



Early Achievers Head Start/ECEAP Application for Level 3 – **The Step-by-Step Guide**

Eight easy steps to complete and submit your Early Achievers Application for Level 3 in MERIT

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



Step 1: Log into your MERIT account at merit.del.wa.gov

MERIT Managed Education and Registry Information Tool

Home Sign in Search MERIT

MERIT » Sign in

Welcome to MERIT - Sign in

If you have a STARS ID number and this is your first time signing into MERIT, find your user type below and follow the steps to get your MERIT username and password.

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

To find your MERIT username:

- Your username will always be your STARS ID **OR** the primary email address used in your MERIT record.
- In the [Early Care & Education and School-age Professional search](#), use your name and/or date of birth to find your STARS ID.
- If you do not find a STARS ID number assigned to you through the ECE/SA search, or you do not know which email is recorded in your MERIT profile, please [Contact MERIT Support Services](#) or call toll free: 1.866.482.4325 and choose option 8.

To receive your password:

- If you have forgotten your password, click [here](#) to reset your password, or click "Forgot Your Password?" on the right-hand side of this screen. You will receive a temporary password in an email from merit@del.wa.gov
- If you do not receive your temporary password, it may be that the record in MERIT does not have a valid email address. Please [Contact MERIT Support Services](#) to request an email update and to have your password reset.

Sign in

Returning users:

Username: (STARS ID or email address)

Password:

Sign in

[Forgot your Password?](#)

New users:

MERIT Registration

Please note: A working e-mail account is required to register in MERIT and submit applications on-line.

To find your username and password:

A. Username: Your username will always be either your STARS ID or the primary e-mail address recorded in your MERIT record.

B. Password: If you have forgotten your password, you may reset it. To do this, click on "Forgot Your Password?" and follow the instructions.

Step 2: Accessing the Early Achievers Sub Tab

The screenshot displays the MERIT (Managed Education and Registry Information Tool) interface. At the top, the navigation menu includes 'Home', 'News', 'My Record', 'Facility/Site', 'Applications', 'Search MERIT', and 'Logout'. The 'Facility/Site' tab is highlighted with a red circle. Below the navigation, the breadcrumb 'MERIT > Facility/Site' is shown. A section titled 'Choose Facility/Site to Administer' contains a dropdown menu with 'Star Elementary' selected, indicated by a red arrow. The 'Facility/Site Details' section for 'Star Elementary' includes contact information, site ID (999), physical location (Public School), and ECEAP Slots (18). The 'Early Achievers' status is 'Not Participating'. Below the details, a navigation bar shows 'Employees Information', 'Account Management', and 'Early Achievers', with the latter highlighted by a red circle. The 'Early Achievers Applications' section contains a link for 'Early Achievers Application for Level 3' and a description of the application process. The 'QRIS Contact Information' section has two dropdown menus for 'Name of Primary QRIS Contact' and 'Name of Secondary QRIS Contact', both with 'Please Select' in the dropdown and a red arrow pointing to the first one. Fields for 'Role within the Program', 'email', and 'Phone' are present for both contacts. A 'Save' button is at the bottom.

Once you have registered the facility/site, you will have access to the Early Achievers sub tab from your Facility/Site tab.

If you are the Site Manager for multiple sites, you may use the drop-down menu under the “Choose Facility/Site to Administer” heading to select a specific site to administer.

Next, click on the Early Achievers sub tab to view the Early Achievers Application for Level 3.

Please select the Primary QRIS Contact for the site from the drop-down menu. Once selected, their role, email address, and phone number will auto-fill based on information contained in their own MERIT professional record.

