QUALITY RATED: STANDARD 1

CCR&R Southeast GA

Child Care
Resource
& Referral
OF SOUTHEAST GEORGIA
AT SAVANNAH TECHNICAL COLLEGE

Hello, welcome to Quality Rated Portfolio Standard 1. This step-by-step guide can be utilized to assist you in completing Standard 1 of the Quality Rated Portfolio independently.

STANDARD 1 RESOURCES
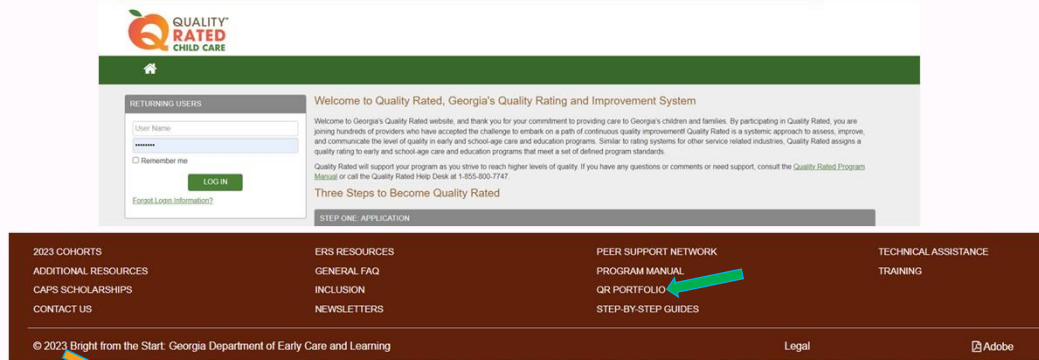
Once you log on to your Quality Rated Portfolio, the resources for Standard 1: Staff Qualifications and Professional Development can be found by clicking on the dark brown banner at the bottom of the page and clicking QR Portfolio. The resources for Standard 1 include: Georgia Professional Development System (GaPDS), GaPDS Career Levels, DECAL Scholars, Professional Learning Plan Template, Professional Learning Plan Instructions, Georgia's Workforce Knowledge and Competencies, Georgia Professional Development Competencies for Program Administrators and a sample Portfolio Staff Checklist.

STAFF QUALIFICATIONS

When you click on Standard 1, a drop-down menu will appear containing the 5 different sections for Standard 1, which are Staff Qualifications, Classroom Information, Teacher Classroom Assignment, Professional Learning Plan and National Accreditations.

On the Staff Qualifications Screen for Standard 1, you will see the information for Director and Teacher Qualifications and Georgia Professional Development System (GaPDS) Verification. A list of your staff members that are registered in the GaPDS will be shown.

Points awarded in Standard 1 are based on the evidence for all administrators, including co-directors and assistant director and instructional staff. Each staff will register their education and training in the Georgia Professional Development System. The staff's education and training are verified and registrants are assigned a career level. Verification may take up to 60 days. We encourage you to have staff complete and submit their GaPDS profile as soon as possible. Follow the instructions listed to complete the Staff Qualifications section.

This is a sample of what the Staff Qualifications screen looks like in your Portfolio. Once the staff add you as their employer in the employment section of their GaPDS account they will link to your Portfolio. Their names will show on this screen. Staff that are not currently employed at your site may also show on this screen. Only check the box in front of each staff member's name that is currently employed. If any names of staff that are not currently employed are listed, do not click the box in front of their name. Check the box in the light green banner at the bottom of this screen. Click the green SAVE button, to save the staff information. Once you click save, all staff you checked are saved. This saves staff information and allows you to add information in other staff related areas of the portfolio.

