

PROFESSIONAL DEVELOPMENT Quality Standard



PROFESSIONAL DEVELOPMENT documents ongoing training and education. Ongoing professional development ensures professionals stay current on the best practices in the field.

Worksheets needed to complete this section:

1. *QRIS Personnel Worksheets for Lead & Assistant teachers* found in the Worksheet Section
2. *QRIS Personnel Worksheet: Professional Development Summary* found in the Worksheet Section, with an example in this section

Terms:

- **IdahoSTARS approved:** Trainings approved by the IdahoSTARS Training Office, designed to increase skills and knowledge of a topic area
- **12 months prior to application:** Trainings taken in the 12 months prior to when the QRIS application is submitted to the QRIS office. A grace period of 30 days is granted, so trainings taken in the month prior to the deadline are also counted
- **College credits:** Semester credits. (If quarter credits are earned, they are converted to semester credits by multiplying quarter credits by .67). Credits must be in a field related to Early Childhood Education (ECE)
- **College transcript:** Transcript from a college, university, or technical school that lists credits earned. Class schedules are not considered documentation, since they do not indicate credits completed. Unofficial transcripts are acceptable, but must include the name of the person as well as the name of the school on the transcript.
- **Component 9: Special Needs:** One of the IdahoSTARS Early Care and Education Core Knowledge Components, focusing on the knowledge and understanding of developmental stages, processes, theories and their implications for work with children with disabilities and their families and to provide inclusive opportunities
- **Component 10: Strengthening Families Protective Factors:** One of the IdahoSTARS Early Care and Education Core Knowledge Components, focusing on the knowledge and understanding of the five protective factors and seven strategies as defined by *Strengthening Families through Early Care and Education*



Directions:

1. Refer to the ***Personnel Worksheets*** you completed for each Lead and Assistant teacher. Use the information recorded for each employee to complete the ***Professional Development Summary*** for the facility. The worksheet is in the Worksheet Section and an example of a completed worksheet is in this section
2. On the ***Professional Development Summary***, record the total number of IdahoSTARS – approved training hours the director and each lead and assistant teacher has taken in the 12 months prior to this application.
 - a. All teachers, whether enrolled in the PDS Registry or not, can obtain an official IdahoSTARS training transcript in order to calculate the trainings taken in the 12 months prior to this application by calling the IdahoSTARS Training Office or their Regional Consultant. Due to privacy issues, the teachers must request these training transcripts themselves.
 - b. If an employee has training certificates that are not listed on their training transcript, he/she should contact the IdahoSTARS Training Office.
3. On the ***Professional Development Summary***, record the number of training hours in **Component 9: Special Needs**, which the director and each lead and assistant teacher has taken in the 12 months prior to this application. These hours will be used in the Inclusion Quality Standard.
4. On the ***Professional Development Summary***, record the number of training hours in **Component 10: Protective Factors**, the director and each lead and assistant teacher has taken over the entire course of their careers. These hours will be used in the Strengthening Families Quality Standard.
5. On the ***Professional Development Summary***, record the number of ECE related college credits and/or training hours each employee has completed in the 12 months prior to this application.
 - a. The PDS Registry does not document college coursework. To receive credit for college credits, a transcript must be attached for *documentation whether or not the employee is enrolled in the IdahoSTARS PDS Registry*. ECE credits must be highlighted in **yellow**.
 - Course schedules are *not* considered documentation.
6. Use the ***Professional Development Summary*** to calculate the percentage of employees with the stated number of total training hours (8 hours, 15 hours, etc), the total ECE credits, or combination of credits and training. (Note that one ECE credit is the equivalent of 15 training hours.)
7. When calculating training percentages, **do not** include new employees who have been employed 90 days or less.
8. In the *Percent* column of the ***Professional Development Summary***, record the percentage of lead teachers who have earned :
 - 8 hours of IdahoSTARS approved training in the 12 months prior to application
 - 15 hours of IdahoSTARS approved training OR 1 ECE credit in the 12 months prior to application
 - 20 hours of IdahoSTARS approved training OR 1 ECE credit plus 5 hours of IdahoSTARS approved training in the 12 months prior to application
 - 25 hours of IdahoSTARS approved training OR 1 ECE credit plus 10 hours of IdahoSTARS approved training in the 12 months prior to application
 - 30 hours of IdahoSTARS approved training OR 2 ECE credits in the 12 months prior to application



