued)

19) **Agenda**. Break down the training in segments according to topic changes, activities, breaks, etc. Provide brief descriptions.

20) Select **Save**.



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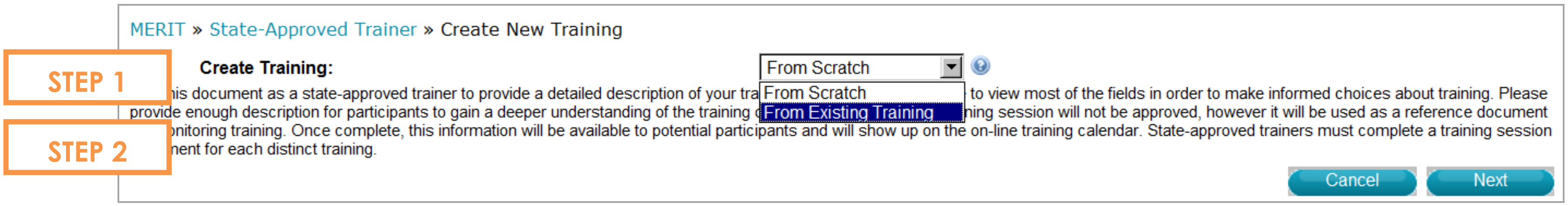
Creating a New Training from an Existing Training Template

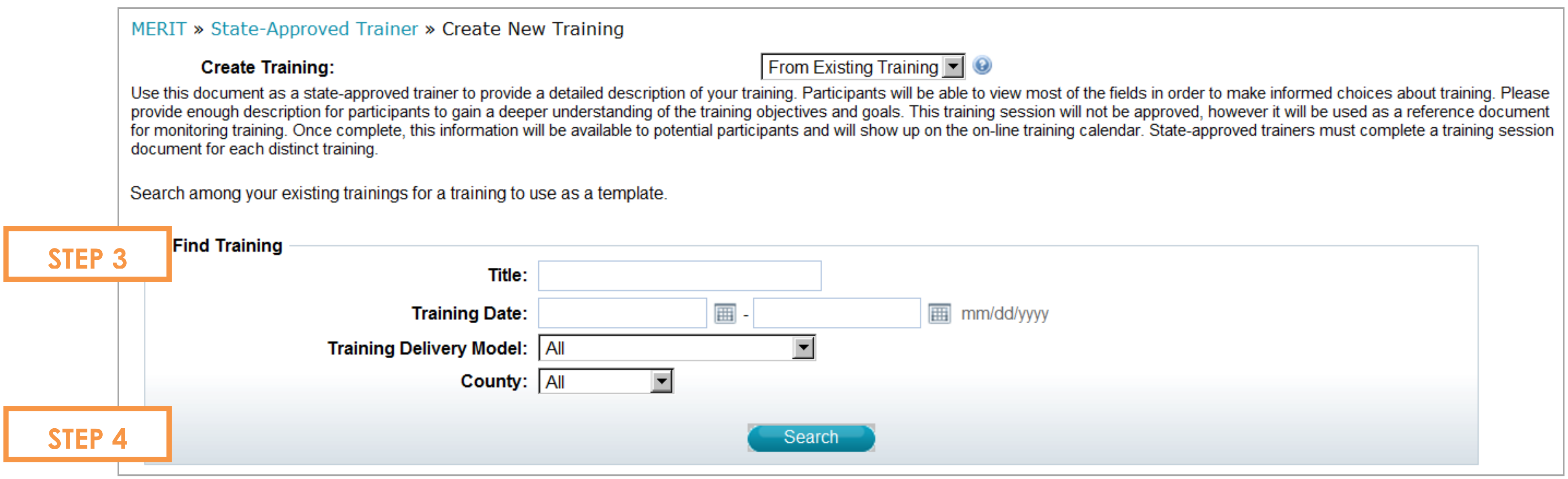
MERIT will allow you to open the template of an existing training, edit the necessary details and save it as a new training. The existing training will remain intact. This feature will save you time if you are providing the same training curriculum and repeat the training at different dates and times.

To do this:

1) Follow the steps to open the **Create Training** feature. See the chapter of this manual: **Creating a New Training**, for a refresher if needed.
2) Use the **Create Training** drop-down box and select **From Existing Training**.



3) You will be directed to a search screen to locate the desired existing training template. Use the search fields to enter one or more search criteria. You can also leave all fields blank to see all the trainings you have created.
4) Click **Search**.



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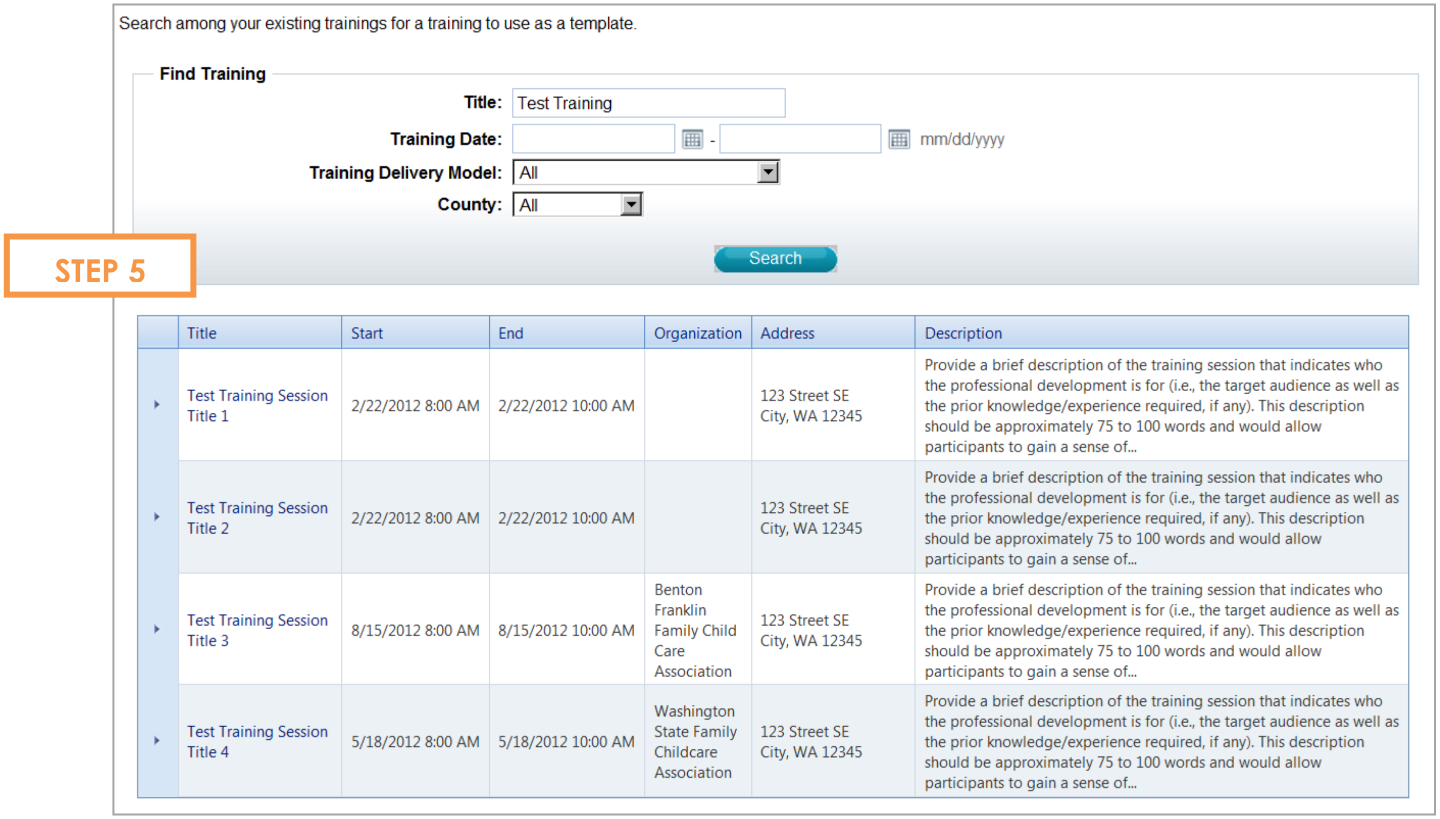
Creating a New Training from an Existing Training Template (continued)

5) Select the **training title** of the desired existing training template from the list of search results.


