



Accelerated Pathway Quality Documentation Portfolio

Parent Aware Rating Guide



Let Your Stars Shine!

Thank you for choosing to seek a Four-Star Rating from Parent Aware, Minnesota's Quality Rating and Improvement System. We applaud your decision to participate and your commitment to quality improvement for Minnesota's children and families.

The **Accelerated Pathway** is a streamlined process to earn a Four-Star Parent Aware Rating. This option is available because the requirements of child care accreditation and School Readiness statutes for public school prekindergarten programs mirror or exceed the requirements of the Parent Aware Full-Rating process.

It is important to plan ahead and understand the Accelerated Pathway requirements. Once your program submits a complete Quality Documentation Portfolio (QDP), your program will receive a Four-Star Rating within eight weeks. If your program is seeking a Re-Rating, you must submit your QDP no sooner than eight weeks prior to the expiration date to ensure your program does not experience a gap in Rating. Early submissions will be cancelled and you will be required to reapply and resubmit your evidence, including a Participation Agreement.

Important!

To succeed in Parent Aware, you will need computer access. You will be using Develop, an online data system (developtoolmn.org), to send and receive email communication and to submit some of your evidence online.

Help is available! Contact Nikki Lepowsky at Child Care Aware of Minnesota for assistance in accessing a computer during your Parent Aware experience.

Nikki Lepowsky – Quality Improvement Coordinator
651-290-9704, ext. 116
Nikkil@childcareawaremn.org

Multilingual Contact Information

Do you or your staff speak Hmong? Somali? Spanish? A Language Access Line is available.

Providers may call 1-888-291-9811 (651-665-0150 in the metro area) for personal support in their home language.

For Southeast Asian/Hmong services, call 651-665-0150, option 3

For Somali services, call 651-665-0150, option 4

For Latino services, call 651-665-0150, option 2

For services in all other languages, call 651-665-0150, and press #5

Accelerated Pathway Eligibility

Before you begin the process, you should verify that your program is eligible for the Parent Aware Accelerated Pathway. To be eligible, your program must meet the following requirements:

- Has a current license with the Minnesota Department of Human Services, a county, or a tribal government
- Has a license in good standing with no current negative actions or maltreatment findings
- Is currently serving at least one child who has not yet entered kindergarten
- As a licensed **child care center**, your program has one of the following accreditations:
 - Accredited Professional Preschool Learning Environment (APPLE) for Early Childhood Education Programs
 - AdvancED – Early Learning Accreditation
 - American Montessori Society (AMS) School Accreditation
 - Association of Christian Schools International (ACSI) Accreditation
 - Association of Montessori International (AMI) – Montessori School Recognition
 - Council on Accreditation (COA) – Early Childhood Education Program Accreditation
 - Council on Accreditation (COA) – Private Organizational Accreditation for Early Childhood Education
 - Green Apple Accreditation of Children’s Services (GAACS) – Early Education Center (EEC) Accreditation
 - National Accreditation Commission (NAC) for Early Care and Education Programs Accreditation
 - National Association for the Education for Young Children (NAEYC) Accreditation
 - National Early Childhood Program Accreditation (NECPA) Accreditation
 - National Lutheran School Accreditation (NLSA)
- As a licensed **family child care** provider, your program has the following accreditation:
 - National Accreditation for Family Child Care (NAFCC)

An Accelerated Pathway Rating for licensed child care is based on the program meeting the standards of an approved accrediting body as verified through their accreditation status. The program must be accredited throughout the Rating process to earn a Parent Aware Rating. At the time of application for the Accelerated Pathway the program must submit a current accreditation certificate.

If a child care program’s accreditation ***expires after a Rating is issued***:

- Develop will contact the program by email requesting an updated accreditation certificate.
- If a new certificate, confirming current accreditation, is not received from the program within 30 days of the accreditation expiration date, the Rating is revoked and will be removed from ParentAware.org
- If a Rating is revoked, the program can pursue a Rating through the Full-Rating Pathway or begin the Accelerated Pathway process once they receive a current accreditation certificate.

Accelerated Pathway Checklist

Prepare for your Star Rating:

- Connect with Nikki Lepowsky, Quality Improvement Coordinator, at 651-290-9704 ext. 116 or nikkil@childcareawaremn.org
- Connect with Nicolette Graf, Professional Development Advisor, at 651-290-9704 ext. 114 or nicoletteg@childcareawaremn.org
- Attend a FREE monthly Accelerated Pathway support webinar
- Verify that your program is currently using an [aligned Curriculum and approved Assessment Tool](#)

You must complete the following action items prior to submitting your QDP for a Parent Aware Rating:

- Register** your program's Organization Account in Develop.
- Ensure** each Lead Provider, Director, Education Coordinator, and one Lead Teacher per classroom has a current Individual Develop Membership.
- Verify** the employment of each Lead Provider, Director, Education Coordinator, and Lead Teacher in the Employees tab in your organization profile.
- Update** the Classrooms tab in your organization profile and list the Lead Provider or Lead Teachers for each classroom.
- Review** each Lead Provider or Lead Teacher's Learning Record and ensure that the required trainings or Minnesota teaching license information appears.