9. In the *Percent* column of the **Professional Development Summary** record the same percentages for assistant teacher.
10. Compare the percentages on the **Professional Development Summary** to the quality indicators for Professional Development on the grid below
11. Identify the tier that corresponds with the average Professional Development percentages for the facility.
 - Begin by looking at the first indicator in Tier 1. Ask yourself if the statement is true for the facility.
 - If the answer is 'yes', it is true at this time, check the box and gather the supporting materials to submit with the completed application. The materials you need are listed in red beneath the indicator.
 - If the answer is 'no', it is not true at this time, leave the box empty.
 - If all indicators in Tier 1 are NOT in place, check the **Not yet at Tier 1** box.
 - If all indicators are checked in Tier 1, check the Tier 1 box; if the indicator in Tiers 1 & 2 is in place, check off the Tier 2 box, and so on.
12. Transfer the information to the Professional Development Quality Standard section on the *Application for a Facility Profile*
13. Attach documentation.



Sample Personnel Worksheet: Professional Development Summary

Director activity in the last 12 months: Total training: 60 hrs Component 9: 25 hrs Component 10: 15 hrs
 College credits: 1

of Teachers Who Met Training Hours: Total of all teachers that earned the designated training hours OR ECE related college credits in the 12 months prior to application.

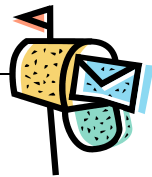
Total Lead Teachers or Total Assistant Teachers: This is the total of ALL Lead Teachers (for *Lead* box) or ALL Assistant Teachers (for *Assistant* box). **Do not include New Employees (employed less than 90 days) in this total.**

Percent: Move decimal point two spaces to the right for percentage.

Staff Summary – PROFESSIONAL DEVELOPMENT		# of teachers Who met Training hours	Total Lead Teachers	= Percent
		\div	$(w/o\ new\ employees)$	
Total Lead Teachers, excluding new employees				
Number of Lead Teachers with 8 hrs of IdahoSTARS Approved Training in 12 months prior to application	30		30	1.0 or 100%
Number of Lead Teachers with 15 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE in 12 months prior to application	20			6.6 or 67%
Number of Lead Teachers with 20 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE plus 5 hrs. of IdahoSTARS Approved Training in 12 months prior to application	10			3.3 or 33%
Number of Lead Teachers with 25 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE plus 10 hrs. of IdahoSTARS Approved Training in 12 months prior to application	12			.40 or 40%
Number of Lead Teachers with 30 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 2 college credits in ECE in 12 months prior to application	15			.50 or 50%
Staff Summary – PROFESSIONAL DEVELOPMENT		# of teachers Who met Training hours		Total Assistant Teachers
		\div	$(w/o\ new\ employees)$	
Total Assistant Teachers, excluding new employees				
Number of Assistant Teachers with 8 hrs of IdahoSTARS Approved Training in 12 months prior to application	30		30	1.0 or 100%
Number of Assistant Teachers with 15 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE in 12 months prior to application	20			6.6 or 67%
Number of Assistant Teachers with 20 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE plus 5 hrs. of IdahoSTARS Approved Training in 12 months prior to application	10			3.3 or 33%
Number of Assistant Teachers with 25 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 1 college credit in ECE plus 10 hrs. of IdahoSTARS Approved Training in 12 months prior to application	12			.40 or 40%
Number of Assistant Teachers with 30 hrs of IdahoSTARS Approved Training in 12 months prior to application OR with 2 college credits in ECE in 12 months prior to application	15			.50 or 50%

