

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



Professional **D**evelopment **P**athways

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.

DEL Apps ▾ Help Feedback Logout

MERIT
Managed Educational Registry Information Tool

Home 1 2 3 State-Approved Trainer Search MERIT Logout

Create New Training Training Calendar Reports

MERIT » State-Approved Trainer

State-Approved Trainers

Approval Period: 2/21/2012 - 2/21/2015

As a State-Approved Trainer, you can use MERIT to:

- [Create New Training](#) Create a new training from scratch or by choosing an existing session as a template.
- [Training Calendar](#) Open the training calendar to view/search for existing trainings and edit attendee rosters.
- [Reports](#) View available reports regarding training sessions and affiliated organizations.

State-Approved Trainer Information

Recent Completed Trainings

- 2/22/2012 [Test Training Session Title 1](#) (3 participant(s) [Roster](#))
- 2/22/2012 [Test Training Session Title 2](#) (0 participant(s) [Roster](#))

Upcoming/In-Progress Trainings (Full [Training Calendar](#))

- **None found**

State-Approved Trainer Level

- Advanced Trainer

Approved Core Competency Areas & Levels
You are currently approved to train the following Core Competencies at the specified levels:

- 20 Hour Basic STARS Training 1-2
- Child Growth & Development - ECE 1-5
- Child/Adolescent Growth and Development - SA 1-5
- Child/Adolescent Observation & Assessment - SA 1-5
- Cultural Competency & Responsiveness - SA 1-5
- Curriculum & Learning Environment - ECE 1-5
- Families & Community Partnerships - ECE 1-5
- Families, Communities & Schools - SA 1-5
- Health, Safety & Nutrition - ECE 1-5
- Interactions - ECE 1-5
- Interactions with Children/Youth - SA 1-5
- Learning Environment & Curriculum - SA 1-5
- Ongoing Measurement of Child Progress - ECE 1-5
- Professional Development & Leadership - ECE 1-5
- Professional Development & Leadership - SA 1-5
- Program Planning & Development - ECE 1-5
- Program Planning & Development - SA 1-5
- Safety & Wellness - SA 1-5
- Youth Empowerment - SA 1-5

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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.

The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface for a State-Approved Trainer. The top navigation bar includes 'Home', 'News', 'My Record', 'Applications', 'State-Approved Trainer', 'Search MERIT', and 'Logout'. Below this, a sub-menu contains 'Create New Training', 'Training Calendar', and 'Reports'. The 'Create New Training' option is circled in orange. The main content area shows the 'State-Approved Trainer' page with a 'STEP 1' callout box. The 'Approval Period' is listed as 2/21/2012 - 2/21/2015. A list of actions available to the trainer includes 'Create New Training' (circled in orange), 'Training Calendar', and 'Reports'. On the right, a 'State-Approved Trainer Information' box displays 'Recent Completed Trainings' (two sessions) and 'Upcoming/In-Progress Trainings' (None found). The 'State-Approved Trainer Level' is listed as 'Advanced Trainer'.

Creating a New Training (continued)

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

Trainer Information

Trainer Name: _____ Trainer ID: _____

* Are you affiliated with an organization? Yes No

B * Organization: To search for an organization, click in the field labeled "Organization" and begin typing the organization name. The system will display a list of active organizations based on the entry in the Organization field.

Allow the Organization to administer the training roster?

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

Trainer Information

Trainer Name _____ Trainer ID: _____

* Are you affiliated with an organization? Yes No

All independent trainers not affiliated with organizations are required to have an active business license with the State of Washington.

C * UBI #:

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.

Trainer Information

Trainer Name: _____ Trainer ID: _____

* Are you affiliated with an organization? Yes No

* Organization: To search for an organization, click in the field labeled "Organization" and begin typing the organization name. The system will display a list of active _____ the entry in the Organization field.

Allow the Organization to administer the training roster?

* Registration Phone: (555)555-5555 ext. 1234 **STEP 4** Registration Website:

* Contact Phone: (555)555-5555 ext. 1234

Publicly Available? Please check this box if you would like the training to be advertised across the state and open to all participants. Do not check this box if you have a set participant list and are not opening the training to additional participants.

Cancelled?

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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).

Trainer Information

Trainer Name: Torres,Ana **Trainer ID:** 651401584

*** Are you affiliated with an organization?** Yes No

*** Organization:** To search for an organization, click in the field labeled "Organization" and begin typing the organization name. The system will display a list of active organizations based on the entry in the Organization field.