STEP 5

Search among your existing trainings for a training to use as a template.

Find Training

Title: Test Training

Training Date: - mm/dd/yyyy

Training Delivery Model: All

County: All

Search

	Title	Start	End	Organization	Address	Description
▸	Test Training Session Title 1	2/22/2012 8:00 AM	2/22/2012 10:00 AM		123 Street SE City, WA 12345	Provide a brief description of the training session that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75 to 100 words and would allow participants to gain a sense of...
▸	Test Training Session Title 2	2/22/2012 8:00 AM	2/22/2012 10:00 AM		123 Street SE City, WA 12345	Provide a brief description of the training session that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75 to 100 words and would allow participants to gain a sense of...
▸	Test Training Session Title 3	8/15/2012 8:00 AM	8/15/2012 10:00 AM	Benton Franklin Family Child Care Association	123 Street SE City, WA 12345	Provide a brief description of the training session that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75 to 100 words and would allow participants to gain a sense of...
▸	Test Training Session Title 4	5/18/2012 8:00 AM	5/18/2012 10:00 AM	Washington State Family Childcare Association	123 Street SE City, WA 12345	Provide a brief description of the training session that indicates who the professional development is for (i.e., the target audience as well as the prior knowledge/experience required, if any). This description should be approximately 75 to 100 words and would allow participants to gain a sense of...

6) The existing training template will display. Edit the details as needed for the new training.

7) Select **Next** or **Save**.

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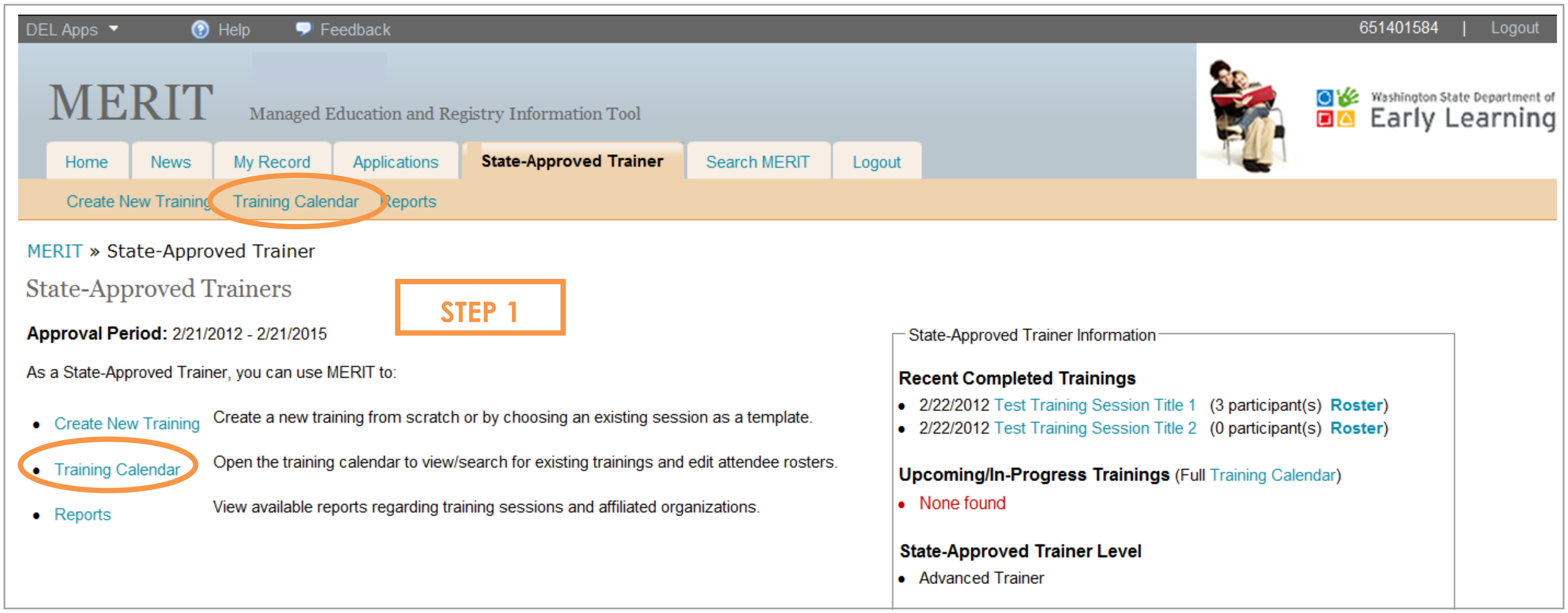
Editing or Cancelling a Training

Once a training session is completed and saved in MERIT, it is possible to edit the training details and add attendees to the training roster within 30 days of the training completion date. Click here to learn more about **adding attendees to the training roster**. You may also choose to cancel a training, which will display in the online calendar.

To do this:

1) Select **Training Calendar** from the orange sub-menu or from the options on the left-hand side of the State-Approved Trainer page.



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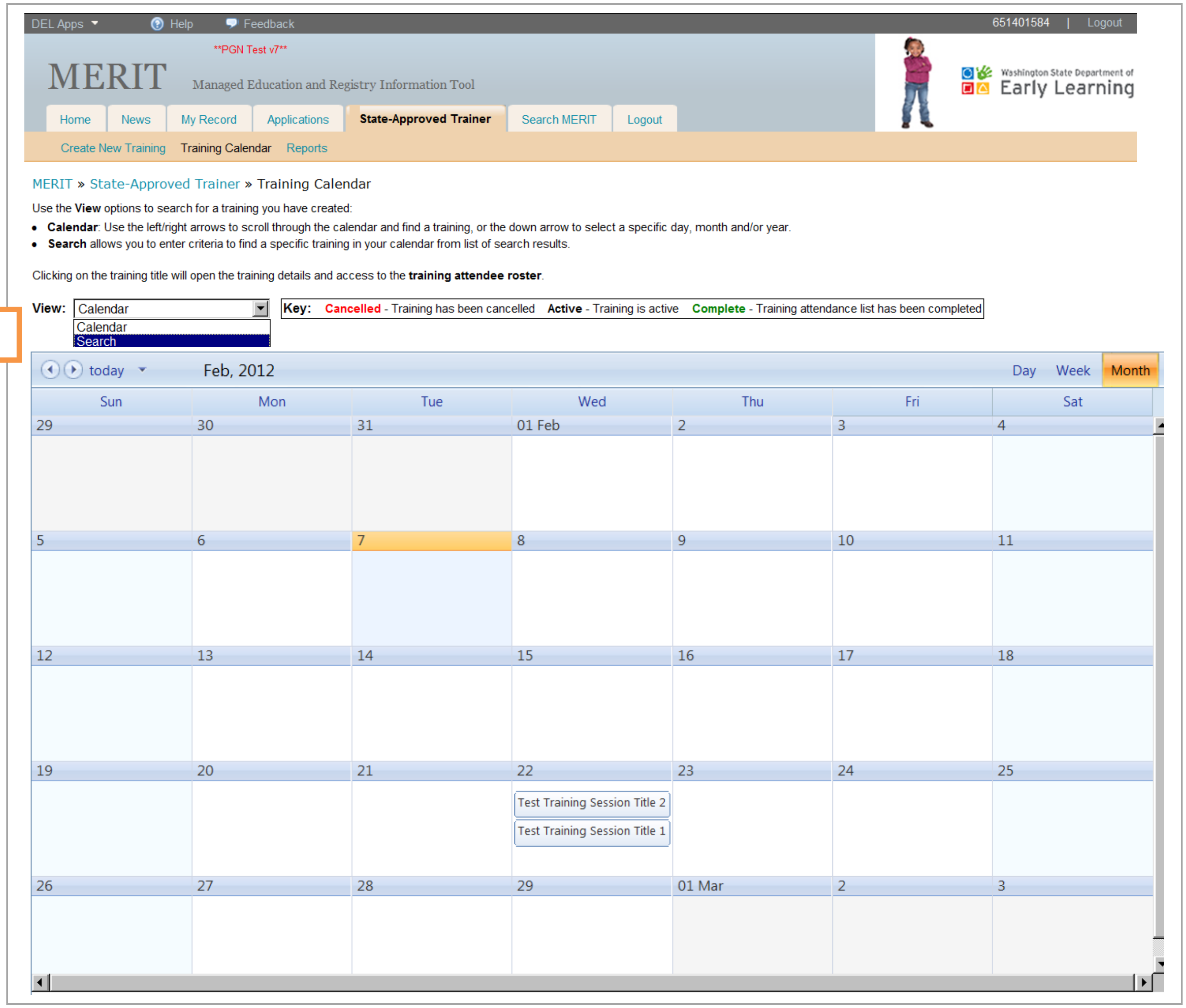
Editing or Cancelling a Training (continued)

2) Select **Search** from the View drop-down box.