This area can be changed as needed to update staff information. Ensure you uncheck the box and save the section, then recheck the box and save this section when making any changes.
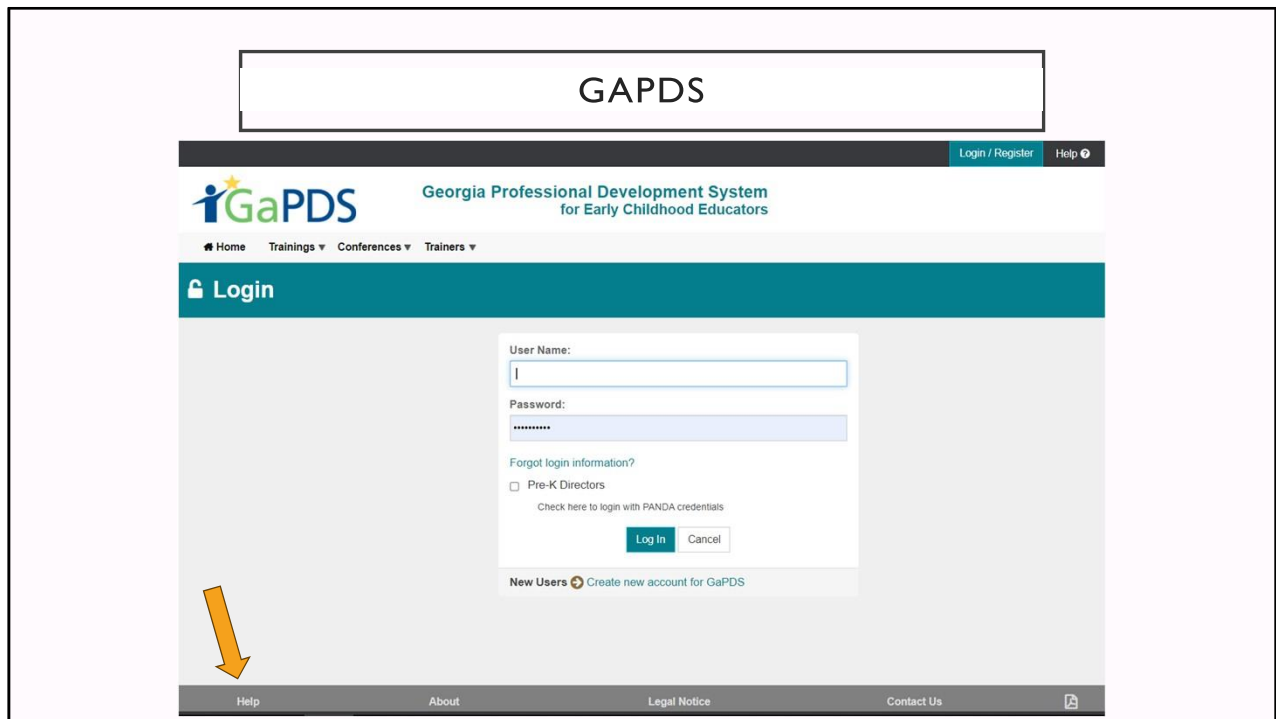
This is a view of the GaPDS website. Go to www.gapds.decal.ga.gov to access the website. Staff that need assistance with signing up for trainings, creating or updating their GaPDS account can click the Help button at the bottom of the page for support.
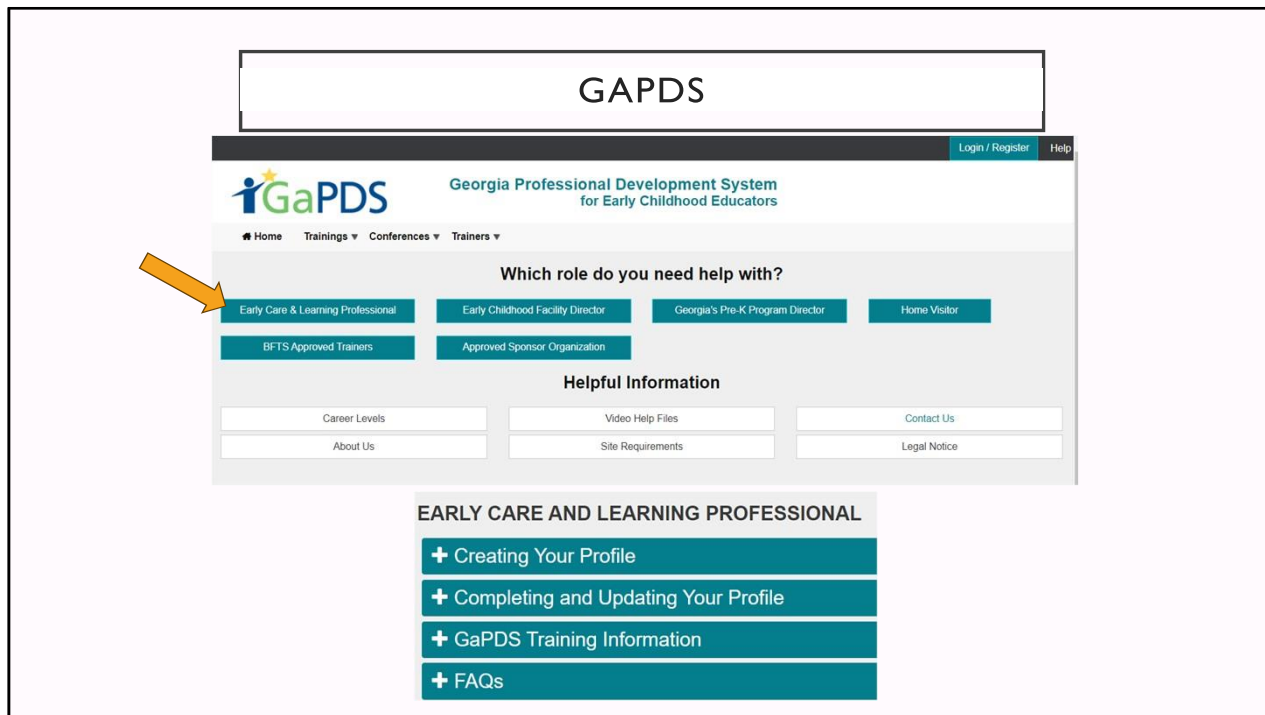
Click on the Early Care and Learning Professional tab. This tab will take you to the resources for creating your profile, completing and updating your profile, GaPDS training information and frequently asked questions.