To earn a Parent Aware Rating:

- Complete the application process (online in Develop or by mail)
- Complete the Participation Agreement (online through Application process in Develop AND submit signed paper by email to support@parentaware.zendesk.com)
- Submit a current accreditation certificate (upload on Program Info tab in Develop OR email to support@parentaware.zendesk.com)
- Provide your program's Philosophy Statement (Program Info tab in Develop)
- Submit QDP for Rating (through Case Info in Develop)
- Complete the Accelerated Pathway to Rating Indicator page (online in Develop OR mail)

Options for submitting your QDP:

You can choose to submit your QDP online or by mail. For the Accelerated Pathway, all steps of the Rating process **may** be completed online in Develop (with the additional step of submitting the signed Participation Agreement).

- **Submit online:** Documentation may be submitted online at developtoolmn.org
- **Submit by mail:** Use the mailing address below to submit paper materials that do not require online submission.

QDPs submitted by mail must be postmarked by the QDP due date, submitted in a single envelope, and mailed to:

Child Care Aware of MN
Attn: Parent Aware Rating Team
10 River Park Plaza, Suite 820
St. Paul, MN 55107

Current Individual Membership in Develop and Organization registration is required for all Star Ratings

To receive a Star Rating, every Lead Provider, Program Director, Education Coordinator, and one Lead Teacher per classroom **must have a current Individual Membership in Develop** and a Career Lattice Step by your QDP submission deadline.

An Individual Membership in Develop provides early childhood professionals one way to document educational achievements and professional development activities. This includes the Knowledge and Competency Framework (KCF) Learning Record, which lists training, coaching, consulting, mentoring, and coursework activities that have been approved through Achieve Minnesota Center for Professional Development (Achieve MNCPD).

The Minnesota Career Lattice recognizes the hours of credit and non-credit-based training, degrees, and credentials of professionals in the field of early childhood.

Apply for and renew Individual Memberships online at developtoolmn.org. After completing the online application, copies of your training certificates, credentials, and official higher education transcripts must be sent to Achieve MNCPD to be added to your Learning Record.

It can take up to six weeks after all supporting documents are received by Achieve MNCPD to process your membership and issue a Career Lattice Step. You can view the current processing time on the Achieve MNCPD homepage.

You can view helpful information and current Achieve MNCPD policies and procedures for individuals in the [Individual Membership Guide](#).

For individuals participating in Parent Aware: Every Lead Provider, Program Director, Education Coordinator, and one Lead Teacher per classroom must have a current Individual Membership in Develop, a Career Lattice Step, and verified, accurate employment records. This connects you to your program's Organization Account in Develop, which is required to earn a Star Rating.

For organizations participating in Parent Aware: To receive a Star Rating, program leaders must register their Organization Account in Develop and verify the employment of the Lead Provider or each Lead Teacher in the Employee tab. You must also complete the Classroom Tab, identifying one Lead Provider or Lead Teacher per classroom. You will receive Parent Aware email updates from Develop. Visit developtoolmn.org to register your organization.

Working with a Professional Development Advisor (PDA)



You will work with a Professional Development Advisor (PDA) from Child Care Aware of Minnesota to identify your training needs. Your PDA will also advise you along your professional development path.

Contact Nicolette Graf at Child Care Aware of Minnesota for any questions about training and professional development during your Parent Aware experience.

Nicolette Graf – Professional Development Advisor
651-290-9704, ext. 114
nicoletteg@childcareawaremn.org



Training Requirements for Accredited Child Care

Ongoing learning is required in each of the following Knowledge and Competency Framework Content Areas. Each Lead Provider or Lead Teacher must have documentation on their **Learning Record** of the required training hours completed within the past five years from the date you submit your QDP. Lead Providers and Lead Teachers with a current age-appropriate Minnesota teaching license have met all the training requirements except those marked with an * below.

# of Required Hours	Knowledge and Competency Framework Content Area
10	II.A through II.E: Developmentally Appropriate Learning Experiences
10*	IV.A: Observing, Recording and Assessing Development OR IV.B: Assessing and Using Information to Plan

Documenting Training, Coaching, Consulting, or Mentoring in Parent Aware

- All training must appear on an individual's Knowledge and Competency Framework (KCF) Learning Record as an Achieve MNCPD-approved course, Continuing Education Credit (CEU), or college credit. The KCF Learning Record is the source for training verification. DHS has electronic versions of all KCF Learning Records; you do not need to submit copies of KCF Learning Records.
- Official, unopened college transcripts must be submitted to Achieve MNCPD and college coursework must appear on a KCF Learning Record.
- Coaching, consulting, and mentoring hours can be tracked through approved Relationship-Based Professional Development (RBPDP) events on an individual's KCF Learning Record or by submitting a completed Verifying and Documenting Coaching, Consulting, and Mentoring in Parent Aware form. If you are using the form, each instance needs to be labeled with the appropriate Knowledge and Competency Framework Content Area. Coaching, consulting, and mentoring provided by an approved RBPDP Specialist must appear on an individual's KCF Learning Record.
- All training, coaching, consulting, mentoring, and coursework must have been completed within five years from the date you submit your QDP. If you believe there is an error on your individual KCF Learning Record or your Career Lattice Step, you must request assistance by contacting Achieve MNCPD through their support email at support@mncpd.org. Errors must be resolved by the QDP submission date.