Step 3: Accessing the Early Achievers Application for Level 3

MERIT Managed Education and Registry Information Tool

Home News My Record **Facility/Site** Applications Search MERIT Logout

MERIT » Facility/Site

Choose Facility/Site to Administer

Select facility/site to administer: Star Elementary

Facility/Site Details

Star Elementary
123 Early Care Ave
Olympia, WA 98501
(360) 555-5555

Site ID 999
Physical Location of Site Public School
Grantee/Contractor ESD-Star ESD
Grantee/Contractor Phone (360) 555-5555

Early Achievers
Status: Not Participating

ECEAP Slots 18

Employees Information Account Management **Early Achievers**

Early Achievers Applications

[Early Achievers Application for Level 3](#) Use this application to begin your site's participation in Early Achievers. You will be asked to provide information regarding your site's services and structure. You will be able to access information regarding optional Early Achievers trainings as well as the optional Early Achievers Self-Assessment. Upon completion of this application and approval by your Grantee/Contractor, you will be designated an Entry Level 3 participant. Entry Level 3 is a streamlined entry point for Head Start and ECEAP sites based on reciprocity between Head Start/ECEAP program standards and Early Achievers standards. For more information or assistance, please contact your Grantee/Contractor.

QRIS Contact Information

Name of Primary QRIS Contact: Early Professional email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager Phone: (555)555-5555

Optional
Name of Secondary QRIS Contact: Please Select email:
Role within the Program: Phone:

Save

Click on the blue highlighted link *Early Achievers Application for Level 3*.

Step 4: Facility/Site Information

1 Facility/Site Information 2 Facility/Site Demographics 3 Self-Assessment & Training 4 Review & Submit

Cancel Next

Please enter information about the structure of your program.

Contact Information

Name of Primary QRIS Contact: Early Professional email: cgonzalez@uat.fun
 Role within the Program: ECEAP Site Contact/Manager Phone: (555)555-5555

Optional

Name of Secondary QRIS Contact: Early Professional email: cgonzalez@uat.fun
 Role within the Program: ECEAP Site Contact/Manager Phone: (555)555-5555

Program Schedule

Please select all that apply (check at least one box on each line):

Full Day (more than 5 hours) Part Day (less than 5 hours) 24 hours

Full Year Part Year (Example: June to September)

Children Served

How many total children are you approved to serve?

How many Head Start and/or ECEAP slots are you approved to serve?

Slots by Program Type:	
ECEAP	<input type="text" value="18"/>

Ages Served. Please check all that apply:

Check/Uncheck All

Infant (0-11 months) Toddler (12-29 months) Pre-School (30 months - 5 years)

Total number of children from ages 0 through 5 years currently enrolled:

Total number of teaching staff:

Total number of classrooms:

Early Achievers Application for Level 3, Step 1: Facility/Site Information.

Your contact information will auto-fill based on the contents of your MERIT professional record.

You will need to check all boxes that apply to your program schedule, and enter the total number of children you are approved to serve (if you are a blended facility/site, this will include your licensed capacity).

The number of Head Start and/or ECEAP slots you are approved to serve will auto-fill .

Select the ages you are approved to serve. Then indicate how many children are currently enrolled, your total number of teaching staff, and your total number of classrooms.

Next, click on the plus + sign of the Classroom table to enter classroom information.

Classrooms

List classrooms by age range and capacity. You will need to assign teaching staff to the classrooms table in order to move forward in the application. Teaching staff will be pre-populated if they have listed the facility as a current employer in their personal account. Click the edit button to begin assigning teaching staff to each room.

Click here to add a Classroom

Classroom Name	Age Range Served	Children	Teaching Staff	Schedule	HS/ECEAP	Name(s) of Teaching Staff	Delete	Edit
No Records Found								

Cancel Next

Step 4: Facility/Site Information (continued)

Classroom Information

Classroom Name:

Select the age range that is served in the classroom:

Classroom schedule:

Full Day (more than 5 hours) Part Day (less than 5 hours)

Number of Children: Number of Staff:

<input type="checkbox"/> American Indian/Alaska Native Early Head Start	<input type="checkbox"/> American Indian/Alaska Native Head Start	<input type="checkbox"/> Early Childhood Education & Assistance Program (ECEAP)	<input type="checkbox"/> Early Head Start
<input type="checkbox"/> Head Start	<input type="checkbox"/> Migrant/Seasonal Early Head Start	<input type="checkbox"/> Migrant/Seasonal Head Start	

Employees

Please select the staff members that belong to this classroom.

	First Name	Last Name	Employment Start Date	Job Title
<input checked="" type="checkbox"/>	Early	Professional	7/11/2013	ECEAP Site Contact/Manager

You must select either full or part day under the Classroom schedule drop-down menu.

