



Initial or Re-Application Step-by-Step Guide

INITIAL APPLICATION

Log into your Quality Rated account

- Click the **CREATE APPLICATION** button ([Re-Application](#))
- Review Licensing Information displayed in the application
 - Updates/corrections to Facility, Owner, Operating, and Head Start information must be made in the licensing system
 - Contact your Child Care consultant provided under the Facility Information heading for assistance with changes you are unable to make
- **Part 1 Site Information** - Enter the following information as appropriate:
 - Owner Information
 - Program Official Information
 - Classroom Information
 - **Family Providers** enter the number of children under each age group in their care and the total number of children.
 - **Other Providers** enter the **number of classrooms for each age group**, total number of classrooms, total number of children enrolled, and total number of children served daily
 - [Answer 'No' to the question asking if your program only provides after school care](#)
 - Demographic Information
- **Part 2 Current/Past Technical Assistance Services** - Check all that apply and enter others not listed
- **Part 3 Quality Accreditations** - Enter all current accreditations with expiration dates
- **Part 4 Annual Verification** - Not applicable
- **Part 5 Certification of Application** - Check all current compliances
- Click box at the bottom of the page that says “*Checking this box indicates you have reviewed the information provided in this form and attest to its accuracy.*”
- Click SAVE at the bottom of the screen
- Click SUBMIT

INITIAL PORTFOLIO

After your Application is approved, click the **CREATE NEW PORTFOLIO** button on your Home screen to create your Initial Portfolio.

Carefully check the information in each Standard and [refer to the Rating Rubric for specific details on how points are earned.](#)

Remember to click **SAVE** in each Standard when updating or entering new information.



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STANDARD 1 - Director and Teacher Qualifications

Staff Qualifications

- Review the list of staff members from the GaPDS (Georgia Professional Development System)
 - Every employee must create a GaPDS account or change their previous employer information in the GaPDS, if the employee is already registered. Staff will automatically transfer to Standard 1 when the employer number is changed.
 - Uncheck any staff member that is no longer employed (former employees will remain in Staff Qualifications until they change or delete their employer number in the GaPDS)
 - The **Incomplete** status indicates that the staff member **has NOT submitted their GaPDS profile**.
 - Receiving a PDS number does not indicate that the profile was submitted
 - The GaPDS Help Desk cannot view a person's profile until it is submitted
- Check credentials for expiration dates
- Staff must enter all training in the GaPDS
 - Submit all new training certificates (Certificates can be directly uploaded into the staff member's GaPDS Profile. Other options are email, fax, and mail. For detailed information, select the GaPDS link at the bottom of the Quality Rated screen. Open the **GaPDS Help File** document and look in the **FAQs** section for "+ How do I submit my documents for verification?")
 - **Allow 60 days for credential verification in the GaPDS**
 - Training for the previous 12 months from the date the Portfolio is submitted will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Enter the number of Teachers and Administrators in the boxes located above the list of staff members
- Check the box at the bottom of the screen to indicate that all staff listed are current and active
- Click on SAVE on the bottom of the screen

Classroom Definition

- Family Providers enter the following:
 - number of teachers
 - number of children in each age group
 - highest teacher:student ratio during the day
 - lowest teacher:student ratio during the day
 - Check the box at the bottom of the screen to indicate that the information is complete
 - Click SAVE
- Other Providers do the following for each classroom:
 - Add the classroom (Add New Classroom button)
 - Select the age group
 - Enter the number of teachers and number of students
 - Enter the highest teacher:student ratio during the day
 - Enter the lowest teacher:student ratio during the day
 - Click SAVE
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is complete



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Teacher Class Assignment

- Add teacher assignments for EACH classroom
 - Click on the Add (+) icon in the right hand column of the classroom entry
 - Select a teacher from the dropdown list
 - Select the days of the week for the teacher
 - Enter hours for the teacher
 - Click SAVE at the bottom of the classroom screen
 - Repeat these steps until the teacher assignments for each classroom are complete
- Check the box at the bottom of the screen to indicate that the teacher assignments, days of the week, and hours are correct for EACH classroom

