



ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN
Joining Together for Quality Early Care and Education

1471 Shoreline Drive, Suite 202 • Boise, Idaho 83702 • 208.345.1090 • FAX 208.345.6569 • www.idahoaeyc.com

2/3/2009

Dear Mentor/Coaches:

The following information is provided to assist you in meeting the requirements to be approved by IdahoSTARS to provide Mentor/Coach services to child care providers. This application for approved Mentor/Coach status replaces all previous agreements. **A signed copy of the application with a W-9 Form on file is necessary to receive payment for services.** (If you have previously signed a W-9, it is not necessary to submit a new one).

- Please find the request for payment on the Idaho AEYC website or use this link <http://idahoaeyc.org/mentorforms.php> to access the correct form. Electronic submission is preferred. If you are not able to access the submission form electronically, please call the Idaho AEYC office to request a FAX (208-345-1090 x20) or mailed copy.
- Please note required experience and training listed in the IdahoSTARS Mentor/Coach Application. Idaho AEYC and IdahoSTARS will make every effort to ensure that the specialized training required for each required course is available to the public throughout the state. It is the responsibility of Mentor/Coaches to **complete the training** necessary for approved status in the Mentor/Coach Application process.
- Included in the approval process is the requirement to have a current **criminal background check**:

Idaho AEYC requires all approved mentor/coaches who do any portion of their work in child care settings to document receipt of a criminal background check. Idaho AEYC is a designated agency for Health and Welfare to receive criminal background check information. Please go on-line to apply for a criminal background check at this site: <https://chu.dhw.idaho.gov/>

Step 1: REGISTER AS A NEW USER

Click on the NEW USER REGISTRATION button on the left menu to create a new user account. Your user name and password must be at least 8 letters or numbers without spaces. Remember and write down your user name and password. You will need it every time you log-on to this web page. Please provide an email address for password assistance. If you forget your password, you can e-mail the criminal history unit at crimhist@dhw.idaho.gov and it can be reset for you. After registering you will be returned to the home page and be required to log on using your user name and password to begin your application.

Step 2: LOG ON

Step 3: GATHER NECESSARY INFORMATION

(Prior to applying you will need to know specific information to include:)

_ Employer Identification Number (**2208**)

_ Any Arrests, convictions or citations

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- _ Probation or parole information
- _ Involvement with child protection or adult protection investigations
- _ Driver's license information
- _ What type of services you will be providing which require a background check Category:

*** Contractor with DHW, as specified in the contract**

Step 4: COMPLETE AND SUBMIT AN APPLICATION

After clicking the "Complete Application" menu item to the left, follow the directions on each page and complete all necessary questions. When you have completed the application, read the additional instructions. When you are satisfied that your form is complete, click the SUBMIT button at the bottom of the page.

Step 5: SCHEDULE FINGERPRINT APPOINTMENT (or mail fingerprints and application)

After submitting your application, the buttons at the bottom of your last page will give you the option of choosing to schedule your fingerprint appointment at a DHW location, or mailing in your fingerprints and application

Step 6: PRINT STATUS PAGE / NOTE VERIFICATION NUMBER

The final step is to print your status page. This will allow you to keep track of your verification number. Your employer may ask you for this number, as they can use it to monitor the progress of your background check.

- Protecting Human Research Participants (PHRP) course - Human Assurances Certificate (HAC) is required to be on file:

The purpose of this certificate is to ensure that all of us associated with the Idaho AEYC office and IdahoSTARS have an understanding and have committed to ethical practices related to research. This is necessary because of the large amount of data that is collected by IdahoSTARS and Idaho AEYC, related to individuals and facilities, which will then be used to guide program development, inform public awareness and evaluate the effectiveness of our programs.

You may print a copy of the entire document though it is very long and requires much paper; (that option is available when you open the link to the course). For some it is easier to have a written copy of the course to work with as you are working on the computer, so that you can look up the information requested to complete the course. You can also **use the back button on your computer to go back to look up items on the computer** whichever works best for you. The goal is to have an understanding of research purposes and ethical practice. This is important to all of our work and is essential to our work with the University of Idaho. We do collect and use data about our clients to research best practice and effectiveness of program strategies. Read the information and go to the **last activity for each chapter**, that is the one that needs to be completed to move on to the next portion. You may do all of the activities, but that is not necessary, just the last one in each section. This will take about 2 hours more or less. Please send a copy of your certificate of completion to the Mentor/Coach office at Idaho AEYC who will file with U of I. Keep a copy for yourself.

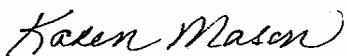
Go to the following website, scroll down to number 7, take the PHRP course and send your certificate via email. The course is in six steps and should take you about two hours. Please be sure to save your certificate because once you take the course and pass you are not required to take it again as long as you have the certificate.

<http://cme.cancer.gov/clinicaltrials/learning/humanparticipant-protections.asp>

- Please complete the Mentor/Coach application and when approved, you will be contacted through the Regional IdahoSTARS Quality Child Care Consultant to submit your interest in providing services to child care providers requesting Mentor/Coach scholarships. Once selected, an agreement will be completed with the child care provider receiving services. (A template is available on-line at www.idahoaeyc.org under Programs, Mentor/Coaches, Forms; or through the Mentor/Coach office, 345-1090 x20 or jziegert@idahoaeyc.org).
- Please provide a brief biography or description of your professional skills to be shared with providers who have requested a scholarship for Mentor/Coaching services. This should be brief, no more than 60 words and attached to the Mentor/Coach application.

We look forward to a mutually productive relationship in the development of high quality early education programs in Idaho. Your leadership is essential to this process both as an expert and role model for others in the field.

With sincere thanks,



Karen Mason, M.S.W., M.Ed.
Executive Director