This screen shows you a sample of the Quality Rated Rating Rubric. Staff evidence will be scored and verified using the rating rubric based on the information that is input into the staff's GaPDS account. Standard 1, Part A scores the director's, program administrators, and family provider's education and professional development. All directors listed in the portfolio will count towards scoring. If there is a director and an assistant director both director's qualifications will be scored.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, the director or family provider must meet the criteria for Career Level 4 or higher in the GaPDS system, must have completed a 40-hour director training course, and have at least 5 years of experience showing in the GaPDS account.

At the 4-point level, the director or family provider would need to meet the criteria for a Career Level 7 or higher. The director or family care provider may also earn these points if he or she holds an associate degree or higher in the listed education fields.

At the 6-point level the director or family provider must meet the criteria for Career Level 8 or higher in the GaPDS. The director or family care provider may also earn the 6 points if he or she holds a bachelor's degree or higher in the listed education fields.

No documentation is needed to be uploaded in this section. Information for scoring career levels will be pulled from the GaPDS system at the time of portfolio submission.

RUBRIC

Standard 1, Part B: Teacher Education and Professional Development – 18 Points Possible (36 Total Points Possible for Parts A and B of Standard 1)

Read all descriptors and award points based on the highest level of criteria met for each section.

See Appendix 9.7 for an example of how Standard 1, Part B is scored.

*Child Care Learning Centers and Family Child Care Providers with <u>no additional staff</u> do not complete this section.

1.4 Teacher Education	Points Possible
1.4.0 Criteria not met.	0
1.4.1 At least **fifty percent (50%) of all lead teachers** <u>and</u> **fifty percent (50%) of assistant teachers** meet the criteria for **Career Level 3** or higher.	2
1.4.2 At least **fifty percent (50%) of all lead teachers** <u>and</u> **fifty percent (50%) of assistant teachers** meet the criteria for **Career Level 4** or higher.	4
1.4.3 At least **seventy-five percent (75%) of all lead teachers** <u>and</u> **fifty percent (50%) of assistant teachers** meet the criteria for **Career Level 5** or higher.	6

What to Submit for Standard 1.4

Initial Application and Reassessment:
- o No documentation needs to be uploaded in this section. Information for scoring career levels will be pulled from the GaPDS at the time of portfolio submission.

