



## 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.

**Worksheet needed to complete this section:** *QRIS Professional Development Summary* (on following page)

### 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 5: Observing, recording, and assessing child outcomes:** One of the IdahoSTARS Early Care and Education Core Knowledge Components, focusing on understanding the how and why of observing children and utilization of assessment techniques as a tool for curriculum planning, goal setting for individuals in partnerships with parents, and preparation of the learning environment to enhance growth and learning.
- **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:**

On the **QRIS Professional Development Summary**:

1. Record the **total** number of IdahoSTARS – approved training hours you have taken in the 12 months prior to this application.
  - You can obtain an official IdahoSTARS Provider Training Log in order to calculate the trainings taken in the 12 months prior to this application by calling the IdahoSTARS Training Office or Regional Consultant.
  - If you have training certificates that are not listed on your IdahoSTARS Provider Training Log, contact the IdahoSTARS Training Office. (dial 2-1-1)
2. Record the number of training hours in **Component 9: Special Needs** and **Component 5: Observing, recording, and assessing child outcomes** that you have taken in the 12 months prior to this application. These hours will be used in the Inclusion Quality Standard.
3. Record the number of training hours in **Component 10: Protective Factors** that you have taken over the entire course of your career. These hours will be used in the Strengthening Families Quality Standard.
4. Record the number of **ECE** related college credits you have completed in the 12 months prior to this application, and the number of **business** related college credits you have completed in the 5 years prior to this application.
  - The PDS Registry does not document college coursework. To receive credit for college credits, a **transcript** must be attached for documentation. ECE and/or business credits must be highlighted in **yellow**.
  - Course schedules are *not* considered documentation.
5. Identify the tier that corresponds with your professional development.
  - Begin by looking at the first indicator in Tier 1 in the grid below. Ask yourself if the statement is true.
  - 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 the indicator in Tier 1 is NOT true, check the **Not yet at Tier 1** box.
  - If the indicator 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.
6. Transfer the information to the *Professional Development* Quality Standard section on the *Application for a Facility Profile*
7. Attach documentation.

**Professional Development Quality Indicators**

<b>PROFESSIONAL DEVELOPMENT</b>				
<b>Not yet at Tier 1 <input type="checkbox"/></b>				
<input type="checkbox"/> <b>Tier 1</b>	<input type="checkbox"/> <b>Tier 2</b>	<input type="checkbox"/> <b>Tier 3</b>	<input type="checkbox"/> <b>Tier 4</b>	<input type="checkbox"/> <b>Tier 5</b>
<b>Owner</b> has taken <b>8 hours</b> of IdahoSTARS approved training in the 12 months prior to application <i>Attach Professional Development Summary</i>	<b>Owner</b> has taken <b>15 hours</b> of IdahoSTARS approved training in the 12 months prior to application <b>OR</b> <b>1 ECE credit</b> in the 12 months prior to application	<b>Owner</b> has taken <b>20 hours</b> of IdahoSTARS approved training in the 12 months prior to application <b>OR</b> <b>1 ECE credit</b> plus 5 hours of IdahoSTARS approved training in the 12 months prior to application	<b>Owner</b> has taken <b>25 hours</b> of IdahoSTARS approved training in the 12 months prior to application <b>OR</b> <b>1 ECE credit</b> plus 10 hours of IdahoSTARS approved training in the 12 months prior to application	<b>Owner</b> has taken <b>30 hours</b> of IdahoSTARS approved training in the 12 months prior to application <b>OR</b> <b>2 ECE credits</b> in the 12 months prior to application

**QRIS Professional Development Summary**

*for family home or group child care owners*

Complete with information from your IdahoSTARS Provider Training Log and college transcript(s) if applicable. **Be sure to attach certificates, college transcripts, and IdahoSTARS Provider Training Logs as required.**

<b>Name (same as on SS Card):</b>
Other names used (middle names, nicknames, maiden names, etc):
PDS Level:
Total IdahoSTARS Approved Training hours in 12 months prior to application:
Total ECE college credits taken in 12 months prior to application (attach transcript):
Total business college credits in the 5 years prior to application:
Total non-IdahoSTARS business training hours in the 5 years prior to application: (Attach certificates)
How many years experience do you have directing a child care facility?
Total Comp 6 hours in the 5 years prior to application:
Total hours of Component 9 and 5 training in 12 months prior to application:
How many hours of Component 10 (Protective Factors) training taken during career?

## Helpful hints



### for the PROFESSIONAL DEVELOPMENT Standard:

- All trainings will be verified by IdahoSTARS through the IdahoSTARS Provider Training Logs. When filling out the *Application for a Facility Profile*, if you do not have a record of the trainings you have taken, you can call the IdahoSTARS Training Office or your Regional Consultant by dialing 2-1-1. You may also download and print your IdahoSTARS Provider Training Log directly by going to the IdahoSTARS website, under Provider Resources, Training and Education, click on “to view and print your IdahoSTARS Provider Training Log”
- When taking IdahoSTARS approved trainings, be sure that you sign the attendance sheet AND keep your certificates, if the trainer provides them. The trainer will tell you about the 2-week reflective evaluation that you must complete in order to receive credit for the training. You must complete this reflective evaluation no sooner than 2 weeks and no later than 3 months after the date of the training. **The training will not be recorded on your IdahoSTARS Provider Training Log until this reflective evaluation is completed and submitted. . Only trainings recorded on the IdahoSTARS Provider Training Log are credited.**
- If you attend a training that is not IdahoSTARS approved, you may request training hours by using a Post-Approval Training Request form if the training was attended within the past 2 months. This can be found at the IdahoSTARS website, under Provider resources, Distance Training, Resources, for Post-Approval Training Request. [www.idahostars.org](http://www.idahostars.org)
- Trainings that count toward Professional Development may also count towards other standards—such as Strengthening Families or Inclusion or Education.
- **If you have taken college credits in ECE (Early Childhood Education classes) in the 12 months prior to the application, or business related classes in the 5 years prior to the application, please submit current transcripts with the ECE and/or business classes highlighted.**
- One ECE credit is the equivalent of 15 hours of IdahoSTARS approved training.
- **Strengthening Families trainings are recorded over the course of your 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* Quality Standards. Note the dates of the trainings carefully when making your calculations!