Allow the Organization to administer the training roster?

*** Registration Phone:** (555)555-5555 ext. 1234 **Registration Website:**

*** Contact Phone:** (555)555-5555 ext. 1234

Publicly Available? **Cancelled?**

STEP 5

Please check this box if you would like the training to be advertised across the state and open to all participants. Do not check this box if you have a set participant list and are not opening the training to additional participants.

- 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.

Training Session Information

*** Training Session Title:**

*** Training Type:** *** Cost:** **Amount:**

*** Training Delivery Method:**

 *** Session Length:** hours *** Session Level:**

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

Details:

*** Date:** mm/dd/yyyy

*** Start Time:**

*** End Time:**

STEP 6

STEP 7

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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

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: * Session Length: hours * Session Level:

Schedule: |

* Date:

* Start Time:

* End Time:

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

* Training Delivery Method: * Session Length: hours * Session Level:

Address 1:

Address 2: (optional) Apt, floor, suite, etc.

City: State:

Zip Code: County:

Country:

Schedule Type: | |

Details:

* Date:

* Start Time:

* End Time:

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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

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: * Session Length: hours * Session Level:

Schedule Type: **Unscheduled Training**

Details:

* Training will be available from:

* Training will be available through:

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

C

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: * Session Length: hours * Session Level:

Address 1:

Address 2: (optional) Apt, floor, suite, etc.

City: State:

Zip Code: County:

Country:

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

Details:

* Date: mm/dd/yyyy

* Start Time:

* End Time:

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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: * Cost: Amount:

* Training Delivery Method: * Session Length: hours * Session Level:

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:

* Training will be available from:

* Training will be available through:

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: **STEP 9** Amount:

* Training Delivery Method: * Session Length: hours * Session Level:

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

Details:

* Date: 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.

Training Session Information

* Training Session Title:

* Training Type: * Cost:

* Training Delivery Method: * Session Length: hours * Session Level:

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

Details: **Single Day Training**

* Date: mm/dd/yyyy

* Start Time:

* End Time:

STEP 10

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.

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: **A** * Session Length: hours * Session Level:

Schedule Type: **One Day Training** | Multiple Day (Range) | Multiple I

Details: **Single Day Training**

* Date: mm/dd/yyyy

* Start Time:

* End Time:

STEP 11

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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.

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: **B** * Session Level:

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

Details: Multiple Day (Simple)

* Start Date:

* End Date:

* Start Time:

* End Time:

- 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.

Training Session Information

* Training Session Title:

* Training Type: * Cost: Amount:

* Training Delivery Method: **C** * Session Level:

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

Details: Multiple Day (Detailed)

| Date | Start Time | End Time | | |
|------------------------|------------|----------|--|--|
| No records to display. | | | | |

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

| | | | |
|--|--|---|--|
| <input type="checkbox"/> Administrators | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Early Childhood Education and Assistance Program (ECEAP) | <input type="checkbox"/> Family Home |
| <input type="checkbox"/> Family, Friend & Neighbor | <input type="checkbox"/> Head Start | <input type="checkbox"/> Military | <input type="checkbox"/> Parents/Relatives |
| <input type="checkbox"/> School-Age | <input type="checkbox"/> Trainers | <input type="checkbox"/> 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.*

| Early Care & Education Professionals | School-Age Professionals | Hours |
|--|--|----------------------|
| <input type="checkbox"/> Child Growth & Development | <input type="checkbox"/> Child/Adolescent Growth and Development | <input type="text"/> |
| <input type="checkbox"/> Curriculum & Learning Environment | <input type="checkbox"/> Child/Adolescent Observation & Assessment | <input type="text"/> |
| <input type="checkbox"/> Families & Community Partnerships | <input type="checkbox"/> Cultural Competency & Responsiveness | <input type="text"/> |
| <input type="checkbox"/> Health, Safety & Nutrition | <input type="checkbox"/> Families, Communities & Schools | <input type="text"/> |
| <input type="checkbox"/> Interactions | <input type="checkbox"/> Interactions with Children/Youth | <input type="text"/> |
| <input type="checkbox"/> Ongoing Measurement of Child Progress | <input type="checkbox"/> Learning Environment & Curriculum | <input type="text"/> |
| <input type="checkbox"/> Professional Development & Leadership | <input type="checkbox"/> Professional Development & Leadership | <input type="text"/> |
| <input type="checkbox"/> Program Planning & Development | <input type="checkbox"/> Program Planning & Development | <input type="text"/> |
| | <input type="checkbox"/> Safety & Wellness | <input type="text"/> |
| | <input type="checkbox"/> Youth Empowerment | <input type="text"/> |

