



Annual Verification - Request for Reassessment Step-by-Step Guide

APPLICATION for Request for Reassessment

Log into your Quality Rated account

- Click the **CREATE APPLICATION** button
- 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
- Review **Part 1 Site Information** and update the following information if needed:
 - Owner Information
 - Program Official Information
 - Classroom Information
 - [Answer 'No' to the question asking if your program only provides after school care](#)
 - Demographic Information
- Review **Part 2 Current/Past Technical Assistance Services** and update if needed
- Review **Part 3 Quality Accreditations** and update if needed
- In **Part 4 Annual Verification**, select **Option 3 - Request for Reassessment**
- Review **Part 5 Certification of Application** and update compliance information if needed
- 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

PORTFOLIO for Request for Reassessment

After your Application is approved, click the CREATE NEW PORTFOLIO button on your Home screen to create your Request for Reassessment 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.

STANDARD 1 - Director and Teacher Qualifications

Staff Qualifications

- Review the list of staff members displayed from the GaPDS (Georgia Professional Development System)
 - 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)
 - Each **NEW** employee must create a GaPDS account or change *the 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.



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- 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 new 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 was submitted will be counted for Quality Rated purposes. Refer to the Rating Rubric for the specific number of hours required.
- Update number of Teachers and Administrators 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 SAVE on the bottom of the screen

Classroom Definition

- Add NEW classroom(s), if applicable
 - Enter number of teachers, number of students
 - Click SAVE
- Update information in EACH existing classroom
 - Update number of teachers, number of students
 - Click SAVE for EACH classroom
- Check the box at the bottom of the screen to indicate that the information in EACH classroom is correct

Teacher Class Assignment

- Add/delete/change teacher assignments for EACH classroom
 - Update days of the week for EACH teacher
 - Update hours for EACH teacher
 - Click SAVE at the bottom of EACH classroom
- Check the box at the bottom of the screen to indicate that the teacher, days of the week, and hours are current and correct for EACH classroom

Professional Learning Plan (PLP)

- Click on the Professional Learning Plan link to retrieve the 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



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STANDARD 2 - Child Health, Nutrition, and Physical Activity

Assessment

- Complete a **NEW** Nutrition and Physical Activity Assessment

Nutrition Results

- Review results of the Nutrition Assessment
- Create a new 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 a new 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

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

Previous Improvement Plans

- Upload evidence of completion of your previous Nutrition and Physical Activity Improvement Plans on the tab/screen labeled "Previous Improvement Plans" (limit of 5 pieces of evidence)
- Check the box at the bottom of the screen to indicate your evidence has been uploaded

STANDARD 3 - Family Engagement

Overview of Five Protective Factors

- Each new 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 directed 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



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Family Engagement Self Assessment

- Complete a **NEW** Family Engagement Self Assessment
- Read all the instructions first
- Only the items checked (“*include in improvement plan*”) will appear on the Family Engagement Improvement Plans (Goals) tab for selection
- A minimum of one item for improvement must be checked
- 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 (different item(s) than previously selected)
- Check the box at the bottom of the screen to indicate that all your plans are 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

Previous Improvement Plans

- Upload evidence of completion of your previous Improvement Plan(s) on the tab/screen labeled “Previous Improvement Plans” (limit of 5 pieces of evidence)
- Check the box at the bottom of the screen to indicate your evidence has been uploaded

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 uploaded your description



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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 the 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*