You may also scroll through the calendar using the arrows or by selecting a date on the calendar. Select the title of the training to open the editing feature. Skip to step 6 of this chapter.

STEP 2



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Editing or Cancelling a Training (continued)

3) You will be directed to a search screen to locate the desired existing training template. Use the search fields to enter one or more search criteria.

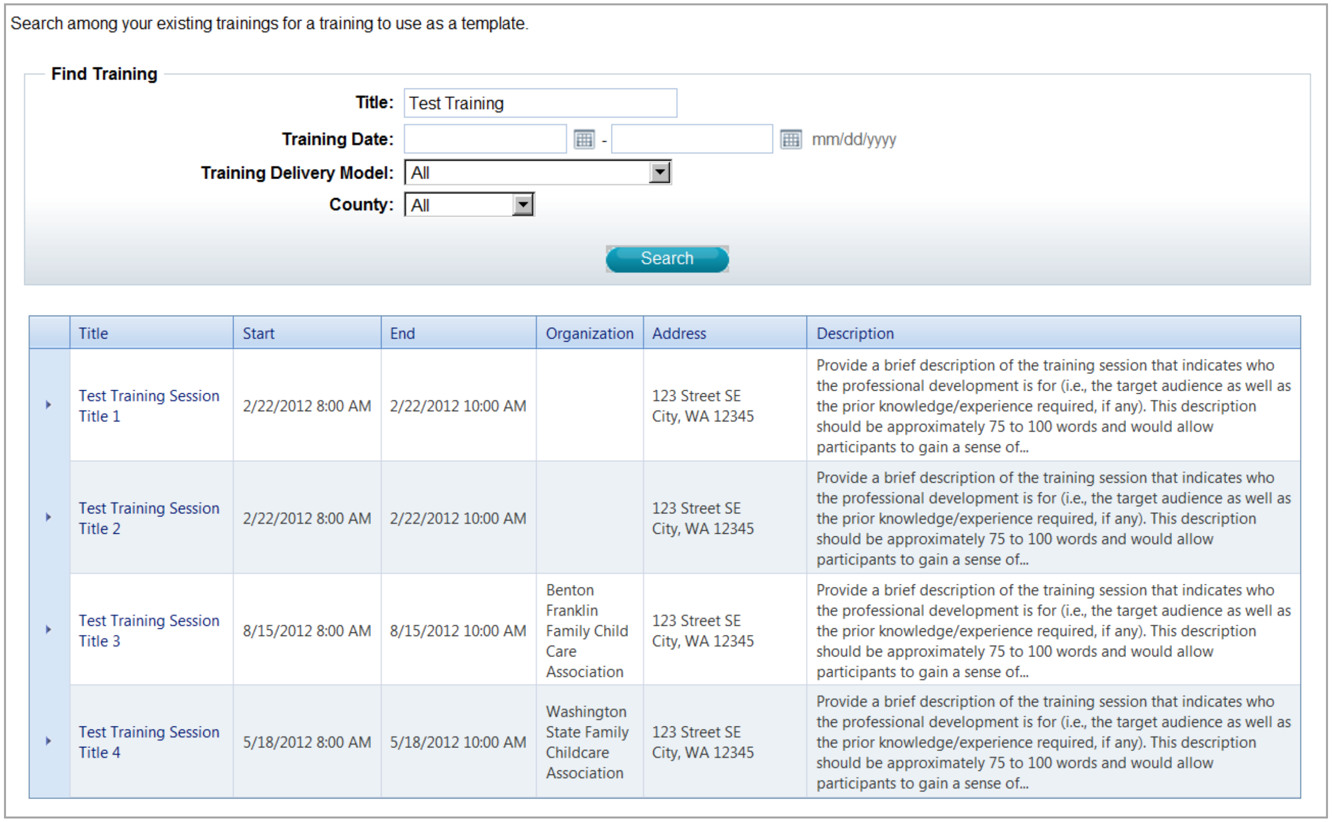
4) Click **Search**.

5) Select the **training title** of the desired existing training template from the list of search results.

STEP 3

STEP 4

STEP 5



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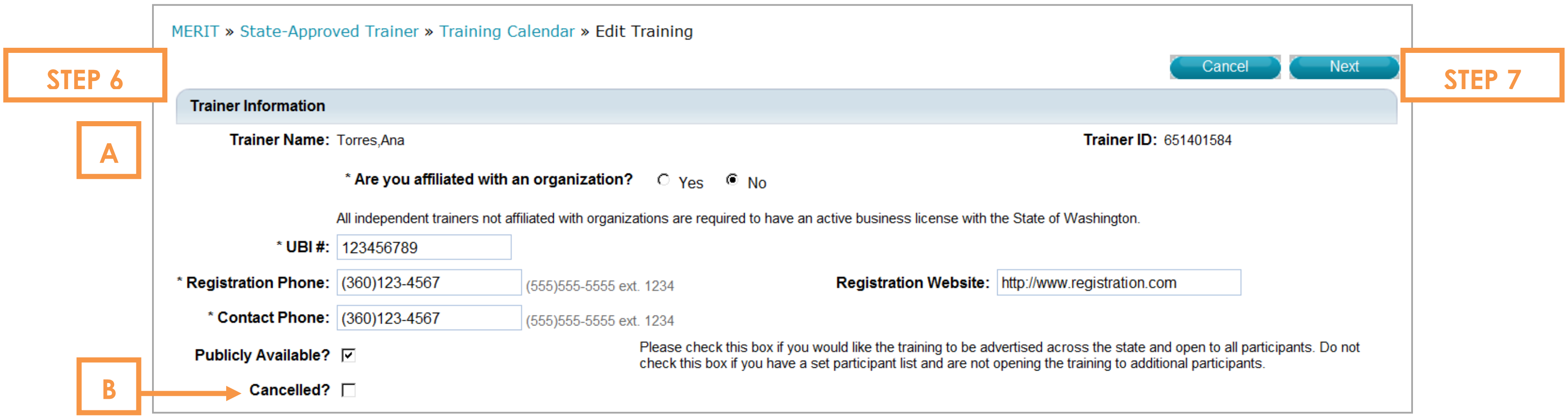
Editing or Cancelling a Training (continued)

6) The existing training template will display.

   A) Edit the details as needed for the new training.

   B) **Cancelled?** Check this box if the training is cancelled. The online calendar will display the training with a message to professionals that the training has been cancelled.

7) Select **Next** or **Save**.



