



**Identifying Qualified Staff Members (QSM) and Calculating Program Compliance
In the Connecticut Early Childhood Professional Registry**

Part 1 of this document explains how to use INDIVIDUAL staff data in the Registry for PROGRAM QSM compliance (see [General Policy GP A-01](#)).

Part 2 of this document explains how to set up your program and keep it maintained (see [General Policy GP A-03](#)).

Part 1: Taking Individual Designated QSM Data and Assessing Program QSM Compliance

The Registry takes education data for each confirmed staff member and applies the legislation rules. The result confirms whether or not the individual is **QSM eligible** AND, if so, provides a **QSM expiration date** based on their qualifying education. The Registry does this for you, but you must designate the QSM for each classroom (see part 2).

Expiration Date	Description
12/31/2099	Individuals have QUALIFYING BACHELOR DEGREES (see page 2 of GP A-03)
06/30/2025	On June 30, 2015 legislation grandfathered a small number of individuals who held associate degrees and had been at their state funded program since 1995 or earlier. Per legislation, these individuals are recognized with a QUALIFYING BACHELOR DEGREE until expiration.
06/30/2020	Individuals who have an associate degree plus 12 credits or higher including those individuals with NON QUALIFYING BACHELOR DEGREES or higher.
06/30/2017	Individuals with a current CDA credential plus 12 credits.

Your **Staff Qualifications Detail Report** (under Program Reports) provides a quick at-a-glance of INDIVIDUAL level detail. For PROGRAM compliance, use the report named **Designated QSM Compliance Report for State-Funded Programs**. This report tells how many classrooms are built in each possible age category, which have designated QSMs, QSM expirations summaries, and overall compliance. The OEC releases a version of this report without the classroom and QSM detail each month.



Remember that your designated QSM expirations are used to assess the benchmarks. For example, in order for your program to be compliant July 1, 2017, at least 50% of your designated QSMs must meet a QUALIFYING BACHELOR DEGREE option, and the remaining designated QSMs a qualifying associate degree or non-qualifying bachelor's degree.

Part 2: Setting Up and Maintaining Classroom and Staff Details of Your Program in the Registry

Please note that it is a requirement of your grant to keep your program information up to date. It is expected that you will (a) enter and / or send in all necessary information **within 30 days** and b) confirm your program data **on a monthly basis** (see instructions below). Registry staff will NOT be responsible for substantive changes close to program grant deadlines. It is the program's responsibility to ensure information is kept current and sent to the OEC on a timely basis. Refer to [GPs A-01 & A-03](#).



Please follow these steps to ensure your program data is current:

1. Log in to the Registry: www.ccacregistry.org

You must have **administrative access** to view the program tools. If you do not yet have access, (a) be sure your employer is showing as your program and (b) once you log in you can click on the **Request Admin Access** button on the left menu, and follow the steps.

If you are the program **administrator of multiple sites**, you will need to click **Request MSA Access** and follow the steps. For both access points, you MUST submit documentation from a supervisor (or owner) authorizing your access and listing each site specifically. Use the Admin Access form on the homepage under Program Administration.

If you have questions on how to use the Registry as a program administrator, click on the instructions on the Registry homepage below the log in and registration areas. **Instructions – Administrators** outlines key functions accessible only to those with administrator access.

2. After logging in with program administrator access, click on the **Program Administration** tab on the left menu.
3. You will then view a tools menu for each program for which you have program administrator access.



4. First go to *Edit Program Details* to ensure all the information is accurate.
 - (a) Contact your Registry's regional Education Advisor to correct locked information.
 - (b) Click Edit and check all funding your PROGRAM uses. Later, in the *Building/Managing Rooms* function, you will be asked to choose from these for the funding applied to each classroom / group. Note that OEC grant funds are locked – contact your OEC grant manager if you have funding that is not showing as Used.

Program Profile

Program General Funding Type Information: close

Funding Type Name	Used	Not Used
CDC - Child Day Care	<input checked="" type="radio"/>	<input type="radio"/>
SR - School Readiness Program	<input type="radio"/>	<input checked="" type="radio"/>
Federal Head Start or Early Head Start Program	<input type="radio"/>	<input checked="" type="radio"/>
State Head Start or Early Head Start Program	<input type="radio"/>	<input checked="" type="radio"/>
Smart Start	<input type="radio"/>	<input checked="" type="radio"/>
PDG - Preschool Development Grant	<input type="radio"/>	<input checked="" type="radio"/>
Care4Kids	<input checked="" type="radio"/>	<input type="radio"/>
Program Fees from Families	<input checked="" type="radio"/>	<input type="radio"/>
Other Source	<input type="radio"/>	<input checked="" type="radio"/>

"Other Source" may be used for such items as municipal funds, scholarship, etc.

5. Next, click on *Staff Confirmation* to ensure all staff listed currently work for your program, and their information is current.
 - a. Note that the Start Date field is for the current information – it changes from the date of hire. As you change wages or other key fields, the system will ask you to update this by entering the last date the old data was valid and the start date of the new data (i.e. last date the staffer made \$15.00/hour and first date the staffer made \$15.50).
 - b. The field "Currently enrolled in ECE Program" refers to enrollment in a degree program *specifically* in ECE. Be sure to also enter the projected graduation year and the institution. If the staffer is enrolled in a non-EC degree program, do NOT enter anything in these three fields.