Standard 1, Part B of the Quality Rated Rating Rubric is used to score lead teacher and assistant teacher qualifications for education.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, 50% of lead teachers **and** 50% of assistant teachers must meet Career Level 3 or higher.

At the 4-point level, 50% of all lead teachers **and** 50% of all assistant teachers must meet the criteria for Career Level 4 or higher.

At the 6-point level, 75% of all lead teachers **and** 50% of all assistant teachers must meet Career Level 5 or higher.

No documentation is needed to be uploaded in this section. Information for scoring career levels will be pulled from the GaPDS at the time of portfolio submission for teacher education. This only applies to those staff listed in the GaPDS and portfolio as **lead teachers** or **assistant teachers**. **Floaters and other support staff are not counted here.**

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                                 RUBRIC
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Director or Family Provider

1.3 Center Director(s) or Family Provider Annual Training	Points Possible
1.3.0 Criteria not met.	0
1.3.1 The director(s)/family provider has completed **14** hours of DECAL-approved training **during the past 12 months prior to portfolio submission** (Ready to Submit).	2
1.3.2 The director(s)/family provider has completed **16** hours of DECAL-approved training **during the past 12 months prior to portfolio submission** (Ready to Submit).	4
1.3.3 The director(s)/family provider has completed **18** hours of DECAL-approved training **during the past 12 months prior to portfolio-submission** (Ready to Submit).	6

What to Submit for Standard 1.3

Initial Assessment and Reassessment:
  o   No documentation needs to be uploaded in this section. Points for completed training hours will be awarded based on training entered and verified in the GaPDS at the time of portfolio submission (Ready to Submit).

Section 1.3 of the Rating Rubric scores the director or family provider's annual training.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, the director and family provider would need to complete 14 hours of Bright from the Start approved training during the 12 months prior to portfolio submission.

At the 4-point level, the minimum of 16 completed training hours allows for completing training hours taken up to 12 months prior to submission.

At the 6-point level, the minimum of 18 completed training hours allows for completing training hours taken up to 12 months prior to submission.

RUBRIC

1.6 Teacher Annual Training	Points Possible
1.6.0 Criteria not met.	0
1.6.1 **Twenty-five percent (25%) of all lead and assistant teachers** have completed **14** hours of DECAL-approved training **during the past 12 months prior to portfolio submission** (Ready to Submit).	2
1.6.2 **Fifty percent (50%) of all lead and assistan**t teachers have completed **16** hours of DECAL-approved training **during the past 12 months prior to portfolio submission** (Ready to Submit).	4
1.6.3 **Seventy-five percent (75%) of all lead and assistant teachers** have completed **18** hours of DECAL-approved training **during the past 12 months prior to portfolio submission** (Ready to Submit).	6

What to Submit for Standard 1.6

Initial Application and Reassessment:

o No documentation needs to be uploaded in this section. Points for completed training hours will be awarded based on training entered and verified in the GaPDS at the time of portfolio submission (Ready to Submit).

Required information must be completed, saved, and uploaded before this standard will be marked as complete.

Note: Program employees who have not met the minimum educational requirement for Child Care Licensing should be enrolled in a program of study leading to the award of a credential or degree in early childhood education.

This is the Rating Rubric for scoring all **lead** and **assistant teachers'** training hours.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, 25% of all lead **and** assistant teachers would need to complete a minimum of 14 hours of training within 12 months prior to portfolio submission. If these criteria are not met, 0 points would be awarded.

At the 4-point level, 50% of all lead **and** assistant teachers would need to complete 16 hours of training during the past 12 months prior to portfolio submission.