Age-Appropriate Minnesota Teaching Licenses for Parent Aware

Function Code	MDE TEACHING LICENSE TITLE
180102	PRE-KINDERGARTEN
180103	PRE-KINDERGARTEN AND KINDERGARTEN
180105	PRE-PRIMARY
180150	EARLY CHILDHOOD EDUCATION
180402	FAMILY EDUCATION/EARLY CHILDHOOD EDUCATOR
190500	EARLY CHILDHOOD SPECIAL EDUCATION
090000	HOME ECONOMICS
090100	FAMILY AND CONSUMER SCIENCES
090101	CONSUMER AND HOME MAKING OCCUPATIONS
090112	CONSUMER AND HOME MAKING/FAMILY LIFE

MDE License on Learning Records must have **exact title from TEACHING LICENSE** (from MDE License Lookup) and **Function Code** on Learning Record.

Basic Requirements for All Star Ratings

Every program must complete the following requirements to receive a Star Rating.

REQUIREMENT	<input checked="" type="checkbox"/>	EVIDENCE
Licensed program in good standing	<input type="checkbox"/>	<p>Program is currently licensed with the Minnesota Department of Human Services and does not have any of the following licensing violations: conditional license, temporary immediate suspension, suspension, revocation, or maltreatment finding.</p> <p>OR</p> <p>Program is currently licensed and in good standing with a tribal government.</p>
Actively serves children	<input type="checkbox"/>	<p>Program actively provides child care and early education to children ranging in ages from birth to kindergarten entry.</p>
Individual Develop Membership	<input type="checkbox"/>	<p>Every Lead Provider, Program Director, Education Coordinator, and one Lead Teacher per classroom must have a current Individual Develop Membership, a Career Lattice Step, and verified, accurate employment records.*</p> <p>Submit:</p> <p><i>Complete the Classroom tab in Develop, identifying one Lead Provider or one Lead Teacher per classroom. Information in the Organization Profile in Develop will be used to determine if this requirement has been met.</i></p> <p>AND</p> <p><i>Ensure the Employee tab has verified information and is up to date.</i></p>
Ongoing professional learning	<input type="checkbox"/>	<p>All Lead Providers or Lead Teachers must successfully complete the required number of hours of approved training, coaching, consultation, or mentoring every five years, as outlined below.*</p> <p>Submit:</p> <p><i>Complete the Classroom tab in the organization's profile in Develop, identifying one Lead Provider or one Lead Teacher per classroom. The KCF Learning Record of the Lead Provider or one Lead Teacher per classroom will be used to determine if this requirement has been met.</i></p> <p>AND</p> <p><i>Ensure the Employee tab in the organization's profile is accurate and is up to date.</i></p> <p>AND</p> <p><i>Completed Verifying and Documenting Coaching, Consulting, and Mentoring in Parent Aware forms that you are using to meet professional development requirements (if applicable).</i></p>

* A lead teacher/provider is the highest-qualified individual who works in a classroom/program for at least 50 percent of the program's operating hours.

Accelerated Pathway Standards and Indicators

Program Name	
Program License Number	

Category	Standards	Indicators	EVIDENCE
Category #1. Teaching and Relationships with Children (T)	T1. Curriculum	T1.3a Curriculum use Program uses a curriculum aligned with ECIP domains across all age groups.	<p>Submit:</p> <p><i>Write the name of the curriculum used for each age group served from the list of aligned curricula.</i></p> <p><i>Infant Curriculum _____</i></p> <p><i>Toddler Curriculum _____</i></p> <p><i>Preschool Curriculum _____</i></p> <p><i>If the program uses a site-designed curriculum that has been previously approved, submit the curriculum approval notification.</i></p> <p><i>If the program does not currently use an approved curriculum, follow the Parent Aware Curriculum Nomination process.</i></p>
Category #3. Assessment and Planning for Each Individual Child (A)	A1. Observation and Assessment	A1.4 Child assessment. Program assesses all children in all age groups using an approved assessment tool at least twice a year.	<p>Submit:</p> <p><i>Write the name of the child assessment tool used for the age group assessed from the list of approved assessment tools.</i></p> <p><i>Infant Assessment Tool _____</i></p> <p><i>Toddler Assessment Tool _____</i></p> <p><i>Preschool Assessment Tool _____</i></p> <p><i>If the program uses a site-designed assessment tool that has been previously approved, submit the assessment approval notification.</i></p> <p><i>If the program does not currently use an approved assessment tool, follow the Parent Aware Child Assessment Nomination process.</i></p>