STEP 13

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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

| | | | |
|---|--|---|------------------------------------|
| <input type="checkbox"/> American Sign Language | <input type="checkbox"/> English | <input type="checkbox"/> Korean | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Vietnamese | <input type="checkbox"/> Japanese | <input type="checkbox"/> Russian | <input type="checkbox"/> Tagalog |
| <input type="checkbox"/> Amharic | <input type="checkbox"/> Somali | <input type="checkbox"/> Oromo | <input type="checkbox"/> Arabic |
| <input type="checkbox"/> Cambodian | <input type="checkbox"/> Chinese-Cantonese | <input type="checkbox"/> Chinese-Mandarin | <input type="checkbox"/> French |
| <input type="checkbox"/> German | <input type="checkbox"/> Punjabi | <input type="checkbox"/> Samoan | <input type="checkbox"/> Ukrainian |
| <input type="checkbox"/> Other | | | |

If Other:

STEP 15

Content Focus Group

* Check the groups the training session focuses on.

Check/Uncheck All

| | | | |
|--|--|---|---|
| <input type="checkbox"/> Prenatal | <input type="checkbox"/> Infants | <input type="checkbox"/> Toddlers | <input type="checkbox"/> Preschool Age Children |
| <input type="checkbox"/> Pre-Kindergarten Children | <input type="checkbox"/> School-Age Children | <input type="checkbox"/> Youth | <input type="checkbox"/> Special Needs |
| <input type="checkbox"/> Parents | <input type="checkbox"/> Staff | <input type="checkbox"/> Administrators | <input type="checkbox"/> Other |

If Other:

STEP 16

Training Methods

* Check all that apply.

Check/Uncheck All

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

If Other:

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.

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. 

STEP 17

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.

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.

STEP 18

* 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...)

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**.

Agenda

STEP 19

* Provide an agenda for the training session

+ Click here to add a new agenda item

| Time | Topic | Description | Delete | Edit |
|---------|---------|--------------|--------|---|
| 9:45 AM | Topic 5 | Description. | ✗ |  |
| 9:15 AM | Topic 4 | Description. | ✗ |  |
| 8:45 AM | Topic 3 | Description. | ✗ |  |
| 8:15 AM | Topic 2 | Description. | ✗ |  |
| 8:00 AM | Topic 1 | Description. | ✗ |  |

STEP 20

Cancel Back Save

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**.

MERIT » State-Approved Trainer » Create New Training

STEP 1 **Create Training:** From Scratch

STEP 2 Use this document as a state-approved trainer to provide a detailed description of your training. Participants will be able to view most of the fields in order to make informed choices about training. Please provide enough description for participants to gain a deeper understanding of the training objectives and goals. This training session will not be approved, however it will be used as a reference document for monitoring training. Once complete, this information will be available to potential participants and will show up on the on-line training calendar. State-approved trainers must complete a training session document for each distinct training.

From Existing Training

Cancel Next

- 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**.

MERIT » State-Approved Trainer » Create New Training

Create Training: From Existing Training

Use this document as a state-approved trainer to provide a detailed description of your training. Participants will be able to view most of the fields in order to make informed choices about training. Please provide enough description for participants to gain a deeper understanding of the training objectives and goals. This training session will not be approved, however it will be used as a reference document for monitoring training. Once complete, this information will be available to potential participants and will show up on the on-line training calendar. State-approved trainers must complete a training session document for each distinct training.

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

STEP 3 **Find Training**

Title:

Training Date: - mm/dd/yyyy

Training Delivery Model: All

County: All

STEP 4 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.

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

Find Training

Title:

Training Date: - mm/dd/yyyy

Training Delivery Model:

County:

| | 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... |

STEP 5

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

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

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.

DEL Apps ▾ Help Feedback 651401584 | Logout

MERIT Managed Education and Registry Information Tool

Home News My Record Applications **State-Approved Trainer** Search MERIT Logout

Create New Training **Training Calendar** Reports

MERIT » State-Approved Trainer

State-Approved Trainers

Approval Period: 2/21/2012 - 2/21/2015

As a State-Approved Trainer, you can use MERIT to:

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- [Training Calendar](#) Open the training calendar to view/search for existing trainings and edit attendee rosters.
- [Reports](#) View available reports regarding training sessions and affiliated organizations.

