

# Updating Your Health & Safety Information

Professional Development

[www.dcyf.wa.gov](http://www.dcyf.wa.gov)



Washington State Department of  
**CHILDREN, YOUTH & FAMILIES**

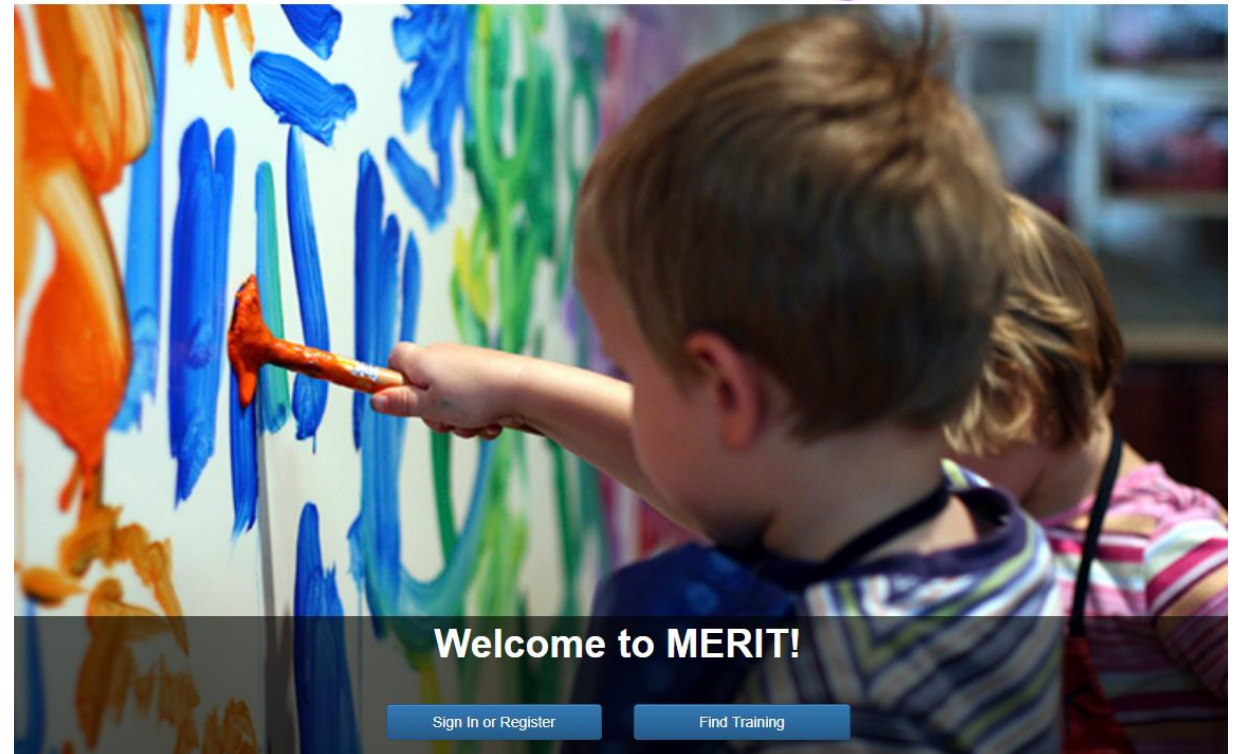
**MERIT**  Washington's Professional  
Development Registry

# MERIT

As of August 1, 2019, MERIT is the system of record for In-Service & Pre-Service Training, Education Qualifications, as well as Health & Safety certifications.

This means that your MERIT profile needs to be up-to-date and current. To maintain licensing compliance, your Health & Safety credentials need to be verified

This guide will assist you with entering your Health & Safety credentials and keeping them current.