QRIS Professional Development Quality Indicators

PROFESSIONAL DEVELOPMENT				
Not yet at Tier 1 <input type="checkbox"/>				
<input type="checkbox"/> Tier 1	<input type="checkbox"/> Tier 2	<input type="checkbox"/> Tier 3	<input type="checkbox"/> Tier 4	<input type="checkbox"/> Tier 5
<input type="checkbox"/> Director <input type="checkbox"/> 75% of lead teachers and <input type="checkbox"/> 50% of assistant teachers have taken 8 hours of IdahoSTARS approved training in the 12 months prior to application	<input type="checkbox"/> Director <input type="checkbox"/> 75% of lead teachers and <input type="checkbox"/> 50% of assistant teachers have taken 15 hours of IdahoSTARS approved training OR 1 ECE credit in the 12 months prior to application	<input type="checkbox"/> Director <input type="checkbox"/> 75% of lead teachers and <input type="checkbox"/> 50% of assistant teachers have taken 20 hours of IdahoSTARS approved training OR 1 ECE credit plus 5 hours of IdahoSTARS approved training in the 12 months prior to application	<input type="checkbox"/> Director <input type="checkbox"/> 75% of lead teachers and <input type="checkbox"/> 50% of assistant teachers have taken 25 hours of IdahoSTARS approved training OR 1 ECE credit plus 10 hours of IdahoSTARS approved training in the 12 months prior to application	<input type="checkbox"/> Director <input type="checkbox"/> 75% of lead teachers and <input type="checkbox"/> 50% of assistant teachers have taken 30 hours of IdahoSTARS approved training OR 2 ECE credits in the 12 months prior to application



WHAT TO SEND IN

Use the *Personnel Worksheets for lead and assistant teachers* to track all the information you need identify the Quality Indicators in the Education *and* Professional Development Quality Standards.

- The *Professional Development Standard* section of the *Application for a Facility Profile*
- **Personnel Worksheet** for Lead and Assistant teachers
- **Personnel Worksheet: Professional Development Summary** that summarizes the professional development for the facility
- **College transcripts** documenting ECE credits for any director and/or teacher who has earned one or more ECE related college credits in the 12 months prior to the application, **whether or not** they are enrolled in the PDS Registry

If a teacher is not enrolled in the IdahoSTARS PDS Registry, no credit for education can be given without a copy of a diploma or transcript. Only trainings listed on the IdahoSTARS training data base will be counted.



Helpful hints for the PROFESSIONAL DEVELOPMENT Standard:

- All trainings will be verified by IdahoSTARS through the IdahoSTARS Training Data Base. When filling out the *Application for a Facility Profile*, if you do not have official transcripts of the trainings the teachers have taken, teachers can call the IdahoSTARS Training Office or your Regional Consultant by dialing 2-1-1. A director can request the transcripts of his/her staff members and they will be sent to the employees' home addresses. Staff members may also download and print their training transcripts directly by going to the IdahoSTARS website, under Provider Resources, Training and Education, click on "to view and print your training transcript"
- **Count the trainings of only the teachers who have been employed for at least 90 days at the time of this application.** Use the New Employee box on the *Personnel Worksheet* to filter out these employees.
- When taking IdahoSTARS approved trainings, be sure that the director and all the teachers sign the attendance sheet AND keep their certificates. **Only trainings recorded in the IdahoSTARS Training Data Base are counted.**
- If you or any of your teachers attend a training that is not IdahoSTARS approved, you may request training hours by using a Post-Approval Training Request form. Training has to have been attended within the past two months. The Post-Approval Request form can be found at the IdahoSTARS website, under Provider Resources > Distance Training > Resources > Post-Approval Training Request. www.idahostars.org
- Trainings that count toward the Professional Development Quality Standard also count towards other Quality Standards—such as Strengthening Families or Inclusion.
- **If you or any of your teachers have taken college credits in ECE (Early Childhood Education classes) in the 12 months prior to the application, please submit current transcripts with the ECE classes highlighted.**
- One ECE credit is the equivalent of 15 hours of IdahoSTARS approved training
- ***Strengthening Families* trainings are recorded over the course of the teacher's career, not in the 12 months prior to application.** All *Strengthening Families* trainings count for the *Strengthening Families* Quality Standard. *Strengthening Families* trainings taken in the 12 months prior to application count for both the Professional Development and *Strengthening Families* standards.