Teaching staff will pre-populate under the “Employees” heading if they have listed the facility/site as a current employer in their personal MERIT account. Use the check box to assign teaching staff to their primary classroom. The total number of staff in the classroom must match the number of staff names you select.

You may select “Add Another” to move to the next classroom and add information, or “Save” if you are finished. You will be taken back to Step 1: Facility/Site Information where you may click “Next” at the bottom of the screen to continue to the next step of the application.

Step 5: Facility/Site Demographics

1 2 3 4

Facility/Site Information Facility/Site Demographics Self-Assessment & Training Review & Submit

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Facility Demographics

Please indicate which of the following characteristics for each category best describe your program.

Corporate Structure:

What best describes your facility location?

Does your program receive any of the following types of public funding?

Child and Adult Care Food Program Child Care Subsidies Early Head Start ECEAP
 Head Start No Public Funding Other public funds

If Other:

How many children enrolled in your program receive public subsidies to attend your program?

Do any currently enrolled children have an IEP for diagnosed special needs? Yes No

Do any currently enrolled children have an IFSP for diagnosed special needs? Yes No

Primary language spoken in your facility (between provider and children)? If Other:

Secondary language spoken in your facility (between provider and children)? (optional) If Other:

Do you serve special populations? (optional)

Foster Children Homeless Families Migrant Workers Military Families
 Teen Parents Other

If Other:

Is your program currently accredited by a nationally recognized early childhood accrediting body? (optional)

American Montessori Society (AMS) Association Montessori Internationale (AMI) Association of Christian Schools International (ACSI) Montessori School Accreditation Commission (MSAC)
 National Accreditation Commission for Early Care and Education Programs (NAC) National AfterSchool Association (NAA) National Association for Family Child Care (NAFCC) National Association for the Education of Young Children (NAEYC)

Other

If Other:

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Early Achievers Application for Level 3, Step 2: Facility/Site Demographics.

Respond to the following questions about facility/site demographics.

If “Yes” is selected to indicate the site has enrolled children with either an IEP or IFSP then checklists will generate to request specific information regarding the diagnosed special needs (See example on next page).

Click “Next” when you are finished entering facility/site demographics.

Step 5: Facility/Site Demographics (continued)

Do any currently enrolled children have an IEP for diagnosed special needs? Yes No

If Yes, how many? Please count each child only once, listing them under their primary diagnosis:

Special Need	Number of Children
<input type="checkbox"/> ADHD/ADD	<input type="text"/>
<input type="checkbox"/> Autism, Spectrum disorders	<input type="text"/>
<input type="checkbox"/> Behavioral	<input type="text"/>
<input type="checkbox"/> Down Syndrome	<input type="text"/>
<input type="checkbox"/> Hearing Impairment	<input type="text"/>
<input type="checkbox"/> Learning Disabilities	<input type="text"/>
<input type="checkbox"/> Maintenance Care Diseases (Diabetes, HIV)	<input type="text"/>
<input type="checkbox"/> Mentally Disabled/Developmentally Delayed	<input type="text"/>
<input type="checkbox"/> Neurological Disorders	<input type="text"/>
<input type="checkbox"/> Orthopedic Handicaps	<input type="text"/>
<input type="checkbox"/> Speech & Language Disorders	<input type="text"/>
<input type="checkbox"/> Visual Impairment	<input type="text"/>
<input type="checkbox"/> Other <input type="text"/>	<input type="text"/>

Do any currently enrolled children have an IFSP for diagnosed special needs? Yes No

If “Yes” is selected to indicate the site has enrolled children with an IEP a checklist will generate to request specific information regarding the diagnosed special needs.

Check the box indicating which special need has been diagnosed for the child, then type in the number of children enrolled who have the diagnosis.

If “Yes” is selected to indicate the site has enrolled children with an IFSP, a similar checklist will generate.

Step 6: Self-Assessment & Training

1 — 2 — 3 — 4

Facility/Site Information Facility/Site Demographics Self-Assessment & Training Review & Submit

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Early Achievers Trainings

Participation in the online portion of the QRIS Professional Training Series is optional for Head Start and ECEAP participants. Participation is free and open to all staff at your site. You can share this link: www.wachildcaretraining.com with interested staff. They may participate in some, none, or all of the training in this series. If you are unsure whether or not these trainings would benefit your site, please contact your Grantee/Contractor.