At the 6-point level, 75% of all lead **and** assistant teachers would need to complete 18 hours of training 12 months prior to the portfolio submission date.

No documentation needs to be uploaded in this section. Points for completed training hours will be awarded based on training hours for those staff listed in the GaPDS and portfolio as **lead teachers** or **assistant teachers**. **Floaters and other support staff are not counted here.**

CLASSROOM INFORMATION

The second section of Standard 1 is Classroom Information. Quality Rated wants to know how your program is configured. You will input each of your classrooms into the Classroom Information section. Click on the appropriate response for how your program is configured. Do you have one caregiving space with mixed age groups combined? Do you have more than one classroom for different ages with separate teachers and schedules. Once you choose the program configuration, enter each of your classrooms separately by clicking on the ADD NEW CLASSROOM button. View the chart above to see an example of how it looks when you enter your classroom information.

To complete this section, each of your classrooms must be added into the system. If there are children of mixed ages in a classroom, use the youngest age when selecting the age group for the classroom. Choose the best age group description for how you have your children grouped.

CLASSROOM INFORMATION

Instructions:

Step 1:
To add a new classroom, click the **Add New Classroom** button. A screen will appear on which to enter the following information:
- **Name** – enter a name for the classroom
- **Age Group** – using the dropdown list, select the primary age group for the majority of the children in this classroom
- **# Teachers** – enter the number of teachers assigned to this classroom
- **# Students Enrolled** – enter the number of students enrolled in this classroom (70% of the time)
- **Highest Ratio During the Day** – enter the number of teachers and the number of students that reflect the highest ratio for the day
- **Lowest Ratio During the Day** – enter the number of teachers and the number of students that reflect the lowest ratio for the day

Step 2:
Click the Save button to save each classroom's information.

Step 3:
Repeat these steps until all of your classrooms have been added.

Step 4:
After entering all your classrooms, click on the box at the bottom of the screen to indicate that this section is complete.

☑ Check this box to indicate that this section is complete when all of your classrooms have been added.

View Standard 1 Rating Rubric

The step-by-step instructions are listed to assist you in adding your classrooms. Follow the instructions. Click the Save button to save each classroom's information. Repeat that step for each of the classrooms you add. After you enter all of your classrooms, check the box in the light green banner at the bottom of the screen to indicate that this section is complete.

TEACHER CLASS ASSIGNMENT

The next section of Standard 1 is Teacher Class Assignment. In this section you will enter your teacher class assignments and the teachers' scheduled hours for each classroom. For centers, a list of the classrooms that you entered from the Classroom Information section will appear. For Family Child Care Learning Home Providers, you will only see one classroom listed as "In Home."

Add teachers for each classroom by clicking the green **+** button under the word "Add." The teacher list will prepopulate from the teachers' names that have been saved in the Staff Qualifications section. Use the drop-down list to select the teacher you would like to assign to each classroom. Then, select the days of the week for each teacher. If the teacher works the same schedule each day of the week you have the option to choose Work Week "Monday through Friday" or add multiple days for the teacher at one time. Enter the start and end time for the assigned classroom(s). Take note of the EXPAND ALL button on the screen; this button allows you to view the teacher assignments once they are completed.

TEACHER CLASS ASSIGNMENT

Step 4:
Click the Save button to save your teacher assignment for this classroom.

Step 5:
Repeat this process for each classroom and for each teacher assignment for the classroom. If a teacher works a split shift, enter separate assignments for each shift.

Step 6:
To view all of the teachers for whom you have added assignments, click the Expand All button at the top or click the Expand Row icon in the left column of the classroom list. You can edit a teacher assignment by clicking on the edit icon 🖊 in the left column of the teacher assignment row. You can delete a teacher assignment by clicking on the delete icon 🗑 in the right column of the teacher assignment row.

Step 7:
After teacher assignments have been entered for all classrooms, click on the box at the bottom of the screen to indicate that this section is complete.

☑ Check this box to indicate that all of your teacher assignments have been added for each classroom.

