

# New Employee Initial Activities Checklist

## Online courses

1. Once your Center Director has informed us of your hire, you will receive an email invitation to log into our online learning system.
2. Visit [www.earlylearningwa.org](http://www.earlylearningwa.org) and click on the chalkboard icon at the top of the page.
3. **Must complete as soon as possible, as you are beginning your work with children and families:**
  - Active Supervision
  - Child Guidance Support
  - Standards of Conduct
  - Mandatory Reporting: Child Abuse/Neglect
  - Universal Precautions
4. Complete additional courses in your learning path within four months of your hire date, and in the order they are listed.

## MERIT

1. Visit: <http://merit.del.wa.gov>
2. Create an account, if needed.
3. Add Head Start or ECEAP employment.
4. **ECEAP Teachers, Assistant Teachers, and Family Support Specialists ONLY:**
  - Complete an ECEAP Staff Qualifications Application. Instructions:  
[http://www.earlylearningwa.org/images/ProgramManual/Administration/Hiring&StaffQualifications/01.011.22\\_Completing\\_the\\_EC\\_EAP\\_Staff\\_Qualifications\\_Application\\_in\\_MERIT\\_Procedure.pdf](http://www.earlylearningwa.org/images/ProgramManual/Administration/Hiring&StaffQualifications/01.011.22_Completing_the_EC_EAP_Staff_Qualifications_Application_in_MERIT_Procedure.pdf)

**New Staff Training:** Check for upcoming dates and times: <http://www.earlylearningwa.org/index.php/professional-learning/new-staff-training>

[www.earlylearningwa.org](http://www.earlylearningwa.org): Orient yourself with the site (ELWA for short), which houses program news updates, Connector newsletter, Early Learning Program Manual (ELPM), and resources for staff and families.

**Training and Meeting Calendar:** Review at <http://www.earlylearningwa.org/index.php/professional-learning/training-meeting-calendar>

**Connector Newsletter:** Read the [Connector](#) newsletter each month. You'll receive an email when it's published. This newsletter is full of information about the required activities due that month in all service areas. This is your "one stop shopping place" for current information and "to-dos."

**Site Support Team:** Find your team and reach out for orientation and support: [Site Support Team Assignments](#)