Early Childhood Education Program

BACKGROUND CHECK INSTRUCTIONS through MERIT

As required by Washington State Department of Children Youth and Families and in compliance with the Childcare Licensing Codes (WAC), all employees, including students, must be listed on the Early Learning Center's **MERIT** account. *Save your username and password*

REGISTRATION IN MERIT:

1. Go to https://apps.dcyf.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fmerit
2. Find the "New user" section on the right hand side of the website.
3. Click "MERIT Registration"
4. Fill in your personal information and create a password. **You will need this again.**
5. Login, click on the "My Record" tab at the top of the page.
6. Click on "Professional Record" located directly under the "My Record" tab.
7. Scroll down to the "Early Care & Education/School-Age Employment Information" box. You will find this about 3/4 of the way down the page. It is located below your personal information and the Health and Safety information.
8. Click on "Click here to add New Employment"
9. Select "Licensed Child Care Center"
10. Select "Childcare Assistant or Aide" or "Volunteer" as your job title
11. Type LCC HOME & FAMILY as your site. Make sure it does **_NOT_** say Head Start.
12. Enter your start date and leave the end date blank.

PORTABLE BACKGROUND CHECK

1. Click on the "Applications" tab at the top of the MERIT home screen.
2. Click "Portable Background Check Application".
3. Complete the application and submit.
4. Mail in or pay $12.00 online
5. Wait for an email (a couple days) which will describe the fingerprinting step.
6. **Open attachment** on email and schedule a fingerprinting appointment at the Train Station
7. There is a $46/$44 fee for fingerprinting