View Standard 1 Rating Rubric

Once you have entered the Classroom Information, click the Save button to save your teacher class assignment for that particular classroom. Repeat this process for each of your classrooms and for each of your teacher assignments for the classrooms. If your teacher works a split shift, enter separate assignments for each of those shifts and/or each of those classrooms, especially for teachers that may be floaters.

Complete all steps as listed. After each teacher assignment has been entered for all of the classrooms, check the box in the light green banner at the bottom of the screen to indicate that this section is complete.

TEACHER CLASS ASSIGNMENT

This is a view of how the area for adding the Teacher Class Assignment looks. The sections are: classroom chosen, teacher name drop-down box, days of the week drop-down box, start and end time for the teacher and the days worked area. Utilize the Save button and the add **+** icon to add new teacher class assignments.

PROFESSIONAL LEARNING PLAN

The fourth section of Standard 1 is the Professional Learning Plan (PLP). Above you can see where you can click on a link that takes you to a sample of a PLP. A PLP is a template used to record professional learning goals. The PLP is a document that is designed to promote growth in early childhood education and/or administrative competencies. This section allows you to upload a PLP for each of your staff members. Access to the PLP template and instructions are located in QR Portfolio at the bottom of the Quality Rated screen.

The PLP should cover one complete year of professional learning. Complete and save the PLP for each staff. The PLPs can be printed and completed or you can complete the electronic version of the PLP internally. Save the document as a PDF then click on the ADD **+** icon, to the left of each staff member's name to upload their individual PLP.

PROFESSIONAL LEARNING PLAN

Step 5:
Click the Upload button to upload the document into your portfolio.

Step 6:
Repeat this process for each staff member.

Step 7:
After uploading the PLP for each of your staff members, click on the box at the bottom of the screen to indicate that this section is complete.

☑ Check this box to indicate that you have completed uploading all Professional Learning Plans.

View Standard 1 Rating Rubric

Click the upload button to upload each PLP into your portfolio. Repeat this process for each staff member until all PLPs are uploaded. Check box in the light green banner at the bottom of the screen to indicate that this section is complete.

PROFESSIONAL LEARNING PLAN

2023 COHORTS	ERS RESOURCES	PEER SUPPORT NETWORK	TECHNICAL ASSISTANCE
ADDITIONAL RESOURCES	GENERAL FAQ	PROGRAM MANUAL	TRAINING
CAPS SCHOLARSHIPS	INCLUSION	QR PORTFOLIO	
CONTACT US	NEWSLETTERS	STEP-BY-STEP GUIDES	

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QUALITY RATED PORTFOLIO

Frequently Asked Questions
- Portfolio FAQ
- FAQ for Stand-Alone School-Age Programs

Rating Rubric
- For Child Care Centers and Family Provider Portfolios
- For Stand-alone School-Age Portfolios

Standard 1:Qualifications and Professional Development
- Georgia Professional Development System (GaPDS)
- GaPDS Career Levels
- DECAL Scholars
- Professional Learning Plan Template
- Professional Learning Plan Instructions
- Georgia's Workforce Knowledge and Competencies
- Georgia Professional Development Competencies for Program Administrators
- Portfolio Staff Checklist

You can view the Standard 1 Rating Rubric for clarity on how to complete the PLP. Click on QR Portfolio in the dark brown banner at the bottom of the Quality Rated screen. Click on Professional Learning Template for a sample template. Click on Professional Learning Plan Instructions for the step-by-step guide.

This is the PLP portion of the Quality Rated Rating Rubric for scoring the PLP.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, the center directors or family providers PLP has to be written and have one administrative training with at least one competency area with a goal of completing a minimum of 2 training hours that focus on the trainings that are listed on the PLP.

At the 4-point level, the PLP must include four hours of training with at least one ECE competency area and one administrative competency area with a goal of completing at least 4 hours of training that focus on the listed trainings.

At the 6-point level the director or family provider has to have a PLP that includes training with at least one ECE competency and 2 different administrative competency areas with a goal of completing at least 6 hours of training that focuses on the listed training areas.