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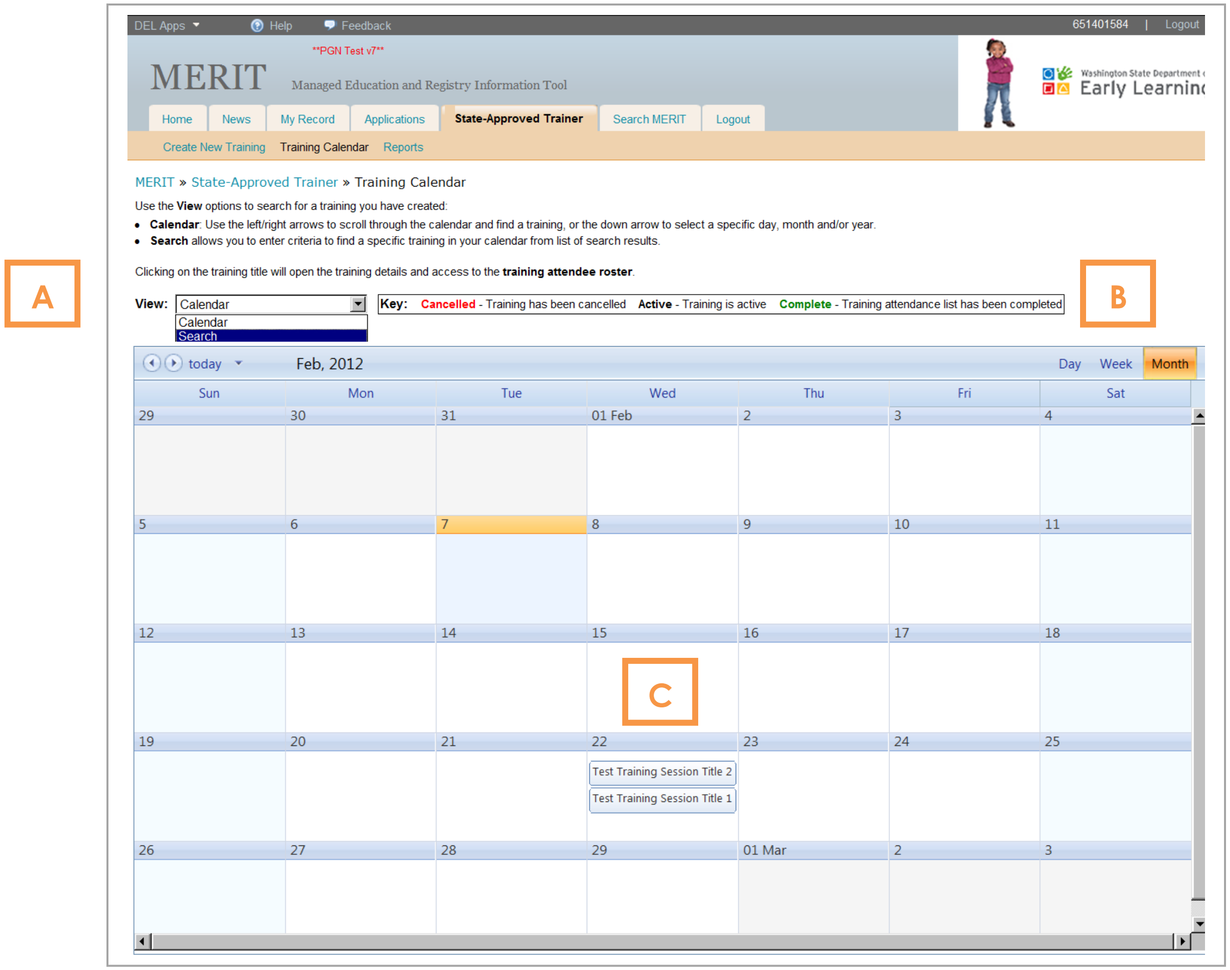
Viewing the Training Calendar

You can view all the trainings you've established on a calendar. To do this, select **Training Calendar** from the orange sub-menu or from the options on the left-hand side of the page on the State-Approved Trainer tab.

A) **View**. Choose **Calendar** for a day, week or month view of all trainings. Choose **Search** to find a specific training from a list of search results.

B) **Key**. Use this key to determine what the colors of each training title mean.

C) To view a specific training, click on the **training title**.



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Managing Attendance Rosters

As a state-approved trainer, you are required to complete the attendance roster for each training within 30 days of the training completion date. Each time you add an attendee to the roster using their STARS ID and a "Pass" status, the training will display in their professional record in MERIT.

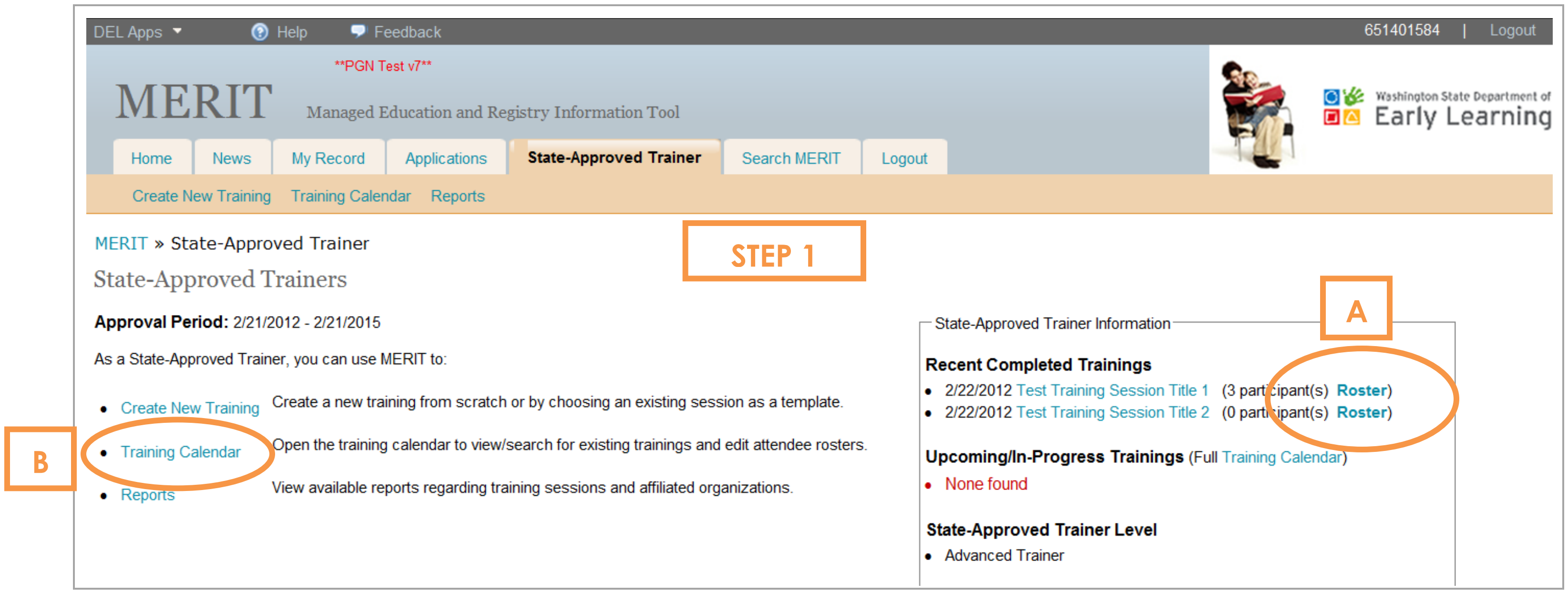
The attendance roster will become unavailable for edit after 30 days and you will need to contact a MERIT administrator for assistance. MERIT staff will monitor this administrative use and intervention, and will review the history at the time of your trainer renewal.

Attendance rosters may be accessed in two ways.

1) To do this:

A) If the training falls **within 60 days before or after the current date**, it will display on the State-Approved Trainer Tab in the column on the right-hand side of the page under Recent Completed or Upcoming/In-Progress Trainings. Simply select the **Roster** link to manage the training attendance roster.

Skip to Step 3.



B) If the training occurred **more than 60 days prior to the current date**, you can follow the instructions to **[Edit a Training](#)** to locate the desired training, select the title of the training to open it and edit the attendance roster.

Continue to Step 2.