# What is Considered a Health & Safety Credential?

In MERIT you can document the following Health & Safety Certifications:

Categories	
Basic/Standard First Aide	Safe Sleep
Abusive Head Trauma	Bloodborne Pathogens
CPR: Infant, Child, Adult	Developmental Screening
Emergency Disaster Preparedness	Families Experiencing Homelessness
Medication Management	Trauma-Compassion-Resiliency
Food Handlers Permit	Immunizations
Mandated Reporter: Child Abuse/Neglect	Mantoux Tuberculosis



# Entering Your Health & Safety Information in MERIT

Visit [merit.dcyf.wa.gov](http://merit.dcyf.wa.gov)

1. Sign into your MERIT record with your username and password.

MERIT Managed Education and Registry Information Tool

Find Training

**Sign In**

Username:

Password:

**Sign In**

[I forgot my username](#)

[I forgot my password](#)

[Find my STARS ID](#)

**MERIT Registration**

If you already have a STARS number, please click [here](#) to recover your username. If you have questions, please contact MERIT Support Services at 866-462-4325 (choose option 5) or [merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov).

First Name:

Middle Name:

Last Name:

Birth Date:  mmm/dd/yyyy

Primary Email:

Additional Email:  Optional

Password:

Confirm Password:

Password Hint:  Select an item...

Password Hint Answer:

**Cancel** **Save**

Password must meet the following criteria:

- At least 8 characters long
- At least one upper case letter
- At least one lower case letter
- At least one numeric digit
- At least one special character among \*+? ,=|!()@#
- Password and confirmation must match

# Entering Your Health & Safety Information in MERIT

2. Click the button labeled “Professional Record.”

- This page will contain the general information about your profile.
- You will also see contact information, employment information, training and your Health & Safety information.

MERIT Managed Education and Registry Information Tool

My Record My Education My Applications Find Training

Professional Record Change Password Change Security Question

MERIT » My Record

**My Record**

DCYF and partners are working together to build a strong professional development system and improve the quality of child care in Washington. It is important we have current and accurate information on our early care and education and school-age professional workforce.

**Applications**

**In progress**

- 3/21/2019 Education - 3 Degrees/Coursework/Certificates - Not Submitted
- 3/7/2018 Specialist Trainer - Not Submitted
- 4/17/2017 - Not Submitted
- 3/27/2017 Training Reimbursement - Not Submitted
- 10/17/2016 Portable Background Check - Not Submitted

**Submitted for Review**

**Completed**

- 3/19/2019
- 3/12/2019
- 12/5/2018
- 8/31/2017 Continuing Education Proposal - Cats - Withdrawn
- 6/1/2017 Continuing Education Proposal - Rdg - Withdrawn
- 4/27/2017 State-Approved Training - Approved
- 4/19/2017 State-Approved Training - Approved
- 9/12/2016 Educational Exemption - Withdrawn
- 8/22/2016 Education - 2 Degrees/Coursework/Certificates - Processed
- 2/18/2016 Early Learning Professional Registration - Approved

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

**Initial Training Requirement.**

- Status: None

**Annual Continuing Education Training.**

- 2019 : 0 hours completed
- 2018 : 0 hours completed

Washington State Department of CHILDREN, YOUTH & FAMILIES

# Entering Your Health & Safety Information in MERIT

3. Scroll down until you reach the section labeled “Health & Safety Information.”

MERIT Managed Education and Registry Information Tool

My Record My Education My Applications Find Training

Professional Record Change Password Change Security Questions

MERIT • My Record • My Professional Profile

### Professional Information

**Personal Data**

Name: Olu-Wan Kenobi  
 STARS ID: 455130364  
 Email Address: jpb2@gmail.com  
 Primary Language: English  
 Secondary Language: Other  
 SWW Number: N/A  
 Gender: Male  
 Ethnicity: Choose one  
 Race: Choose one  
 Username: jpb2@gmail.com  
 Date of Birth: 11/23/1986  
 Portable Background Check Status: No Application Received

**Substitute Pool Participation**

I am interested in participating in the substitute pool. I understand that I may be contacted to work as a substitute in a licensed program. Uncheck box above if you are no longer interested in participating in the substitute pool.

Substitute pool status: Not Interested 05/17/2018  
 Substitute orientation status: Incomplete

**Former Name Information**

First Name	Middle Name	Last Name	Status	Edit	Delete
Ben		Kenobi	Self-Entered	<a href="#">Edit</a>	<a href="#">Delete</a>

### Health & Safety Information

You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer.