The required training areas include inclusion, cultural responsiveness, supporting dual language learners, family engagement, and/or implementation of the GELDS. For initial programs, directors or family providers of a program that has never been rated, upload a copy of a PLP. For reassessment programs, directors or family providers of a program that has been rated before, upload a new PLP. Documentation of completing the previous year's PLP trainings will be verified through the GaPDS. The required information must be completed, saved, and uploaded before the standard will be marked complete.

Lead and Assistant TEACHERS	RUBRIC	

1.5 Teacher Professional Learning Plan (PLP)	Points Possible
1.5.0 Criteria not met.	0
1.5.1 At least **eighty percent (80%)** of all **lead and assistant teachers** have an annual Professional Learning Plan that includes training in <u>one</u> **ECE Competency** in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, family engagement, and/or implementation of the Georgia Early Learning and Development Standards (GELDS).	2
1.5.2 Has completed all of criteria 1.5.1, <u>and</u> at least **seventy-five percent (75%)** of all **lead and assistant teachers** have an annual Professional Learning Plan that includes training in <u>two</u> different **ECE Competencies** in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, family engagement, and/or implementation of the Georgia Early Learning and Development Standards (GELDS).	4
1.5.3 Has completed all of criteria 1.5.2, <u>and</u> at least **fifty percent (50%)** of all **lead and assistant teachers** have an annual Professional Learning Plan that includes training <u>three</u> different **ECE Competencies** in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, family engagement, and/or implementation of the Georgia Early Learning and Development Standards (GELDS).	6

What to Submit for Standard 1.5

Initial Application:
- o   Copy of each staff member's individual PLP with competency codes and training levels noted

Reassessment:
- o   Completion of the previous year's PLP training (verified through the GaPDS)
- o   New PLP for each staff member for the current year

Required information must be completed, saved, and uploaded before this standard will be marked as complete.

Rating Rubric at 1.5 is the portion of the Rating Rubric for scoring teacher's PLPs. The PLP is required for **leads and assistant teachers only**.

If the minimum criteria are not met, 0 points will be awarded.

At the 2-point level, at least 80% of all lead and assistant teachers must have an annual PLP that includes 1 ECE competency training in the focused training areas. If these criteria are not met at the minimum 2-point level, no points will be awarded.

At the 4-point level, teachers will have to have completed all of the standard's requirements prior and at least 75% of all lead and assistant teachers must have a PLP with training in 2 different ECE competencies. Please ensure that there are two different ECE competencies and the trainings are in those focused training areas.

At the 6-point level, teachers will have to have complete all of the prior requirements. 50% of all the lead and assistant teachers must have a PLP with 3 ECE competencies in the focused training areas.

The required training areas include inclusion, cultural responsiveness, supporting dual language learners, family engagement, and/or implementation of the GELDS. For initial programs, teachers of programs that have never been rated, upload a copy of a PLP. For reassessment programs, the teachers of a program that has been rated before, upload a new PLP. Documentation of completing the previous year's PLP trainings will be verified through the GaPDS. The required information must be completed, saved, and uploaded before the standard will be marked complete.

NATIONAL ACCREDITATION

This last section of Standard 1 is National Accreditation. This section asks for evidence of certificates for National Accreditation. Upload your current National Accreditation certificates reflecting the expiration dates. If no accreditation has been earned, check the box to indicate this section is complete. For directors and providers that have the 40-hour Director Training Certificates, those certificates can also be uploaded into this area. To upload the evidence here you would click on the green UPLOAD EVIDENCE button to input all national accreditation evidence as well as the 40-hour director training certificates.

Once all documents are uploaded, check the box in the light green banner at the bottom of the page to save and complete this section.

If you do have documents to upload, ensure that you use the correct format for uploading. The yellow note is a disclaimer that there are certain types of formats of documents that can be accepted. We suggest that you save your documents as a PDF.

