



## Connecticut Early Childhood Professional Registry

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800-832-7784 • [www.ct.gov/oec](http://www.ct.gov/oec)

### 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 staffer as a Teacher and as QSM for each classroom (see part 2).

Expiration Date	Description
12/31/2099	<b>Qualifying degree:</b> includes individuals <u>grandfathered</u> on June 30, 2015; individuals with bachelor degrees or higher in ECE; individuals with current early childhood teacher certification; individuals with B level ECTC.
06/30/2025	<b>Qualifying degree:</b> 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 DEGREE only until 06/30/2025.
06/30/2021	<b>Non Qualifying Degree:</b> Individuals who have an associate degree (or higher but not in one of the qualifying categories) plus 12 ECE credits.
06/30/2018	Individuals with a current CDA credential plus 12 credits.

Your **Staff Qualifications Detail Report** (under Program Administration - Program Reports) provides a quick at-a-glance of INDIVIDUAL level detail. For PROGRAM compliance: The **Designated QSM Compliance Report for State Funded Programs** 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. The **Designated QSM Summary Report for State Funded Programs** provides an at-a-glance of program compliance.

**Program Administration**

- ▶ **Test Oec Program:**
  - ▶ [Edit Program Details](#)
  - ▶ [Building/Managing Rooms](#)
  - ▶ [Building/Managing Staff](#)
  - ▶ [Staff Confirmation](#)
  - ▶ [Employment Confirmation](#)
- ▶ **Program Reports**
  - ▶ [Staff Qualifications Detail Report](#)
  - ▶ [Staff Qualifications Summary Report](#)
  - ▶ [Scholarship Request Report](#)
  - ▶ [Staff Education and Training Reports](#)
  - ▶ [NAEYC Report](#)
  - ▶ [Designated QSM Compliance Report for State Funded Programs](#)
  - ▶ [Designated QSM Summary Report for State Funded Programs](#)

**Credential or Endorsement Expirations:** Note that some staff may meet a QSM expiration date based on a credential or endorsement that expires such as a CDA credential or teaching endorsement. The Registry automatically sends an email in advance of the expiration to warn the user so he/she can submit a renewal, and another email when the item expires. At expiration, the item is automatically deleted from the user's account. **QSM expiration can drop or change date based on this which, in turn, can cause a program to show as noncompliant if that person was a designated QSM used to reach a benchmark. Don't forget to send in renewals well in advance of expiration!**

**Remember that your classrooms serving any combination of infants, toddlers or preschoolers PLUS designated QSM expirations are used to assess the benchmarks.** Each I/T/PS classroom must have a designated QSM, not just the state funded classrooms.

For example, in order for your program to be compliant July 1, 2018, all I/T/PS classrooms must have a designated QSM, at least 50% of your designated QSMs must meet a QUALIFYING DEGREE option, and the remaining designated QSMs a NON QUALIFYING DEGREE.

To be compliant July 1, 2021, all I/T/PS classrooms must have a designated QSM and 100% of your designated QSMs must meet a QUALIFYING DEGREE option. The screen shot below illustrates these benchmarks.

Designated QSM Summary Report for State Funded Programs					
Test OEC Program 1914 Last Updated: 09/27/2017					
Participant Name	Participant ID	QSM Expiration Date	QSM Note	Designated QSM Room	Classroom Funding
Bob, Buffalo	100010218	6/30/2021	Non-qualifying Degree	Blue	CDC
Doody, Howdy	100006572	12/31/2099	Grandfathered until 12/31/2099	yellow	
Gomez, Selena	100024841	12/31/2099	Qualifying Degree	green	
# Classrooms	3	# Classrooms with Designated QSM	3	100%	
QSM Program Benchmarks					
Program meets current minimum for one designated Qualified Staff Member(QSM) per classroom or group: current CDA credential plus 12 ece credits (expires June 30, 2018)		yes	100%		
Program meets July 1, 2018 - June 30, 2021 goal: at least 50% of designated QSMs have qualifying bachelor degree and remaining percentage meet associate degree option		yes	Qualifying Degree 67%	Non-Qualifying Degree 33%	
Program meets July 1, 2021 goal: 100% of designated QSMs have a qualifying bachelor degree option		no	67%		
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## 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](#).

The screenshot shows the CCAC Registry homepage. At the top, there is a login section for existing members with fields for 'Email Address' and 'Password', a 'Login' button, and a link for 'Forgot your password?'. Below this is a yellow 'Create New Account' button. Further down, there are sections for 'Instructions - English' and 'Instructions - Español', each with a list of links. At the bottom, there is a 'Need Assistance?' section with links for changing employer, login/password, verifying name change, finding ID/Program ID, and contacting support.

Already a member?  
Login here

Email Address:

Password:

Login

[Forgot your password?](#)

Create New Account

Instructions - English

- [General Instructions](#)
- [Program Administrators](#)
- [Family Home Provider](#)

Instructions - Español

- [Instrucciones Generales](#)
- [Administrador del programa](#)
- [Proveedor de cuidado infantil en el hogar](#)

Need Assistance?

- [Change my employer](#)
- [Change login/password](#)
- [Verify my name change](#)
- [Find my ID / Program ID](#)
- [Contact us](#)

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

1. Go to the OEC Registry: [www.ccacregistry.org](http://www.ccacregistry.org)

You must have **administrative access** to view the program tools. If you do not yet have access, (a) be sure your program name is showing as your employer and (b) follow the **Instructions – Program Administrators** to complete the Admin Access form and request access properly.