[Click here to add Health & Safety Information](#)

Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified	<a href="#">Edit</a>	<a href="#">Delete</a>
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified	<a href="#">Edit</a>	<a href="#">Delete</a>
Abusive Head Trauma	04/30/2019	N/A	Self-Entered	<a href="#">Edit</a>	<a href="#">Delete</a>

### Early Care & Education/School-Age Employment Information

[Click here to add Employment](#)

Type	SSPS Provider #	Provider/ Organization ID	Facility Name	License Status	Facility Type	Job Role/Title	Date	Employment Status	Edit
Licensed				Open	Child Care Center	Child Care Center Assistant or Aide			<a href="#">Edit</a>
Licensed				Open	Child Care Center	Child Care Center Assistant or Aide			<a href="#">Edit</a>
Licensed				Open	Child Care Center	Other			<a href="#">Edit</a>

Type	Site ID	Grantee/Contractor	Site Name	Job Role/Title	Date	Employment Status	ECEAP Staff Qualification Status	Edit
								<a href="#">Edit</a>

### Other Employment



# Entering Your Health & Safety Information in MERIT

4. Click the blue button that reads “Click here to add Health & Safety Information.”

- A box will appear prompting you to select a Health & Safety Credential to Enter.

The screenshot displays two main sections of the MERIT system interface:

**Health & Safety Information**

You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer.

[+Click here to add Health & Safety Information](#)

Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified		
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified		
Abusive Head Trauma	04/30/2019	N/A	Self-Entered		

**Early Care & Education/School-Age Employment Information**

[+Click here to add Employment](#)

Type	SSPS Provider #	Provider/ Organization ID	Facility Name	License Status	Facility Type	Job Role/Title	Date	Employment Status	Edit
Licensed				Open	Child Care Center	Child Care Center Assistant or Aide			
Licensed				Open	Child Care Center	Child Care Center Assistant or Aide			
Licensed				Open	Child Care Center	Child Care Center Assistant or Aide			
Licensed				Open	Child Care Center	Other			

Type	Site ID	Grantee/Contractor	Site Name	Job Role/Title	Date	Employment Status	ECEAP Staff Qualification Status	Edit

**Other Employment**

# Entering Your Health & Safety Information in MERIT

5. From the drop down menu, select the Health & Safety Credential you want to enter.

- Enter the date you received the certification. If applicable, enter an expiration date.
- Click “Save”. The Box will close and the information will be saved on the previous screen.

Health & Safety Information

You may enter your own health and safety information.

**Training Type**

Basic/Standard First Aid

Basic/Standard First Aid

Abusive Head Trauma

**Completed Date**

07/24/2019

**Expiration Date**

07/24/2021

Confirmed

Verified

Cancel Save

+Click here to add Health & Safety Information

	Edit	Delete

+Click here to add Employment

SSPS Provider/ License Facility Employment





# Entering Your Health & Safety Information in MERIT

**Health & Safety Information**

You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer.

[+Click here to add Health & Safety Information](#)











Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified		
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified		
Abusive Head Trauma	04/30/2019	N/A	Self-Entered		
Food Handler Permit	07/24/2019	07/24/2021	Self-Entered		

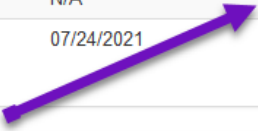
# Status of Your Health & Safety Credential

- You may notice different statuses of the Health & Safety information that you entered.
- When you enter your information, you will see a status of “Self Entered.” This means your employer still needs to confirm that they have seen your certification.
- Provide your employer with a copy of credential. Your employer can validate this information and the status will change to “Confirmed.”

