Quality Rated School-Age Portfolio Standard 1

CCR&R Southeast GA

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

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

* School-Age Portfolio resources

Once you log on to your Quality Rated Portfolio, the resources for Standard 1: 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: FAQ for Stand-Alone School-Age Programs, Rating Rubric for Stand-alone School-Age Portfolio, 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.

STANDARD 1

Program Information and important reminders.

Cohort dates to remember

Access current and old portfolios.

You will find your current portfolio on the home page screen under your current application row. Click the green folder to locate each standard that you will be working in.

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. 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 and then 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.

STANDARD 1

STANDARD 1 - DIRECTOR AND TEACHER QUALIFICATIONS AND GAPDS VERIFICATION

	PDS #	Status	First Name	Last Name	Title	Career Level	Education	Training Hours	Start Date	Trainings
☑	108354	Active	Darlene	Wilson	Director and/or Administrator	0		0	04/02/2019	🖥
☑	313788	Active	Cassandra	Cummings	Lead Teacher	0		3	08/01/2023	🖥

Administrators: 1
Teachers: 1

View Standard 1 Rating Rubric

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 and then 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 check or uncheck any boxes and save the section. Once updated, click the save button and recheck the box in the light green banner at the bottom of the screen to mark this section complete.

Standard 1
- Staff Qualifications
- Classroom Information
- Teacher Class Assignment
- Professional Learning Plan
- National Accreditations

QUALITY RATED CHILD CARE

Welcome Director

PROGRAM NAME   CCLC: XXXXXX

SCHOOL-AGE ONLY

Portfolio Status: In Progress   ← BACK   VIEW PORTFOLIO   VIEW HISTORY   SUBMIT PORTFOLIO

Standard 1, Part A: Director/Program Administrator(s) Education and Professional Development – 18 Points Possible
Read all descriptors and award points based on the highest level of criteria met for each section.

1.1 Program Director(s) Education Level	Points Possible
1.1.0 Criteria not met.	0
1.1.1 The director/administrator(s) meets the criteria for **Career Level 4** or higher in the Georgia Professional Development System **and** has 2 years of experience as a program director or administrator.	2
1.1.2 The director/administrator(s) meets the criteria for **Career Level 7** or higher in the Georgia Professional Development System. The director/administrator(s) may also earn these points if he/she holds an associate degree or higher in business, management, or a related degree and has earned at least six semester hours in early childhood or elementary education or a related field.	4
1.1.3 The director/administrator(s) meets the criteria for **Career Level 8** or higher in the Georgia Professional Development System. The director/administrator(s) may also earn these points if he/she holds a bachelor's degree or higher in business, management, or a related degree and has earned at least nine semester hours in early childhood or elementary education or a related field.	6

What to Submit for Standard 1.1
Initial Application and Reassessment:
- 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. Any academic coursework that will be evaluated to meet the semester hour requirement must be entered into the GaPDS under ECE-Related coursework.

1.3 Program Director/Administrator's Annual Training	Points Possible
1.3.0 Criteria not met.	0
1.3.1 The director/administrator(s) 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/administrator(s) 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/administrator(s) 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 Application and Reassessment:
- No documentation needs to be uploaded in this section. Information completed training hours will be awarded based on training entered and verified in the GaPDS at the time of portfolio submission.

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.

1.4 Teacher Education	Points Possible
1.4.0 Criteria not met.	0
1.4.1 At least **50% of all lead teachers and 50% of assistant teachers** meet the criteria for **Career Level 3** or higher.	2
1.4.2 At least **50% of all lead teachers and 50% of assistant teachers** meet the criteria for **Career Level 4** or higher.	4
1.4.3 At least **75% of all lead teachers and 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:
- 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.

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 assistant 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:
- 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.

This screen shows you a sample of the Quality Rated Stand Alone School-age Care 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 Program Director's/Administrator'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.

For section 1.1, if the minimum criteria are not met, 0 points will be awarded.
At the 2-point level, the director(s) must meet the criteria for Career Level 4 or higher in the GaPDS system and has 2 years of experience showing in their GaPDS account.
At the 4-point level, the director(s) would need to meet the criteria for a Career Level 7 or higher. The director(s) 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(s) must meet the criteria for Career Level 8 or higher in the GaPDS. The director (s) may also earn the 6 points if he or she holds a bachelor's degree or higher in the listed education fields.

Section 1.3 of the Rating Rubric scores the director(s) annual training. If the minimum criteria are not met, 0 points will be awarded.
At the 2-point level, the director(s) 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 taken up to 12 months prior

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

Section 1.6 of the Rating Rubric scores 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.
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 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.

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 space where you provide care for school age children? Do you have more than one classroom for different school age groups 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 to see an example of how it looks when you enter your classroom information.

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 the steps 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.

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. 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 teacher(s). Take note of the EXPAND ALL button on the screen; this button allows you to view the teacher assignments once they are completed. 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.

STANDARD 1

STANDARD 1 - PROFESSIONAL LEARNING PLAN

This section allows you to upload a Professional Learning Plan (PLP) for each of your staff members. Access the PLP template and instructions located under QR Portfolio at the bottom of the screen. Direct links are also available under Step 1 below.