Confirm: Yes No

BOB, BUFFALO

Job Title: Classroom Teacher

Start Date: 10/14/2014 End Date:

Primary Age: Toddlers (18 to 35 months)

Compensation Type: Hourly Hourly Wage: 15.50 Hours/Week: 40 Weeks/Year: 52

Currently Enrolled In ECE Program: Yes No Projected Graduation Year: 2017

Institution: University Of Connecticut – Storrs Campus

Even if you make no changes, click the *Confirm Employment Information* tab at the bottom of the screen to confirm the date of your last update.

6. Now you are ready to “build your program” with details of the classrooms/groups. Your work starts with the tab Building / Managing Rooms. When you click *Add a Room*, you will access a screen similar to the one below. We’ve included some notes to help.

* Room Name:

* NAEYC Age Group:

Days and Hours of Operation:

Monday From: 01:00 AM To: 02:00 AM

Tuesday From: 01:00 AM To: 02:00 AM

Wednesday From: 01:00 AM To: 02:00 AM

Thursday From: 01:00 AM To: 02:00 AM

Friday From: 01:00 AM To: 02:00 AM

Saturday From: 01:00 AM To: 02:00 AM

Sunday From: 01:00 AM To: 02:00 AM

Total # Children in Classroom or Group:

Funding Information for Classroom or Group:

This Classroom/Group's Primary funding source is:

This Classroom/Group's Secondary funding source is:

Children Funded by CDC:

Children Funded by SR:

Children Funded by FHS:

Children Funded by SHS:

Children Funded by SS:

Children Funded by PDG:

Children Funded by Care4Kids:

Children Funded by Program fees:

Children Funded by Other Source:

Do not name the room after a staff member! The name of the classroom should be clear for an OEC representative visiting your program to easily follow the rooms and staff assigned to them.

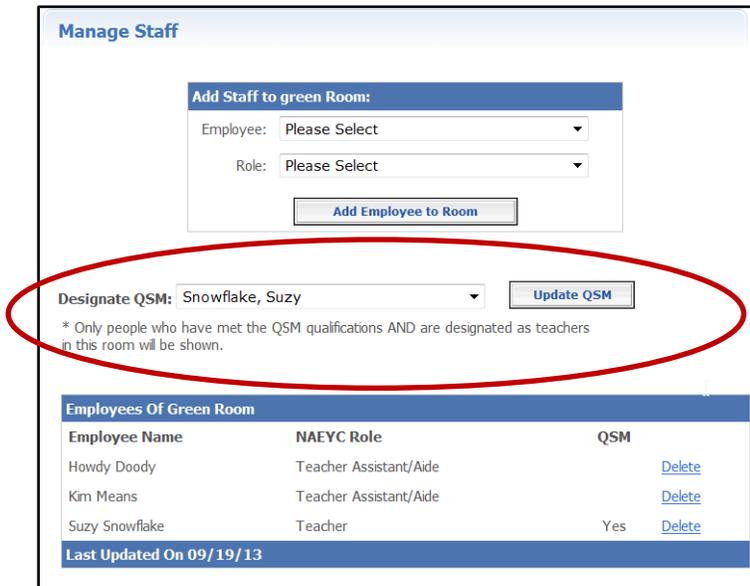
Please enter the TOTAL number of children. Do NOT enter the licensed capacity or full time equivalent. Enter the actual number of children in this classroom or group.

This section will only provide you with the options you or the OEC indicated are program funding under Edit Program Details.

7. When you have built your classrooms / groups and are ready to assign the QSM, you will do so from *Building / Managing Rooms* by clicking on *Manage Staff*.



This screen then allows you to choose staff from your drop down of confirmed employees, and to identify the one eligible staff member from the auto-filled list of QSM. See Part 1 for managing the individual data to achieve program compliance.



For a quick at-a-glance of how staff and QSM are assigned, click on Program Administration then Building / Managing Staff.

Employee Name	NAEYC Role	QSM	Room
Buffalo Bob	Teacher Assistant/Aide		Blue Delete
Thomas Magnum	Teacher	Yes	Blue Delete
Ferb Fletcher	Teacher Assistant/Aide		Green Delete
Selena Gomez	Teacher	Yes	Green Delete
Howdy Doody	Designated Program Administrator		Unassigned Delete

Remember the QSM expiration dates are listed on your **Staff Qualifications Detail Report** so you can assess picking QSMs who will help you meet PROGRAM compliance. Check the **Designated QSM Compliance Report for State Funded Programs** to check your overall compliance.

Once you have completed these steps, you will only need to make changes as needed! Remember that you will have to **update the Staff Confirmation page monthly** to show that you are current with your program requirements.

For questions regarding your staff and their qualifications in the Registry, contact your regional Education Advisor.

For questions or feedback about the tools, contact Margaret Gustafson Margaret.Gustafson@ct.gov