State-Approved Trainer Information

Recent Completed Trainings

- 2/22/2012 [Test Training Session Title 1](#) (3 participant(s) [Roster](#))
- 2/22/2012 [Test Training Session Title 2](#) (0 participant(s) [Roster](#))

Upcoming/In-Progress Trainings (Full [Training Calendar](#))

- **None found**

State-Approved Trainer Level

- Advanced Trainer

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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

The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface. At the top, there are navigation links for Home, News, My Record, Applications, State-Approved Trainer, Search MERIT, and Logout. Below this is a breadcrumb trail: MERIT » State-Approved Trainer » Training Calendar. A key explains the status of training: Canceled (red), Active (green), and Complete (blue). A 'View' dropdown menu is open, showing 'Calendar', 'Calendar', and 'Search' as options. The main calendar displays the month of February 2012. Training sessions are listed on February 22nd and 29th. The session on Feb 22nd is titled 'Test Training Session Title 2' and 'Test Training Session Title 1'. The session on Feb 29th is also titled 'Test Training Session Title 2' and 'Test Training Session Title 1'.

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|--|--------|-----|-----|
| 29 | 30 | 31 | 01 Feb | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 Test Training Session Title 2 Test Training Session Title 1 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 Test Training Session Title 2 Test Training Session Title 1 | 01 Mar | 2 | 3 |

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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

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

Find Training

Title:

Training Date: - mm/dd/yyyy

Training Delivery Model:

County:

| | 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... |

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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**.

MERIT » State-Approved Trainer » Training Calendar » Edit Training

Trainer Information

Trainer Name: Torres,Ana **Trainer ID:** 651401584

*** Are you affiliated with an organization?** Yes No

All independent trainers not affiliated with organizations are required to have an active business license with the State of Washington.

*** UBI #:**

*** Registration Phone:** (555)555-5555 ext. 1234 **Registration Website:**

*** Contact Phone:** (555)555-5555 ext. 1234

Publicly Available? Please check this box if you would like the training to be advertised across the state and open to all participants. Do not check this box if you have a set participant list and are not opening the training to additional participants.

Cancelled?

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**.

MERIT Managed Education and Registry Information Tool

Home News My Record Applications State-Approved Trainer Search MERIT Logout

Create New Training Training Calendar Reports

MERIT » State-Approved Trainer » Training Calendar

Use the **View** options to search for a training you have created:

- **Calendar:** Use the left/right arrows to scroll through the calendar and find a training, or the down arrow to select a specific day, month and/or year.
- **Search:** allows you to enter criteria to find a specific training in your calendar from list of search results.

Clicking on the training title will open the training details and access to the **training attendee roster**.

View: Calendar
Calendar
Search

Key: Cancelled - Training has been cancelled Active - Training is active Complete - Training attendance list has been completed

today Feb, 2012 Day Week Month

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|--------|--------|-----|-----|
| 29 | 30 | 31 | 01 Feb | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 01 Mar | 2 | 3 |

Test Training Session Title 2
Test Training Session Title 1

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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.

The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface for a State-Approved Trainer. The top navigation bar includes 'DEL Apps', 'Help', 'Feedback', and user information '651401584 | Logout'. The main header features the MERIT logo and the Washington State Department of Early Learning logo. Below the header, there are navigation tabs: 'Home', 'News', 'My Record', 'Applications', 'State-Approved Trainer' (highlighted with an orange box labeled 'STEP 1'), 'Search MERIT', and 'Logout'. A secondary navigation bar contains 'Create New Training', 'Training Calendar', and 'Reports'. The main content area is titled 'MERIT » State-Approved Trainer' and 'State-Approved Trainers'. It shows an 'Approval Period: 2/21/2012 - 2/21/2015' and a list of actions: 'Create New Training', 'Training Calendar' (circled in orange with a 'B' box), and 'Reports'. On the right, there is a 'State-Approved Trainer Information' section with 'Recent Completed Trainings' and 'Upcoming/In-Progress Trainings'. The 'Recent Completed Trainings' list includes two entries: '2/22/2012 Test Training Session Title 1 (3 participant(s) Roster)' and '2/22/2012 Test Training Session Title 2 (0 participant(s) Roster)'. The 'Roster' link in the first entry is circled in orange with an 'A' box. The 'Upcoming/In-Progress Trainings' section shows 'None found'. The 'State-Approved Trainer Level' is listed as 'Advanced Trainer'.

