In your portfolio, select Standard 5.

QUALITY" RATED CHILD CARE	Welcome Jeresha Wi	hite 🕶
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ortfolio Status: In Progress	← BACK SVIEW PORTFOLIO SVIEW HISTORY	
n Standard 5 - Teacher: Student Ratio counts must be	dated within 30 days of submission of your portfolio. Please correct in order to Submit Portfolio.	
[✓] Standard 1	STANDARD 1 - DIRECTOR AND TEACHER QUALIFICATIONS AND GAPDS VERIFICATION	₽
✓ Standard 2		
[✓] Standard 3	On this screen is a list of your staff members registered in the Georgia Professional Development System (GaPDS). All staff must be registered in the GaPDS before this section can be completed.	
✓ Standard 4	Adding Staff Members: If you have staff members not on the list, they will need to register, complete the profile, and submit the profile for verification to become an active participant and have a car and a submit the profile for verification to become an active participant and have a car and a submit the profile for verification to become an active participant and have a car and a submit the profile for verification to become an active participant and have a car and a submit the profile for verification to become an active participant and have a car and a submit the profile for verification to become an active participant and have a car and the profile active to be completed by the profile of the pro	reer
[≪] Standard 5	a reversassilicity and uses the staff member must go in the GarDS and update their employment information. Note: Your center's License Number must be staff deeled from the search seulis, not many provide the search results.	Jally
 Teacher:Student Ratio Count 	entered into the system. For more information on this process, go to the GaPDS link at the bottom of this page.	
1	Pending Status: If a staff member is registered in the GaPDS but does not have a Career Level assigned, this means there are documents pending that need to be verified by the Professional Standards Commission (PSC). Required credentials must be submitted directly to the PSC. A staff member's GaPDS profile will remain in pending status until all credentials have been verified and a career level has been issued.	а
	Incomplete Status: Incomplete status indicates that the staff member has not submitted their GaPDS profile. Receiving a GaPDS number does not indicate that the profile was submitted. If the stat member is in incomplete status at the time of submission (Ready to Submit), they will not receive credit for a Professional Learning Plan or for training hours.	π
	After your staff members are registered in the GaPDS, complete the Staff Qualifications section by following these steps:	
-	 Step 1 Check the boxes next to the staff currently employed by your facility in the GaPDS list provided below. Step 2 Verify titles. If a title is incorrect, ask the staff member to update GaPDS. Step 3 in the appropriate boxes below, enter the number of administrators and teaching staff employed in your facility. Note: The total count entered for administrators and teaching staff must match the number of checked staff members in the GaPDS list. Step 4 The screen is refreshed when it is opened unless marked complete, but you must click SAVE each time to save the updates in the database. Step 5 When ALL updates (Career level, Title, Training hours and courses) are complete, check the box at the bottom of the screen and click SAVE. 	
	# Administrators: 1	

From the dropdown menu, select the classroom. If there are multiple classrooms, the following steps will need to be taken for EVERY classroom BEFORE the dates can be updated.

STANDA	ARD 5 - TE	EACHER:SI	UDENT R	ATIO COUI	N I 🔮							
Standard	5 requires	a program t	o submit ev	vidence of th	e center's	ratios and group sizes throughout the program day. F	For each classroom, you n	nust report the classroom	ratios by hour o	uring one		
- Dusiness	day. The n	atios must be	е гласкео то	or all classroo	oms on une	<u>same</u> day.						
Note: T	he Teache	r:Student rat	io date mu	st be within (30 days of	submission of Portfolio.						
Select CI	lassroom:											
Select	->											
<		Augu	ist 2022		>	Class		Status C	omplete In P	rogress		
Su	Мо	Tu We	Th	Fr	Sa	Preschool		Completed	1	0		
31	1	2	3 4	5	6							
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After classroom is selected, click in the date originally input for the ratios.