PORTFOLIO CHECKLIST

STANDARD 1	Date Completed:	
Item	**Date Completed**	**Comments/Questions**
Director PDS ☐ Correct role ☐ Active/Pending status ☐ Training documentation ☐ Education documentation/Career level (30 days)		
Staff PDS ☐ Correct role FCC: Assistants should be listed as a lead or assistant teacher in order to be considered in Part B ☐ Active/Pending status ☐ Training documentation ☐ Education documentation/Career level (30 Days)		
Classroom Information ☐ All ages currently enrolled ☐ FCC-all ages currently enrolled		
Teacher Class Assignment		
Professional Learning Plans		
National Accreditation Certificate (if applicable) *40-Hour Director Training certificate can be uploaded in this section*		

The Child Care Resource & Referral Agency has created a resource to help you to complete each standard of the portfolio. The Standard 1 portion of that Portfolio Checklist is shown here. Please ensure you request the Portfolio Checklist from your Coach. This could assist you in completing Standard 1 of the Portfolio.

ADDITIONAL INFORMATION
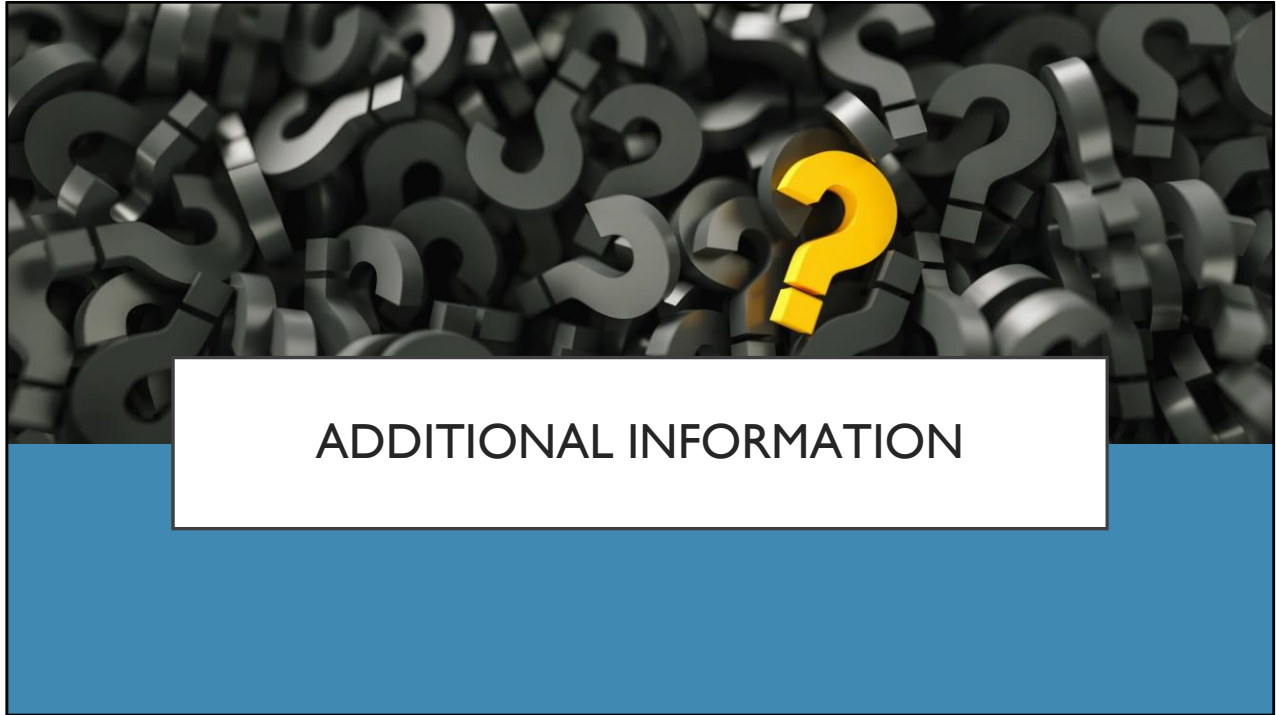
If you still have questions, please feel free to reach out to your Coach for further consultation. We wish you success in completing Standard 1. Thank You.