Training Title	Date Completed
QRIS - Introduction to the Environment Rating Scale (ERS) & the Classroom Assessment Scoring System (CLASS)	Not completed
QRIS - Washington State Early Learning Guidelines	Not completed
QRIS - Washington State Core Competencies for Early Care & Education Professionals	Not completed

Self-Assessment

The purpose of self-assessment is to promote reflection on current practice and build familiarity with the assessments and standards used in Early Achievers. Use of the self-assessment tool is optional for Head Start and ECEAP. Use of the tool is most relevant to those sites who will be seeking on-site evaluation following completion of Entry Level 3.

Use the following link to access the optional Early Achievers Self-Assessment. The system will save your work if you need to complete the self-assessment in multiple sittings.

Title	Complete
Early Achievers Self-Assessment Go to Assessment	<input type="checkbox"/>

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Early Achievers Application for Level 3, Step 3: Self-Assessment & Training.

Participation in the Early Achievers Professional Training Series and the online Early Achievers Self-Assessment is optional for Head Start and ECEAP participants. The Early Achievers online training is free and open to all staff at your facility/site, and may be accessed at the following link: <http://www.wachildcaretraining.com/>

Click “Next” when you are ready to move to the next step of the application.

Step 7: Review & Submit

1 2 3 4

Facility/Site Information Facility/Site Demographics Self-Assessment & Training Review & Submit

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Application Review

Program Information

Name: Star Elementary /
License Number:
Facility Type: ECEAP
Address: 123 Early Care Ave
Olympia, WA 98501
County: Thurston
Phone: (360) 555-5555
Grantee/Contractor: ESD-Star ESD

Contact Information [View/Edit Information](#)

Name of Primary QRIS Contact: Early Professional email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager Phone: (555)555-5555

Optional
Name of Secondary QRIS Contact: Early Professional email: cgonzalez@uat.fun
Role within the Program: ECEAP Site Contact/Manager Phone: (555)555-5555

Facility/Site Information [View/Edit Information](#)

Program Schedule

Pre-School (30 months - 5 years)

Children Served

How many children are you approved to serve (ex. Licensed capacity)? 2
Ages Served: Pre-School (30 months - 5 years)
Total number of children from ages 0 through 5 years currently enrolled: 18
Total number of teaching staff: 1
Total number of classrooms: 1

Early Achievers Application for Level 3, Step 4: Review & Submit.

Please review your answers and ensure that the information is correct.

After you have reviewed your application you will be asked to complete the Applicant Assurances field.

As a signature, the system will ask you to type in your first and last name as it appears in MERIT. The date will auto-fill with today's date.

Applicant Assurances

Signature: I, , affirm that the information on this application is true and correct to the best of my knowledge. I have met all requirements and request to be assigned Level 3 designation.

Date:

[Submit](#) ← Back

Then click "**Submit.**"

Step 8: Confirmation

MERIT Managed Education and Registry Information Tool

Home News My Record **Facility/Site** Applications Search MERIT Logout

MERIT » Facility/Site

Choose Facility/Site to Administer

Select facility/site to administer: Star Elementary

Facility/Site Details

Star Elementary
123 Early Care Ave
Olympia, WA 98501
(360) 555-5555

Site ID 999
Physical Location of Site Public School
Grantee/Contractor ESD-Star ESD
Grantee/Contractor Phone (360) 555-5555

 **Early Achievers**
Status: Not Participating

ECEAP Slots 18

Employees Information | Account Management | **Early Achievers**

Early Achievers Applications

Early Achievers Application for Level 3
You have already submitted an Early Achievers Application for Level 3. [Click here](#) to view the submitted application.

You will now be returned to your Facility/Site tab, where you may click on a blue hyperlink to view the submitted application. Your application will be reviewed by your Grantee/Contractor, then submitted to QRIS staff for approval.

You will receive an email confirmation once a decision has been reached.

QUESTIONS? Please contact us at QRIS@DEL.WA.GOV