Add/View	PDS #	Status	First Name	Last Name	Career Level	Delete
⊕	1234	Pending	Sarah	Smith	0	🗑
📄	5678	Active	Sussi	Campos	0	🗑
📄	90123	Incomplete	Peter	Pan	3	🗑

Instructions:

Step 1:
Complete and save a Professional Learning Plan (PLP) for staff registered in the GaPDS. Review the instructions for a description of each field. This PLP template is in an editable PDF format. When saving the template to your PC be sure the extension in the file name remains ".pdf". Enter your information, save and print your document.
Note: Scan the completed PLPs to your computer as an electronic file in order to upload in this section.

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 the staff members. Access to the PLP template and instructions are located on the QR website in the section labeled QR Portfolio at the bottom of the screen in the brown banner. 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. 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.

STANDARD 1

Standard 1
✔ Staff Qualifications
✔ Classroom Information
✔ Teacher Class Assignment
Professional Learning Plan
✔ National Accreditations

QUALITY RATED CHILD CARE

PROGRAM NAME

CCLC: XXXXXX

Portfolio Status: In Progress

SCHOOL-AGE ONLY

Instructions:

Step 1:
Complete and save a Professional Learning Plan (PLP) for staff registered in the GaPDS. Review the instructions for a description of each field. This PLP template is in an editable PDF format. When saving the template to your PC be sure the extension in the file name remains ".pdf". Enter your information, save and print your document.
Note: Scan the completed PLPs to your computer as an electronic file in order to upload in this section.

Step 2:
Click on the ➕ icon to the left (Add/View column) of each staff member's information.

Step 3:
On the Upload screen, click the browse button and navigate to the folder on your local computer where you saved the PLP document for the selected teacher.

Step 4:
Select the desired file and click the Open button, which will display the selected file location in the textbox on the screen.

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

1.2 Program Director/Administrator(s) Professional Learning Plan (PLP)	Points Possible
1.2.0 Criteria not met.	0
1.2.1 The director/administrator(s) has a written Professional Learning Plan that includes administrative training in at least **one Administrative (ADM) Competency** area with a goal of completing a minimum of **two** hours of training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	2
1.2.2 The director/administrator(s) has a written Professional Learning Plan that includes training in at least **one ECE Competency** and **one Administrative (ADM) Competency** area with a goal of completing **four** hours of training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	4
1.2.3 The director/administrator(s) has a written Professional Learning Plan that includes training in at least **one ECE Competency** and **two different Administrative (ADM) Competency** areas with a goal of completing **six** hours of training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	6

What to Submit for Standard 1.2
Initial Application:
o Copy of a Professional Learning Plan with competency codes and training topics noted
Reassessment:
o Documentation of completing the previous year's PLP training (verified through the GaPDS)
o New PLP

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 **one ECE Competency** and training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	2
1.5.2 Has completed all of criteria 1.5.1, **and** at least **Seventy-five percent (75%)** of all **lead and assistant teachers** have an annual Professional Learning Plan that includes training in **two different ECE Competency areas** and training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	4
1.5.3 Has completed all of criteria 1.5.2, **and** at least **Fifty percent (50%)** of all **lead and assistant teachers** have an annual Professional Learning Plan that includes training in **three** different **ECE Competency areas** and training in one or more of the following areas: inclusion, cultural responsiveness, supporting dual language learners, and family engagement.	6

What to Submit for Standard 1.5
Initial Application:
o Copy of each staff member's individual PLP with competency codes and training topics 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

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

Section 1.2 is the portion of the Rating Rubric for scoring the director(s) PLP. If the minimum criteria are not met, 0 points will be awarded.
At the 2-point level, the center director(s) PLP has at least one administrative training competency area with a goal of completing a minimum of 2 training hours that focus on the trainings that are listed on the rubric.
At the 4-point level, the PLP includes training in 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 training areas.
At the 6-point level, the PLP includes training in at least one ECE competency area and two different administrative competency areas with a goal of completing at least 6 hours of training that focuses on the listed training areas.

Section 1.5 is the portion of the Rating Rubric for scoring teacher's PLPs. The PLP is required for **lead 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 one ECE competency training in the focused training areas.

At the 4-point level, 75% of all lead and assistant teachers must have a PLP with training in two different ECE competencies in the focused training areas.

At the 6-point level, 50% of all lead and assistant teachers must have a PLP with three ECE competencies in the focused training areas.

The required training areas include inclusion, cultural responsiveness, supporting dual language learners, and family engagement. The required information must be completed, saved, and uploaded before the standard will be marked complete.

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. 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.

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

Summary of standard 1 - closing slide

When all sections receive a green check mark it will indicate that Standard 1 is completed.

STANDARD 1		Date Completed:
Item	Date Completed	Comments/Questions
Director PDS ☐ Active/Pending Status ☐ Training Documentation ☐ Education Documentation/Career Level (30 days) *Do not list site director as an administrator in PDS if they are a part of the ratio. List them as a Lead Teacher.		
Staff PDS ☐ Active/Pending Status ☐ Training Documentation ☐ Education Documentation/Career Level (30 days)		
Classroom Information ☐ All classrooms currently open *If only one space is used, list as one classroom		
Teacher Class Assignment		
Professional Learning Plans		
National Accreditation Certificate (if applicable)		

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 the 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.

If you still have questions, please feel free to reach out to your Coach for further consultation or refer to the resources on our website at https://www.ccrrofsoutheastga.org/quality-rated-portfolio-resources. We wish you success in completing Standard 1.