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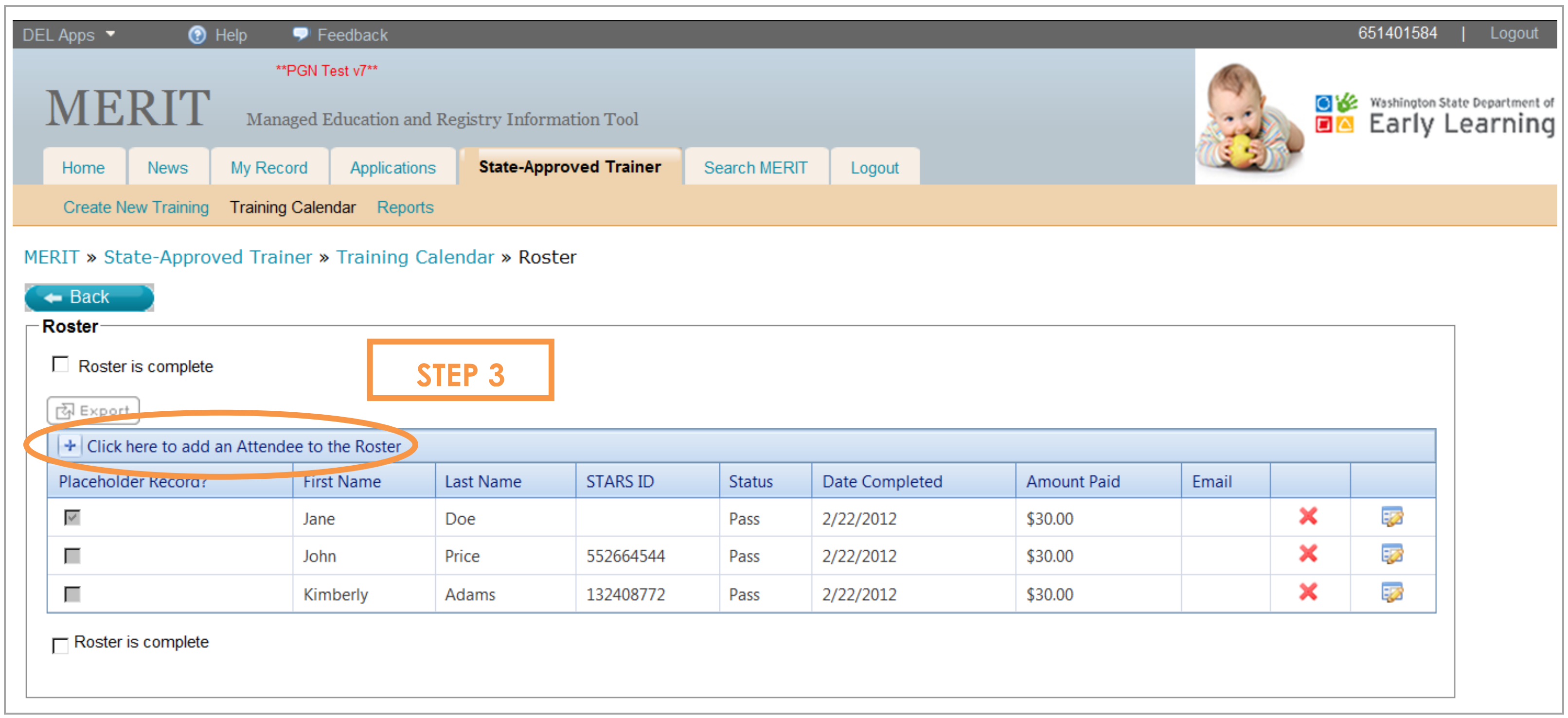
Managing Attendance Rosters (continued)

2) On the **second page** of the training details of an existing training, you will find the access to manage attendance rosters.

3) Select the plus sign (+) next to Click here to add Attendee to Roster.



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Managing Attendance Rosters (continued)

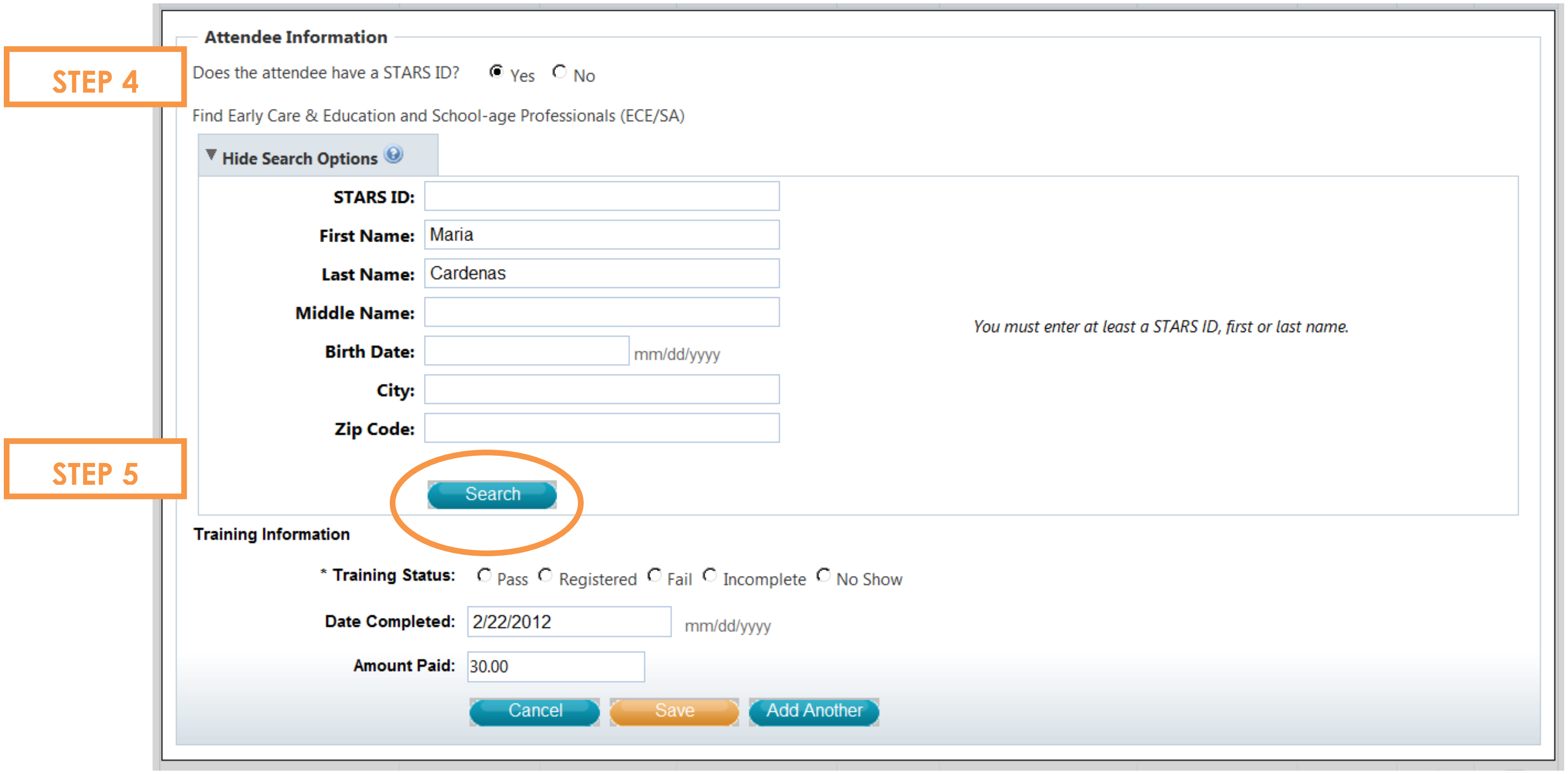
4) **Does the attendee have a STARS ID?**

A) If the attendee provided a STARS ID, select **Yes** and continue.

B) If the attendee did not have or provide a STARS ID at the time of the training, select **No** and **skip to Step 12**.

5) Use the search fields to enter at least one or more search criteria and select **Search**.

Fewer search fields yield larger search results. Filter these results by adding more search criteria as needed.



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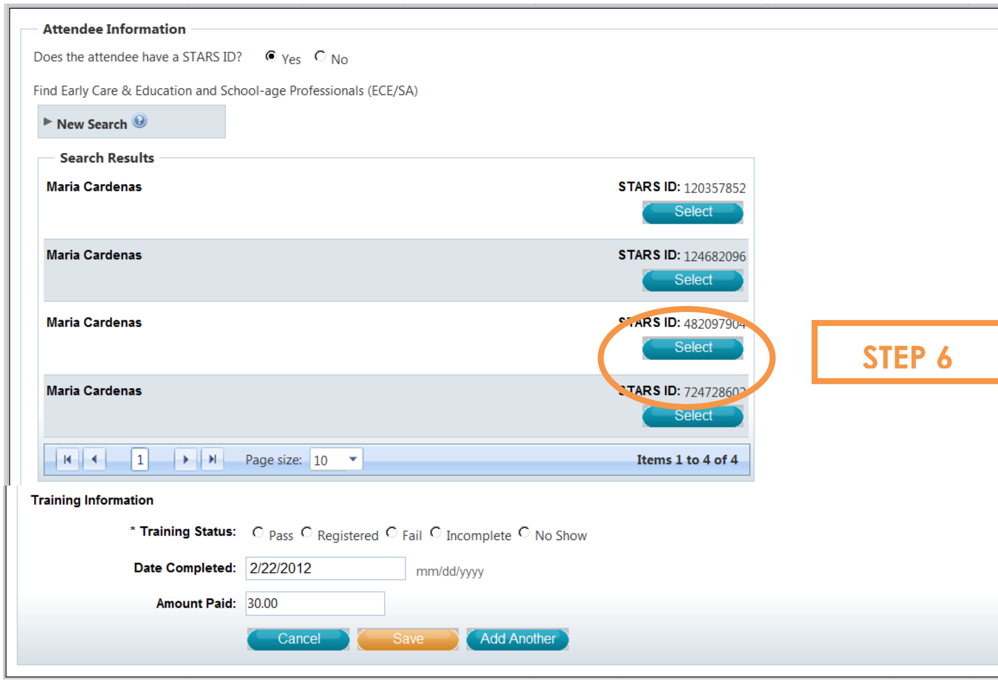
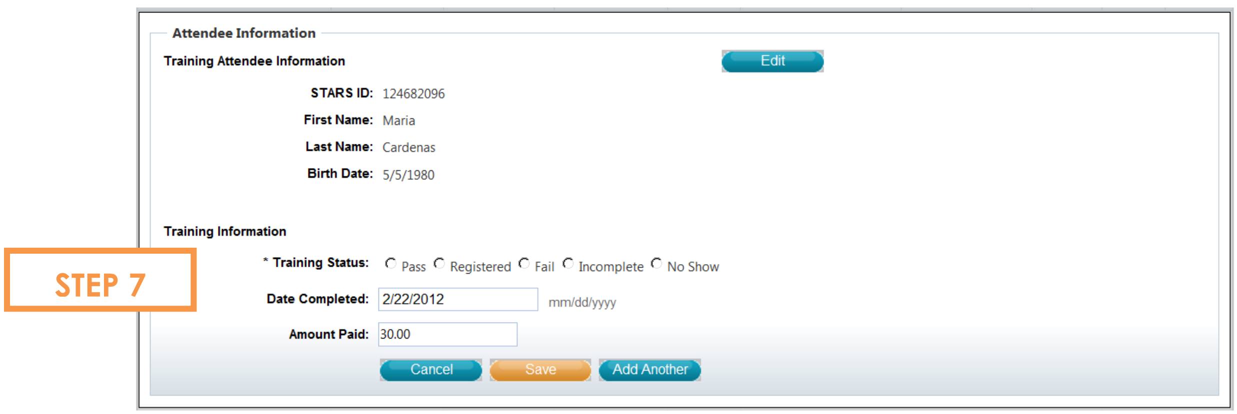
Managing Attendance Rosters (continued)