Professional Learning Plan (PLP)

- Click on the Professional Learning Plan link to retrieve a PLP form
- Each Staff member must complete a new Professional Learning Plan (remember to include course or training number, core competency area and level of training)
- Click the Add icon (+) next to each staff member's name to upload the new Professional Learning Plan
- Check the box at the bottom of the screen to indicate that a new PLP has been uploaded for EACH staff member

National Accreditations

- Upload current National Accreditation certificate(s) reflecting the expiration date(s)
- Check the box at the bottom of the screen to indicate all certificates have been uploaded, or if no accreditations have been earned

STANDARD 2 - Child Health, Nutrition, and Physical Activity

Assessment

- Complete the Nutrition and Physical Activity Assessment

Nutrition Results

- Review results of the Nutrition Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added

Physical Activity Results

- Review results of the Physical Activity Assessment
- Create an annual Improvement Plan for one or more indicators
- Check the box at the bottom of the screen to indicate all improvement plans have been added



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CPR/First Aid Cards

- All administrators and teaching staff must enter their CPR and First Aid certification credentials in the GaPDS under “Other Career Data”
- Check the box at the bottom of the screen to indicate that your staff’s current CPR and First Aid credential information is in the GaPDS

Written Health Information/Family Resources

- Provide up to 5 samples of evidence of written health information, family resources, and referrals for screenings
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded

STANDARD 3 - Family Engagement

Overview of Five Protective Factors

- Each staff member must complete the Strengthening Families training
 - Print certificate upon completion of training
 - Enter the completed training in GaPDS
 - Submit the new training certificate as indicated on screen
- Check the box at the bottom of the screen to indicate the training and required GaPDS entry and certification submission have been completed

Family Engagement Program Self-Assessment

- Complete a new Family Engagement Self Assessment
- Read all the instructions first
- A minimum of one item for improvement must be checked
- Only the items checked (“*include in improvement plan*”) will appear on the Family Engagement Improvement Plans (Goals) tab for selection
- Check the box at the bottom of the first screen to indicate that the assessment is complete

Family Engagement Improvement Plans (Goals)

- Create a minimum of one Improvement Plan
- Check the box at the bottom of the screen to indicate that all your plans have been added

Family Engagement Written Evidence

- Provide up to 5 samples of evidence supporting Family Engagement
- Check the box at the bottom of the screen to indicate that all evidence has been uploaded



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STANDARD 4 - Intentional Teaching Practices

Curriculum Questionnaire

- Complete the Questionnaires for infants/toddlers and preschool (if applicable)
- Check the box at the bottom of the screen to indicate that you completed the Questionnaire(s)

Lesson Plans

- Complete one (1) week of lesson plans for each age group using the Rating Rubric as your guideline
 - Include adaptations to accommodate children's individual needs
 - Show alignment with Georgia Early Learning and Development Standards (GELDS)
- Check the box at the bottom of the screen to indicate that you have uploaded lesson plans for each age group

Description of Assessment Tools

- Upload one (1) paragraph describing the type of instructional assessment and additional tools your program uses with each age group
- Check the box at the bottom of the screen to indicate that you have completed uploading your description

STANDARD 5 - Teacher:Student Ratios

Teacher:Student Ratio Counts

- Enter one (1) day of ratios for EACH classroom.
 - All classroom ratios must be tracked on the SAME day
 - The day chosen must be within 30 calendar days of submitting the Portfolio
- Pay attention to the column labels
 - Number of **teachers in first column**
 - Number of **students in the second column**
- Check COMPLETE when all ratios have been entered for a classroom
- Click SAVE on each classroom ratio screen to retain all entered data

Click on the SUBMIT PORTFOLIO button (upper right hand corner) to submit your Portfolio for review

No changes can be made AFTER your Portfolio is submitted