- 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.

Manage Attendance List

Click to edit the training attendance and outcome for each attendee.

(You are required to complete your attendance list and close out trainings within 30 days of the training end date)

[Add/Edit](#) **STEP 2**

[Cancel](#) [Back](#) [Save](#)

[Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8 [About DEL](#) • [FAQ \(Professionals\)](#) • [FAQ \(Trainers\)](#) • [MERIT Forms](#) • [Privacy Policy](#)

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

DEL Apps ▾ Help Feedback 651401584 | Logout

MERIT Managed Education and Registry Information Tool

Home News My Record Applications **State-Approved Trainer** Search MERIT Logout

Create New Training Training Calendar Reports

MERIT » State-Approved Trainer » Training Calendar » Roster

[← Back](#)

Roster

Roster is complete

[Export](#)

[+ Click here to add an Attendee to the Roster](#) **STEP 3**

| Placeholder Record: | First Name | Last Name | STARS ID | Status | Date Completed | Amount Paid | Email | | |
|-------------------------------------|------------|-----------|-----------|--------|----------------|-------------|-------|---|--|
| <input checked="" type="checkbox"/> | Jane | Doe | | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | John | Price | 552664544 | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | Kimberly | Adams | 132408772 | Pass | 2/22/2012 | \$30.00 | | ✗ | |

Roster is complete

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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.

The screenshot shows a web form titled "Attendee Information" for finding Early Care & Education and School-age Professionals (ECE/SA). The form includes a "Does the attendee have a STARS ID?" question with "Yes" selected. Below this is a "Hide Search Options" dropdown menu. The search fields include: STARS ID (empty), First Name (Maria), Last Name (Cardenas), Middle Name (empty), Birth Date (empty, format mm/dd/yyyy), City (empty), and Zip Code (empty). A "Search" button is circled in orange and labeled "STEP 5". A message on the right says "You must enter at least a STARS ID, first or last name." Below the search fields is the "Training Information" section with radio buttons for "Pass", "Registered", "Fail", "Incomplete", and "No Show". The "Date Completed" is 2/22/2012 and "Amount Paid" is 30.00. At the bottom are "Cancel", "Save", and "Add Another" buttons. A "STEP 4" callout points to the "Does the attendee have a STARS ID?" question.

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Managing Attendance Rosters (continued)

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

Attendee Information

Does the attendee have a STARS ID? Yes No

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

Search Results

| | | |
|----------------|---------------------|---------------------------------------|
| Maria Cardenas | STARS ID: 120357852 | <input type="button" value="Select"/> |
| Maria Cardenas | STARS ID: 124682096 | <input type="button" value="Select"/> |
| Maria Cardenas | STARS ID: 482097904 | <input type="button" value="Select"/> |
| Maria Cardenas | STARS ID: 724728603 | <input type="button" value="Select"/> |

Page size: 10 Items 1 to 4 of 4

Training Information

* Training Status: Pass Registered Fail Incomplete No Show

Date Completed: 2/22/2012 mm/dd/yyyy

Amount Paid: 30.00

STEP 6

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. Only a Pass status will update an attendee's professional record in MERIT.

Attendee Information

Training Attendee Information

STARS ID: 124682096

First Name: Maria

Last Name: Cardenas

Birth Date: 5/5/1980

Training Information

* Training Status: Pass Registered Fail Incomplete No Show

Date Completed: 2/22/2012 mm/dd/yyyy

Amount Paid: 30.00

STEP 7

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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.

The screenshot shows a form titled "Attendee Information" with two main sections: "Training Attendee Information" and "Training Information".

Training Attendee Information: Includes fields for STARS ID (124682096), First Name (Maria), Last Name (Cardenas), and Birth Date (5/5/1980). An "Edit" button is located to the right.

Training Information: Includes a "Training Status" section with radio buttons for Pass, Registered, Fail, Incomplete, and No Show. Below this are input fields for "Date Completed" (2/22/2012) and "Amount Paid" (30.00). At the bottom are "Cancel", "Save", and "Add Another" buttons.

Callouts: "STEP 8" points to the "Date Completed" field; "STEP 9" points to the "Amount Paid" field; "STEP 10" points to the "Add Another" button.