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ndard 5 - Teacher: Student Ratio counts must l	be dated within 30 day	s of subm	nission of	your por	tfolio. Pl	lease cori	rect in or	ler to Submit Portfolio.				
tandard 1	STAN	DARD 5 -	TEACHEF	R:STUDE	NT RAT		лт ?					
andard 2												
andard 3	 Standa busines 	rd 5 requires day. The	es a progra	am to sub	mit evide	ence of the	e center's	ratios and group sizes throughout the program da	y. For each classroom, ye	ou must report the classroo	om ratios by he	our during one
indard 4		5 day. The	, 10005 110	St DC traci	Ked for a	11 01035100	JIII J OIT UIC	<u>serre</u> day.				
andard 5	Note:	The Teacl	her:Studen	nt ratio dat	e must t	be within 3	30 days of	submission of Portfolio.				
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	Dress	hool										
	Trese			May 202	2			Class		Statue	Complete	In Prograss
			D .	We	- Th	Fr	\$3	Preschool		Completed	1	n Flogress
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When the ratios appear, click delete.

		Teacher:Student	Ratio Counts		×		
ortfolio Status: In Progress	Date: 5/24/2022				NIEW HIS		
ontono etatas. In rogross		Classroom: Pres	school			J SVIEWINS	
Standard 5 - Teacher: Student Ratio counts must be dated with	nin 30 days of submission of yo	Time	# of	# of Students			
Standard 1		6:30 AM	Teachers				
Standard 2		0.00 Am		0			_
Standard 3	Standard 5 requires a program	7:30 AM	1	0		e program day. For each classroor	n, you must report the
Śtandard 4		8:30 AM	1	3			
Śtandard 5 🗠	Note: The Teacher: Student r	9:30 AM	1	3			
Teacher:Student Ratio Count	Select Classroom:	10:30 AM	1	3			
	Preschool	11:30 AM	1	3			
	M	12:30 PM	1	3			Status
	Su Mo Tu V	1:30 PM	1	3			Completed
	24 25 26	2:30 PM	1	3			
	1 2 3	3:30 PM	1	3			
	8 9 10	4:30 PM	1	3			
	15 16 17	5:30 PM	1	1			
	22 23 24	6:30 PM	0	0			
	Legend: Vellow - Date Selecte	Complete					
	Note: The calendar is color co				•	completed. Yellow indicates the da	ate selected to report
	green and an In-Progress date						
	Instructions:	E SAVE	CAN	ICEL	DELETE		
	Step 1: Select a classroom						
	 Step 2: On the calendar Step 3: Enter your ratios 					creen will appear.	prmation stored in our
	the facility hours are no	ot correct, you mu	st contact your	licensing consu	lltant to get the	hours corrected in order to procee	ed. For each hour of t

Click OK to confirm that you want to delete the ratios.

			Are you s	ure want to c	lelete this da	ay?				
status: In Progress							ОК	Cancel	ORTFOLIO	S VIEW HISTOR
Teacher:Student Ratio counts must be dated with	hin 30 days	of sum	ission of ye	Time	# of Teachers	# of Students				
2	STANDA		FEACHER:S	6:30 AM	0	0	- L			
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4 ~	business		ratios must	8:30 AM	1	3	- L			
5 ^	Note: T	he Teach	er:Student r	9:30 AM	1	3	<u>ا</u>			
Student Ratio Count	Select Cl	assroon		10:30 AM	1	3				
	Prescho	ol		11:30 AM	1	3				
			М	12:30 PM	1	3				Status
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	24		26	2:30 PM	1	3				
	1	2	3	3:30 PM	1	3				
	8	9	10	4:30 PM	1	3				
	15	16	17	5:30 PM	1	1				
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	green and	d an In-P	rogress date	E SAVE	CAN		Î DELETE			,
	Instructio									
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	Step	p 3: Ente	r your ratios					ne start and end ti	mes from the inforn	nation stored in our licer

Repeat this process for each classroom. You must delete the ratios from every classroom before you can change the date and enter the date and ratios again, as the system will not allow different dates for each classroom.

Once you have completed this step for each classroom, you can enter new ratios and dates.