Health & Safety Information

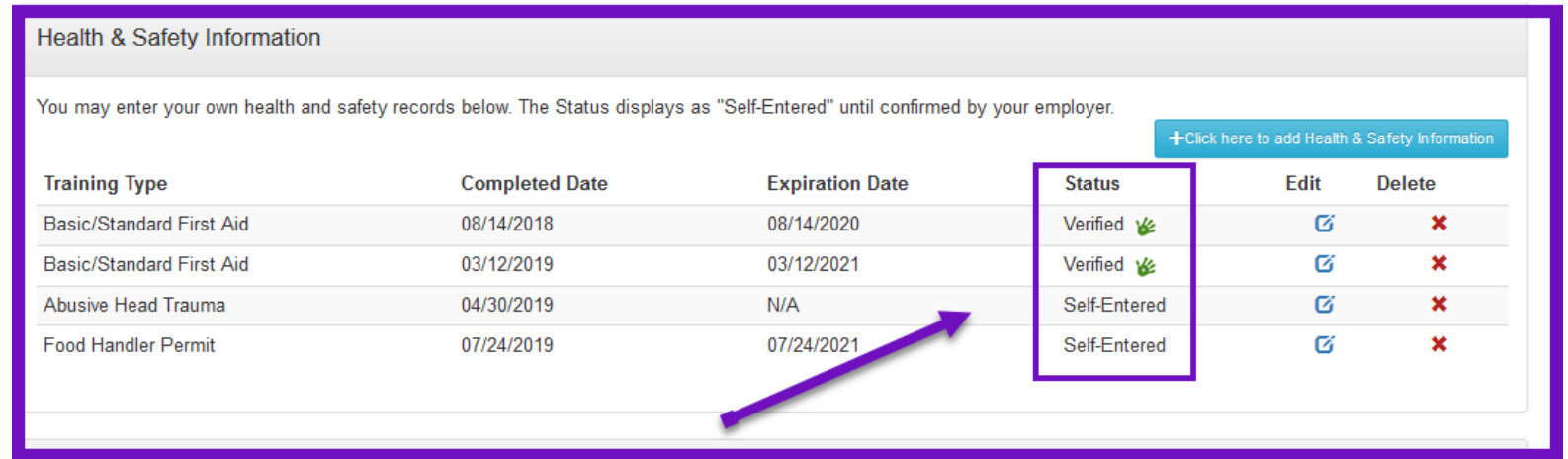
You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer. [+Click here to add Health & Safety Information](#)

Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified 		
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified 		
Abusive Head Trauma	04/30/2019	N/A	Self-Entered		
Food Handler Permit	07/24/2019	07/24/2021	Self-Entered		













# What Does a Status of “Verified” Mean?

- If you see a status of “Verified” listed next to your Health & Safety Credential, this means that a DCYF administrator has validated that you have completed the certification.
- A Child Care licenser will typically verify Health & Safety information that is “Confirmed” or “Self-Entered” when visiting your facility or family home.



The screenshot shows a web interface for "Health & Safety Information". It includes a table with columns for Training Type, Completed Date, Expiration Date, Status, Edit, and Delete. A blue button at the top right says "+Click here to add Health & Safety Information". A purple box highlights the "Status" column, and a purple arrow points from the bottom of the table towards the "Self-Entered" status of the "Abusive Head Trauma" row.













Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified 		
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified 		
Abusive Head Trauma	04/30/2019	N/A	Self-Entered		
Food Handler Permit	07/24/2019	07/24/2021	Self-Entered		

# Status Definitions

- **Self-Entered:** The credential was entered into the registry by the employee/household member
- **Confirmed:** The physical credential was seen by the employer and confirmed. The information on the credential reflects the same information entered into the registry. A physical copy should also reside the business location.
- **Verified:** The credential was viewed by a DCYF licensor or MERIT administrator after it was self-entered and/or confirmed. The verified statuses reflect that the employee/household member's certification is valid.

Health & Safety Information

You may enter your own health and safety records below. The Status displays as "Self-Entered" until confirmed by your employer. [+Click here to add Health & Safety Information](#)

Training Type	Completed Date	Expiration Date	Status	Edit	Delete
Basic/Standard First Aid	08/14/2018	08/14/2020	Verified 		
Basic/Standard First Aid	03/12/2019	03/12/2021	Verified 		
Abusive Head Trauma	04/30/2019	N/A	Verified 		
Food Handler Permit	07/24/2019	07/24/2021	Verified 		



# Thank you!

**If you have questions regarding updating your health and safety information, contact the MERIT support team members at:**

[merit@dcyf.wa.gov](mailto:merit@dcyf.wa.gov)

1-866-482-4325 (option 5)

Visit [MERIT.dcyf.wa.gov](https://MERIT.dcyf.wa.gov)