6) **Select** the correct professional/STARS ID record from the list of search results.



7) **Training Status.** Select the appropriate status: **Pass** for successful training completion; **Registered** for future trainings; **Fail**, **Incomplete**, or **No Show** as appropriate for non-successful training completion. <u>Only a **Pass** status will update an attendee's professional record in MERIT.</u>



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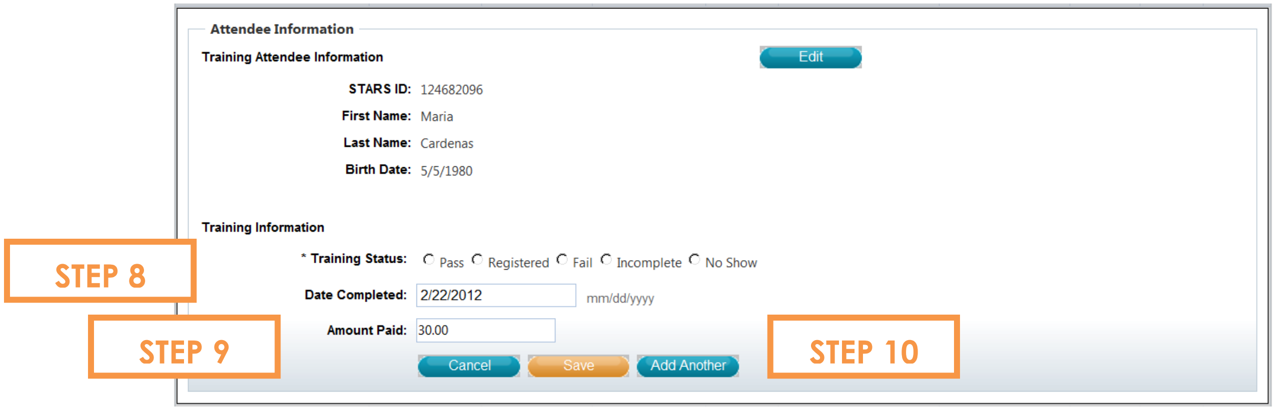
Managing Attendance Rosters (continued)

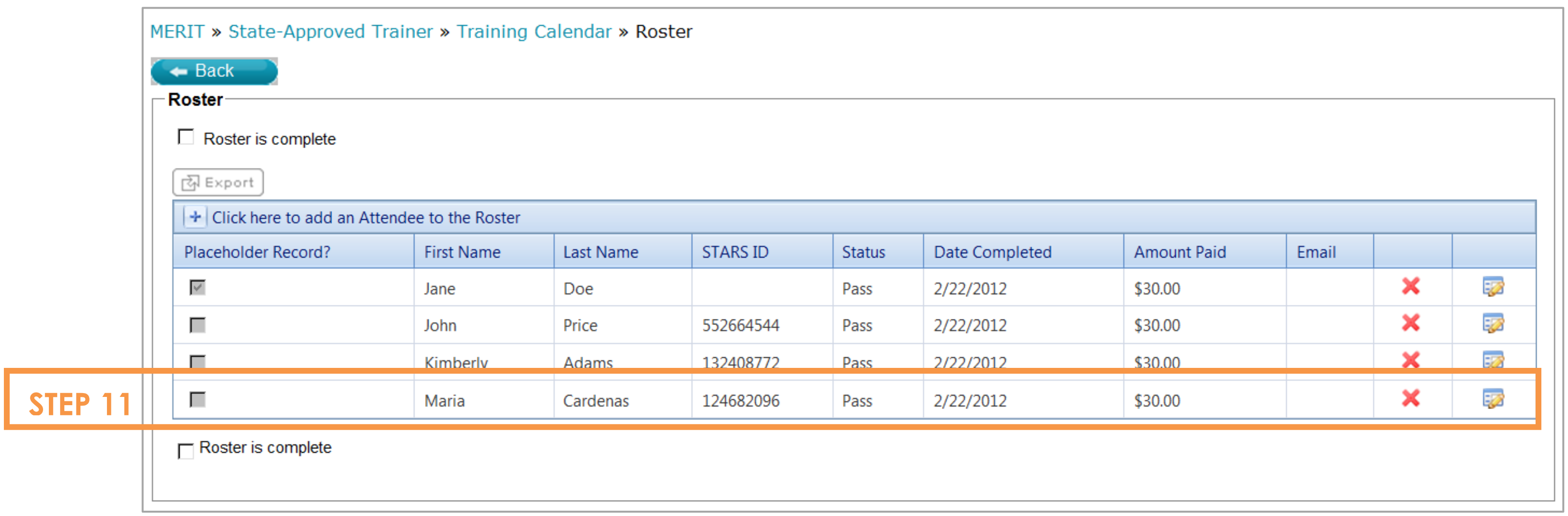
8) **Date Completed**. The training completion date will automatically populate this field, but may be edited if the attendee completed the training on a different date. This occurs most frequently for unscheduled trainings such as self-paced/correspondence or online trainings.

9) **Amount Paid**. The amount paid will automatically populate this field based on the training details, but may be edited if the attendee has paid a different amount.

10) Select **Save** if finished, or **Add Another** to add more attendees.



11) A successful addition to the training roster will display. Use the **Edit Icon** located on the far right of the record as needed.



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Managing Attendance Rosters (continued)

12) Continuing from Step 4-B, if the attendee did not have or provide a STARS ID at the time of the training, you can either use the search fields to find the STARS ID or you can create a **Placeholder Record**. Creating an electronic attendance record is your verification of training attendance. Placeholder records will eliminate the paper trail for trainings and allow you to keep an accurate electronic record of attendance, regardless of whether the attendee had a STARS ID.

