



MERIT ACCESS

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.

REGISTRATION IN MERIT:

1. Go to <https://apps.dcyf.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fmerit>
2. Fill in your personal information and create a password under "MERIT Registration" to create a STARS ID.
3. Login, click on the "My Record" tab at the top of the page.
4. Click on "Professional Record" located directly under the "My Record" tab.
5. 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.
6. Click on "Click here to add New Employment"
7. Select "Licensed Child Care Center"
8. Select "Childcare Assistant or Aide" or "Volunteer (for clinical/practicum students)" as your job title
9. Type LCC HOME & FAMILY as your site. Make sure it does **NOT** say Head Start. LCC Home & Family will appear, click on it.
10. 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 (Currently excused)
5. Wait for an email (a couple days) which will describe the fingerprinting step. Check your spam if you haven't received an email within the week.
6. **Open attachment** on email and schedule a fingerprinting appointment
7. There is a \$46/\$44 fee for fingerprinting. Be prepared to pay this at the time you schedule your appointment. (Currently Excused)