

Completing the ECEAP Staff Qualifications Application in MERIT Procedure

Purpose

This tells ECEAP Lead Teachers, ECEAP Assistant Teachers, and ECEAP Family Support Specialists how to correctly complete the ECEAP Staff Qualifications Application in MERIT.

Guidance

Who?

- ECEAP Lead Teachers
- ECEAP Assistant Teachers
- ECEAP Family Support Specialists

If you are Head Start staff or other ECEAP staff not in positions listed above, you are not required to complete this application, but you are still eligible for the financial incentives. Visit the link below to proceed to alternate instructions: <https://del-public-files.s3-us-west-2.amazonaws.com/FiveEasyStepsEnglish.pdf>.

When?

The application needs to be complete within one week of starting your new position. Completing the application should take you about 15-30 minutes, depending on how much information you've previously entered into MERIT. Documentation needs to be mailed to Centralia as soon as possible after the application is complete.

What kind of financial incentives are available?

See the DEL Professional Development Achievement Awards page linked below. The funding is limited and awarded first-come, first-served, so submit your application and documentation right away!

<https://del.wa.gov/professional-development/professional-development-achievement-awards>

Who can help me?

- With the requirements: Contact Kristyl Riddle (kriddle@psed.org)
- With the application, financial incentives, or website technical difficulties: Contact DEL directly at merit@del.wa.gov or 866-482-4325

Procedure

1. Go to <http://merit.del.wa.gov>
2. Click "Sign in or Register" at the bottom of the screen
3. Register for an account or sign in with your email address and password
4. Click the "My Education" Tab in the top left of your screen



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5. Under “What would you like to do?” select “Enter my education and qualify for an award”
6. For “I am an ECEAP lead teacher, ECEAP assistant teacher and/or ECEAP family support staff,” select “Yes”
7. Click the blue GO button

What would you like to do?

Enter my education and qualify for an award

I am an ECEAP lead teacher, ECEAP assistant teacher and/or ECEAP family support staff.

Yes **No**

Apply for an educational exemption from the STARS initial training requirement

8. You are now on Step 1 – My Role. Follow all directions on this page, then click Next.
9. Proceed through Steps 2, 3, 4, and 5 following the directions on each page from top to bottom.
10. Gather your documentation:
 - a. Have your college or university mail your official transcripts to you at your home
 - b. Gather all documentation that demonstrates you are qualified for your ECEAP position, based on the option you selected on the Staff Qualifications application
 - i. For example, if you checked “An associate or higher degree with 30 or more college quarter credits in early childhood education,” you will gather transcripts that show your final degree award as well as transcripts that show all 30 credits
 - c. Gather any additional documentation that backs up your education award described on Step 3 of your application, such as diplomas, certificates, and credentials
 - d. Do not include anything extra. For example, do not gather workshop certificates unless those workshops were used to qualify you for your ECEAP position
 - e. Do not resubmit documentation that was previously verified through MERIT (if you already received a financial incentive award)
11. Write your STARS ID on the top of each page of your documentation.
 - a. Tip: Black out your SSN if it appears on your transcripts
12. Submit to Centralia College in one of the following ways:
 - a. By mail:
 - i. Copy the front and back sides of your official transcripts and all other documents
 - ii. Write your STARS ID on the outside of the envelope (next to your name)
 - iii. Place the copies of your transcripts and certificates into one envelope and mail it to:
Centralia College CFS
Attn: MERIT
600 Centralia College Blvd
Centralia, WA 98531-4035
 - b. By email:
 - i. Scan and email to: centraliamerit@centralia.edu