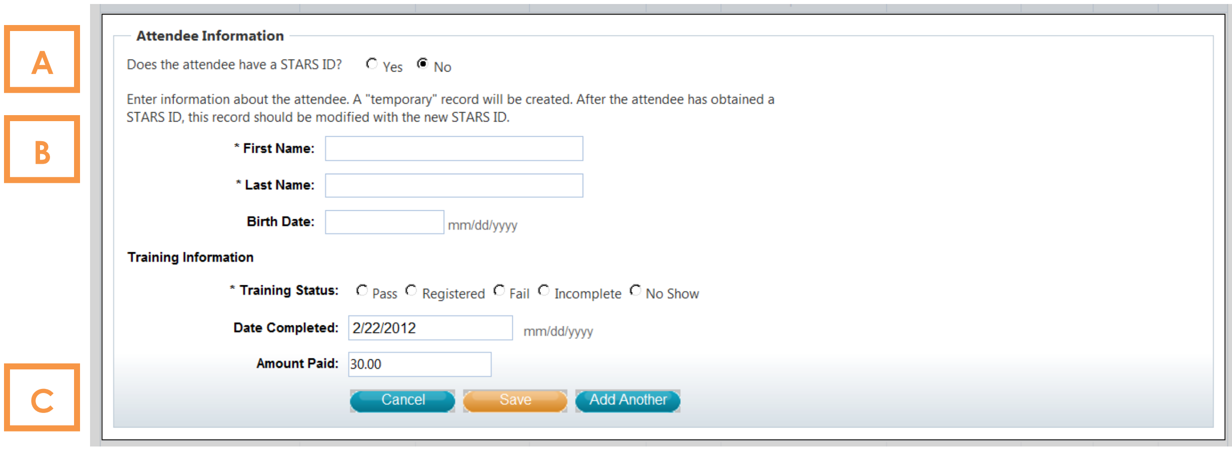
We ask that you **create placeholder records for all attendees without STARS IDs** as this will allow DEL MERIT staff to verify attendance if we are contacted by a professional at a later date who requests to be added to a training roster.

To do this:

A) Select **No** for the question **Does the attendee have a STARS ID?**

B) Enter the attendee's details to create a placeholder record. A minimum of first name, last name and training status is required.

C) Select **Save**.



D) A placeholder record will display with a designation in the training roster column, and a STARS ID will not be present.

+ Click here to add an Attendee to the Roster

D

Placeholder Record?	First Name	Last Name	STARS ID	Status	Date Completed	Amount Paid	Email		
☑	Jane	Doe		Pass	2/22/2012	$30.00		✖	
☐	John	Price	552664544	Pass	2/22/2012	$30.00		✖	
☐	Kimberly	Adams	132408772	Pass	2/22/2012	$30.00		✖	
☐	Maria	Cardenas	124682096	Pass	2/22/2012	$30.00		✖	

E) You may **edit the placeholder record** by selecting the **Edit Icon** and selecting **Yes** for the question **Does the attendee have a STARS ID?** and following steps 5 – 10 to add the attendee using their STARS ID.

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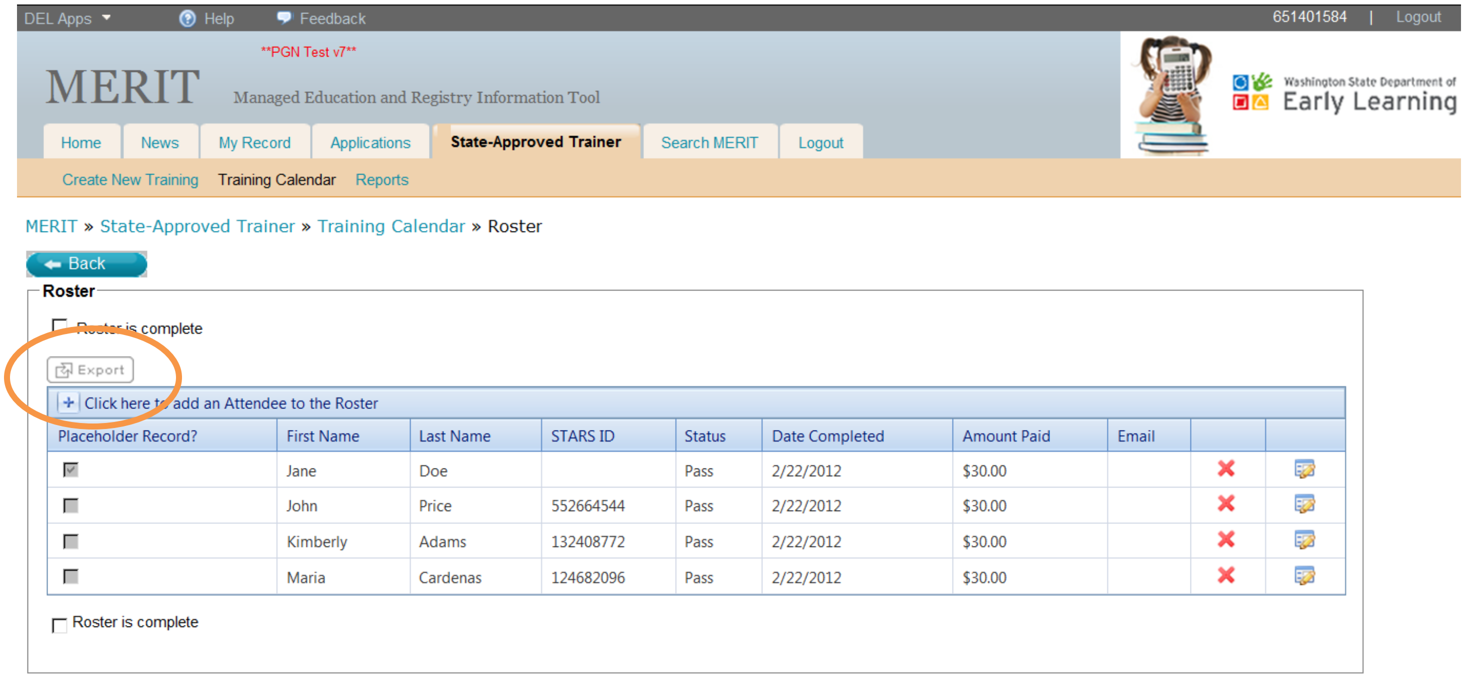
Exporting Attendance Rosters

The attendance roster can be exported to a Microsoft Excel file, allowing you to print a sign in sheet for your training. Adding registered attendees to the roster will also allow them to confirm their information at the time of the training.

To do this:
1) Open an existing training and navigate to the attendance roster.
2) Select the **Export** icon located above the roster.



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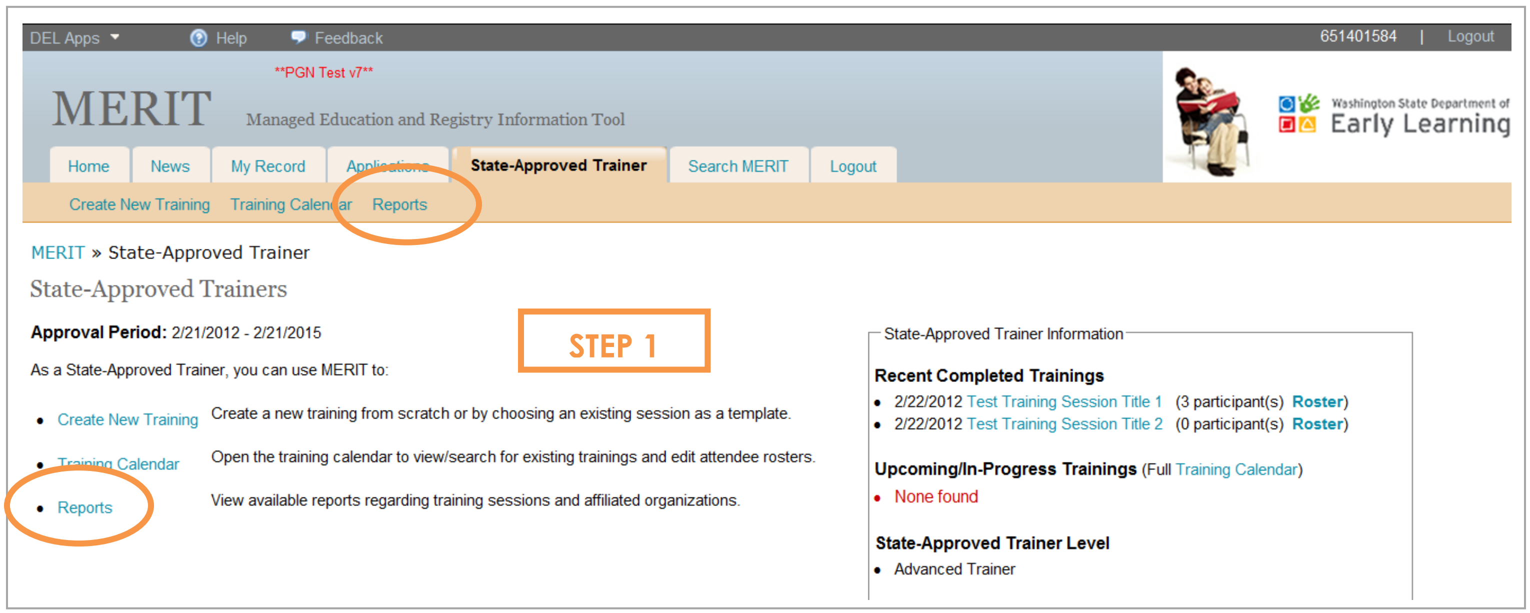
Viewing Training Reports

