## **Connecticut Early Childhood Professional Registry**



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## 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 <u>General Policy GP A-01</u>).

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).

<b>Expiration Date</b>	Description
12/31/2099	Qualifying degree: includes individuals grandfathered 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	Qualifying degree: 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	Non Qualifying Degree: 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 <u>Staff Qualifications Detail Report</u> (under Program Administration - Program Reports) provides a quick at-a-glance of INDIVIDUAL level detail. For PROGRAM compliance: The <u>Designated QSM Compliance Report for State Funded Programs</u> 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 <u>Designated QSM Summary Report for State Funded Programs</u> provides an at-a-glance of program compliance.



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 <u>designated</u> 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 <u>designated QSMs</u> 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 <u>designated</u> QSMs must meet a QUALIFYING DEGREE option. The screen shot below illustrates these benchmarks.

Designated QSM Summary Report for State Funded Programs							
		est 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			
				T	1		
		# Classrooms with					
# Classrooms	3	Designated QSM	3	100%			
Program meets current minim		QSM Program Benchn	narks				
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		7					
least 50% of designated QSMs have qualifying			Qualifying	Non-Qualifying			
bachelor degree and remaining percentage meet			Degree	Degree			
associate degree option		yes	67%	33%			
Program meets July 1, 2021 go	oal: 100% of						
designated QSMs have a qualifying bachelor degree							
	option		67%				

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 <u>within 30 days</u> and b) confirm your program data <u>on a monthly basis</u> (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 <u>GPs A-01 & A-03</u>.



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

1. Go to the OEC 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 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* talon the left menu.
- 3. You will then view a tools menu for each program for which you have program administrator access.

## Program Administration Test Oec Program: Gidt Program Details Gidt Pro

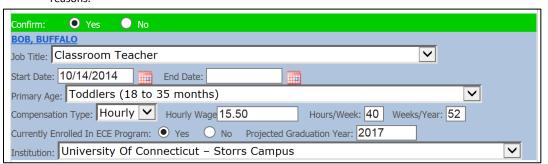
- 4. First go to Edit Program Details to ensure all the information is accurate.
  - (a) Contact your OEC Program Grant Manager to correct any locked state funding; Contact your Registry's regional Education Advisor to correct Care4Kids.
  - (b) Click Edit and check all funding your PROGRAM as a whole 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.



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

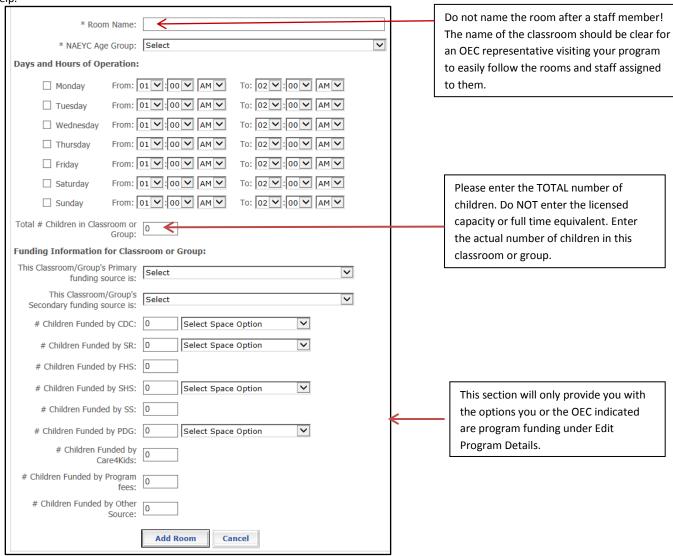
- 5. Next, click on Staff Confirmation to ensure all staff listed currently work for your program, and their information is current.
  - a. Note that the Start Date field is for the <u>current information</u> it changes from the date of hire. As you change wages or other key fields, the system will ask 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.



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.



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.

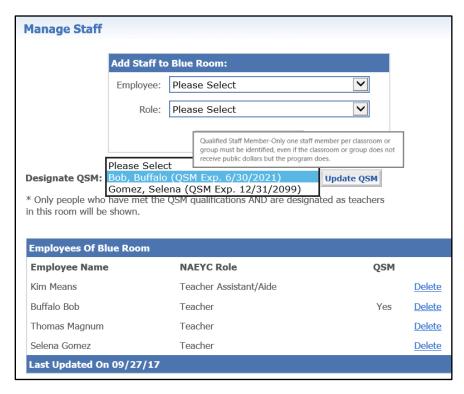


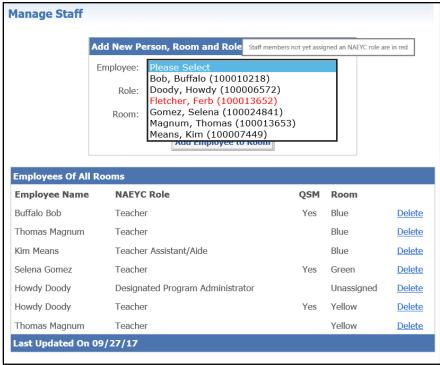
6. When you have built your classrooms / groups and are ready to assign the QSM, you will do so from *Building / Managing Rooms* by clicking on *Manage Staff*.



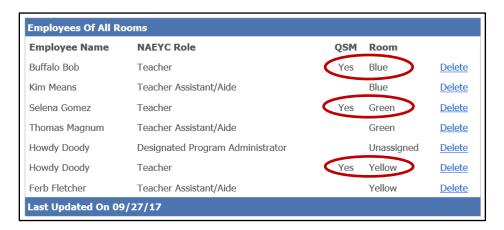
This screen then allows you to choose staff from your drop down of <u>confirmed employees</u>, and to identify the one eligible staff member from the auto-filled list of QSM.

- 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.





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



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