If you are the program **administrator of multiple sites**, you will need to request administrative access to all sites (multi-site administrative access or MSA access). Note that your name and qualifications will only show on the reports for your program on your account. NAEYC, OEC program grant managers, and liaisons know this. You will need to show reports from your primary employment site to verify meeting qualifications.

For both admin access and MSA access, you **MUST** submit the Admin Access form signed by a supervisor (or owner) authorizing your access and listing each site specifically. The Admin Access form is on the homepage prior to log in under Program Administration.

If you have questions on how to use the Registry as a program administrator, return to the Instructions – Program Administrators on the Registry homepage. These outline key functions accessible only to those with administrative / MSA access.

2. After logging in with administrative 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.

The screenshot shows the 'Program Administration' section of the registry. It contains two main categories: 'Test Oec Program:' and 'Program Reports'. The 'Test Oec Program:' category includes links for 'Edit Program Details', 'Building/Managing Rooms', 'Building/Managing Staff', 'Staff Confirmation', and 'Employment Confirmation'. The 'Program Reports' category includes links for 'Staff Qualifications Detail Report', 'Staff Qualifications Summary Report', 'Scholarship Request Report', 'Staff Education and Training Reports', 'NAEYC Report', 'Designated QSM Compliance Report for State Funded Programs', and 'Designated QSM Summary Report for State Funded Programs'. A red arrow points to the 'Program Administration' header.

Program Administration

► Test Oec Program:

- [Edit Program Details](#)
- [Building/Managing Rooms](#)
- [Building/Managing Staff](#)
- [Staff Confirmation](#)
- [Employment Confirmation](#)

► Program Reports

- [Staff Qualifications Detail Report](#)
- [Staff Qualifications Summary Report](#)
- [Scholarship Request Report](#)
- [Staff Education and Training Reports](#)
- [NAEYC Report](#)
- [Designated QSM Compliance Report for State Funded Programs](#)
- [Designated QSM Summary Report for State Funded Programs](#)

4. First go to **Edit Program Details** to ensure all the information is accurate.
  - (a) Contact your OEC Program Grant Manager to correct any locked state funding; Contact your Registry's regional Education Advisor to correct Care4Kids.
  - (b) Click Edit and check all funding your PROGRAM as a whole uses.
 Later, in the **Building/Managing Rooms** function, you will be asked to choose from these options for the funding applied to **each** classroom / group.

**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. Old data is stored in the Registry).
  - 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.
  - c. Each staff member's name is a link into that staffer's account. There you can view documents on file and other account details relevant to the staffer's employment. You cannot view their correspondence log for privacy reasons.

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

- d. 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.

**Confirm Employment Information**

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: :  AM To: :  AM

☐ Tuesday From: :  AM To: :  AM

☐ Wednesday From: :  AM To: :  AM

☐ Thursday From: :  AM To: :  AM

☐ Friday From: :  AM To: :  AM

☐ Saturday From: :  AM To: :  AM

☐ Sunday From: :  AM To: :  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.

- 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*.

Building/Managing Rooms					
Current Room Listing for test oec program					
Room Name	Age Group				
Blue	Multi-age: Infants thru Preschool	<a href="#">Edit Room</a>	<a href="#">Edit Hours</a>	<a href="#">Delete</a>	<a href="#">Manage Staff</a>
green	Toddler/Twos	<a href="#">Edit Room</a>	<a href="#">Edit Hours</a>	<a href="#">Delete</a>	<a href="#">Manage Staff</a>
yellow	Infant	<a href="#">Edit Room</a>	<a href="#">Edit Hours</a>	<a href="#">Delete</a>	<a href="#">Manage Staff</a>
Last Updated on 09/27/17					
<input type="button" value="Add Room"/>					

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.

- Remember the individual must be in the role of Teacher to be a designated QSM.
- The QSM list identifies the QSM expiration date for eligible Teacher assigned to that room to better assist you.
- The Employee drop down list will show staff in red who have not yet been assigned a role.

### Manage Staff

**Add Staff to Blue Room:**
Employee: Please Select
Role: Please Select

Please Select

Bob, Buffalo (QSM Exp. 6/30/2021)  
Gomez, Selena (QSM Exp. 12/31/2099)

Update QSM

**Designate QSM:**

\* Only people who have met the QSM qualifications AND are designated as teachers in this room will be shown.

Employees Of Blue Room		
Employee Name	NAEYC Role	QSM
Kim Means	Teacher Assistant/Aide	
Buffalo Bob	Teacher	Yes
Thomas Magnum	Teacher	
Selena Gomez	Teacher	

**Last Updated On 09/27/17**

### Manage Staff

**Add New Person, Room and Role**
Staff members not yet assigned an NAEYC role are in red

Employee: Please Select
Role: Please Select
Room: Please Select

**Employees Of All Rooms**

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

**Last Updated On 09/27/17**

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

Employees Of All Rooms				
Employee Name	NAEYC Role	QSM	Room	
Buffalo Bob	Teacher	Yes	Blue	<a href="#">Delete</a>
Kim Means	Teacher Assistant/Aide		Blue	<a href="#">Delete</a>
Selena Gomez	Teacher	Yes	Green	<a href="#">Delete</a>
Thomas Magnum	Teacher Assistant/Aide		Green	<a href="#">Delete</a>
Howdy Doody	Designated Program Administrator		Unassigned	<a href="#">Delete</a>
Howdy Doody	Teacher	Yes	Yellow	<a href="#">Delete</a>
Ferb Fletcher	Teacher Assistant/Aide		Yellow	<a href="#">Delete</a>
Last Updated On 09/27/17				

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** or the **Designated QSM Summary 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](mailto:Margaret.Gustafson@ct.gov)