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

The screenshot shows the "Roster" page with a breadcrumb trail: MERIT » State-Approved Trainer » Training Calendar » Roster. It includes a "Back" button, a "Roster is complete" checkbox, and an "Export" button. Below is a table with a header row and four data rows. The last row is highlighted with an orange box and labeled "STEP 11".

| Placeholder Record? | First Name | Last Name | STARS ID | Status | Date Completed | Amount Paid | Email | | |
|--------------------------|------------|-----------|-----------|--------|----------------|-------------|-------|---|--|
| <input type="checkbox"/> | Jane | Doe | | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | John | Price | 552664544 | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | Kimberly | Adams | 132408772 | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | Maria | Cardenas | 124682096 | Pass | 2/22/2012 | \$30.00 | | ✗ | |

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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**.

Attendee Information

Does the attendee have a STARS ID? Yes No

Enter information about the attendee. A "temporary" record will be created. After the attendee has obtained a STARS ID, this record should be modified with the new STARS ID.

* First Name:

* Last Name:

Birth Date: mm/dd/yyyy

Training Information

* Training Status: Pass Registered Fail Incomplete No Show

Date Completed: 2/22/2012 mm/dd/yyyy

Amount Paid: 30.00

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 | | | | | | | | | |
|---|------------|-----------|-----------|--------|----------------|-------------|-------|--|---|
| Placeholder Record? | First Name | Last Name | STARS ID | Status | Date Completed | Amount Paid | Email | | |
| <input checked="" type="checkbox"/> | Jane | Doe | | Pass | 2/22/2012 | \$30.00 | | | ✗ |
| <input type="checkbox"/> | John | Price | 552664544 | Pass | 2/22/2012 | \$30.00 | | | ✗ |
| <input type="checkbox"/> | Kimberly | Adams | 132408772 | Pass | 2/22/2012 | \$30.00 | | | ✗ |
| <input type="checkbox"/> | 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.

The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface. The user is logged in as 651401584. The page title is "**PGN Test v7**". The navigation menu includes Home, News, My Record, Applications, State-Approved Trainer (selected), Search MERIT, and Logout. Below the menu are links for Create New Training, Training Calendar, and Reports. The breadcrumb trail is MERIT » State-Approved Trainer » Training Calendar » Roster. A Back button is visible. The Roster section has a checkbox for "Roster is complete" (unchecked) and an "Export" button circled in orange. Below the button is a link: "+ Click here to add an Attendee to the Roster". A table lists attendees with columns: Placeholder Record?, First Name, Last Name, STARS ID, Status, Date Completed, Amount Paid, Email, and two icons (a red X and a document icon). The table contains four rows of data.

| Placeholder Record? | First Name | Last Name | STARS ID | Status | Date Completed | Amount Paid | Email | | |
|-------------------------------------|------------|-----------|-----------|--------|----------------|-------------|-------|---|--|
| <input checked="" type="checkbox"/> | Jane | Doe | | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | John | Price | 552664544 | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | Kimberly | Adams | 132408772 | Pass | 2/22/2012 | \$30.00 | | ✗ | |
| <input type="checkbox"/> | Maria | Cardenas | 124682096 | Pass | 2/22/2012 | \$30.00 | | ✗ | |

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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

The screenshot shows the MERIT (Managed Education and Registry Information Tool) interface for a State-Approved Trainer. The top navigation bar includes 'Home', 'News', 'My Record', 'Applications', 'State-Approved Trainer', 'Search MERIT', and 'Logout'. Below this, a secondary navigation bar contains 'Create New Training', 'Training Calendar', and 'Reports', with 'Reports' circled in orange. The main content area is titled 'State-Approved Trainers' and includes an 'Approval Period' of 2/21/2012 - 2/21/2015. A box labeled 'STEP 1' is positioned above the instructions. The instructions state: 'As a State-Approved Trainer, you can use MERIT to:' followed by three options: 'Create New Training', 'Training Calendar', and 'Reports', with 'Reports' circled in orange. To the right, a sidebar displays 'State-Approved Trainer Information', including 'Recent Completed Trainings' (two sessions), 'Upcoming/In-Progress Trainings' (none found), and 'State-Approved Trainer Level' (Advanced Trainer).

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

The screenshot shows the 'Reports' section of the MERIT interface. The breadcrumb trail is 'MERIT » State-Approved Trainer » Reports'. Below the title, there is a 'Report:' label followed by a dropdown menu. The dropdown menu is open, showing three options: 'Please Select' (highlighted in blue), '2010-2012 Training History', and 'Trainings Affiliated With Organizations'.

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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 | |

 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*)