There are two training reports available from the State-Approved Trainer tab:

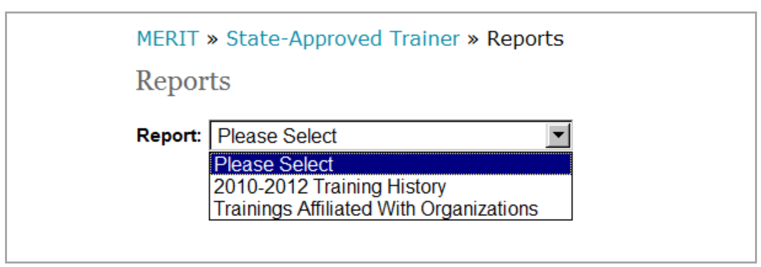
- If you were approved as a trainer in 2012, you have the option to view training history that is affiliated with organizations to whom you granted access to administer training roster
- If you were an approved trainer prior to 2012, you can also view a full training history that includes trainings created and provided during January 1, 2010 and August 31, 2012.

To view these reports:

1) Select **Reports** from the orange sub-menu or from the options on the left-hand side of the State-Approved Trainer page



2) Select the report that you would like to view.



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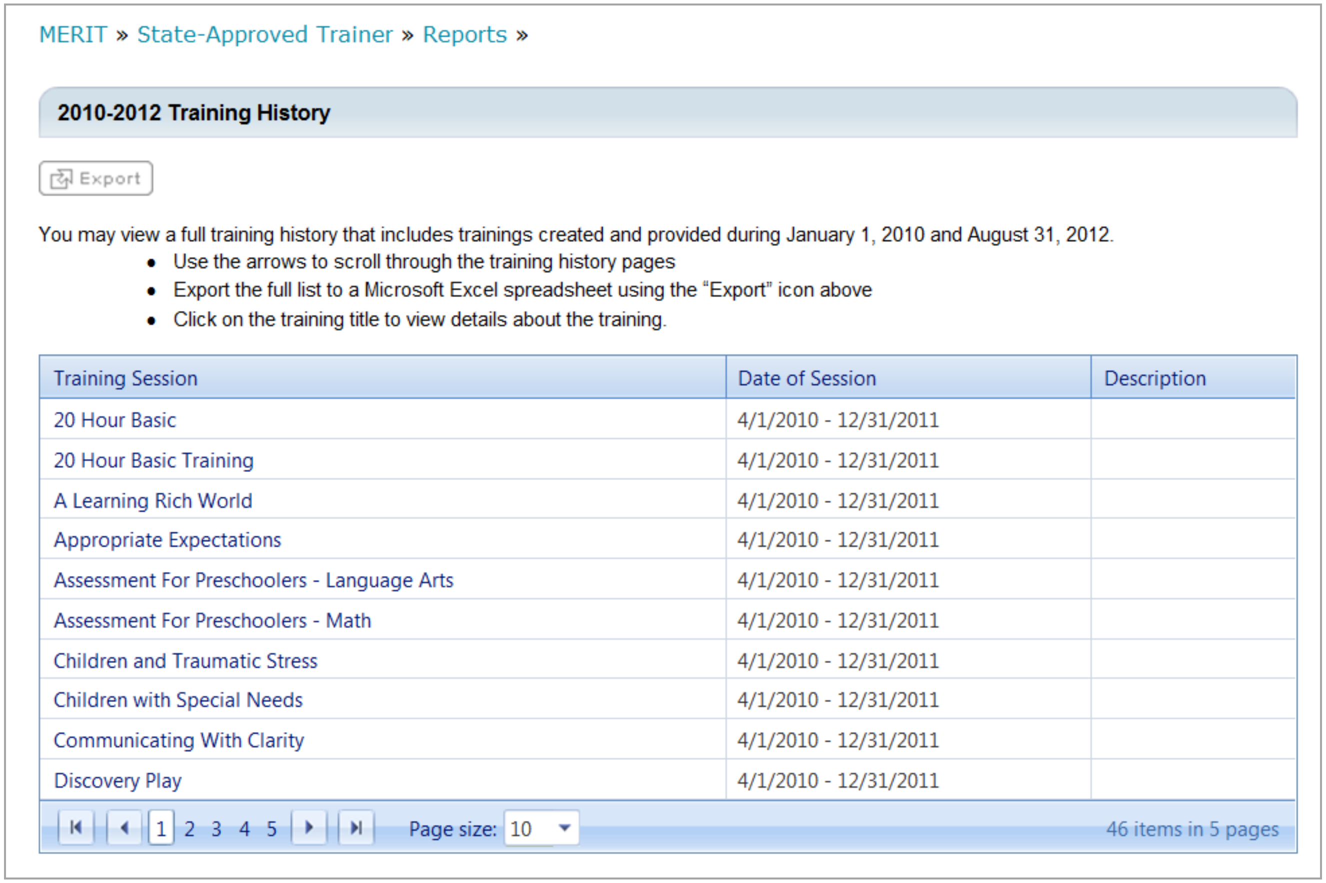
Viewing Training Reports (continued)

3) **2010-2012 Training History**. You may view a full training history that includes trainings created and provided during January 1, 2010 and August 31, 2012.

   A) Use the arrows to scroll through the training history pages

   B) Export the full list to a Microsoft Excel spreadsheet using the "Export" icon above.

   C) Click on the training title to view details about the training.



MERIT » State-Approved Trainer » Reports »

2010-2012 Training History

Export

You may view a full training history that includes trainings created and provided during January 1, 2010 and August 31, 2012.

- Use the arrows to scroll through the training history pages
- Export the full list to a Microsoft Excel spreadsheet using the "Export" icon above
- Click on the training title to view details about the training.

Training Session	Date of Session	Description
20 Hour Basic	4/1/2010 - 12/31/2011	
20 Hour Basic Training	4/1/2010 - 12/31/2011	
A Learning Rich World	4/1/2010 - 12/31/2011	
Appropriate Expectations	4/1/2010 - 12/31/2011	
Assessment For Preschoolers - Language Arts	4/1/2010 - 12/31/2011	
Assessment For Preschoolers - Math	4/1/2010 - 12/31/2011	
Children and Traumatic Stress	4/1/2010 - 12/31/2011	
Children with Special Needs	4/1/2010 - 12/31/2011	
Communicating With Clarity	4/1/2010 - 12/31/2011	
Discovery Play	4/1/2010 - 12/31/2011	

1 2 3 4 5 Page size: 10 46 items in 5 pages

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Viewing Training Reports (continued)

4) **Trainings Affiliated With Organizations.** State-approved trainers have the option to affiliate with organizations listed in MERIT for each training created, and to provide access for that organization to administer training rosters. In this report:

   A) See the full list of trainings that are associated with the organization.

   B) To see training details, click on the training/session title

   C) To see the details of an affiliated organization, click on the organization name

MERIT » State-Approved Trainer » Reports »

Training Date: - mm/dd/yyyy

Search

Trainings Affiliated With Organizations

State-approved trainers have the option to affiliate with organizations listed in MERIT for each training created, and to provide access for that organization to administer training rosters. In this report:

- See the full list of trainings that are associated with the organization.
- To see training details, click on the training/session title
- To see the details of an affiliated organization, click on the organization name

Export

Training Session	Organization Name	Conference/Special Event Title	Date of Session	Organization ID	Session Length
Test Training Session Title 4	Washington State Family Childcare Association		5/18/2012 - 5/18/2012	3000009985	2.00 hours
Test Training Session Title 3	Benton Franklin Family Child Care Association		8/15/2012 - 8/15/2012	3000009312	2.00 hours

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Adding an Affiliated Organization to MERIT

Currently, you must contact MERIT staff at DEL to request that a new organization be added to the affiliates list.

Please email your request to merit@del.wa.gov and include the following details:

1) Organization Name (*for high schools, this will be the school district*)
2) Primary Contact First Name/Last Name
3) Contact Phone Number
4) Contact Email
5) Physical Address, City, State, Zip, County
6) Mailing Address (*if different than physical address)*

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