



Expedited Pathway Quality Documentation Portfolio

# Parent Aware Rating Guide

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## Let Your Stars Shine!

Thank you for choosing to seek a 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 Expedited Pathway is a streamlined process to earn a Three- or Four-Star Parent Aware Rating. The new Expedited Pathway is designed specifically for owners who oversee multi-site centers with Ratings and may be looking to add more Rated locations.

It is important to plan and understand the Expedited Pathway requirements.

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## Important!

To succeed in Parent Aware, you will need computer access. You will be using Develop, an online data system ([developtoolmn.org](http://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](mailto: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

If you have questions about your program's eligibility or need technical assistance, please contact Nikki Lepowsky at [NikkiL@childcareawaremn.org](mailto:NikkiL@childcareawaremn.org), or 651-290-9704 ext. 116.

## Expedited Pathway Eligibility

Before you begin the process, you should verify that your program is eligible for the Expedited Pathway. To be eligible, your licensed child care center must meet the following requirements:

- Are newly opened and actively serving children. This means that the site's license has been active for no more than six months and is currently providing child care services to children.
- Have an owner that is legally responsible for multiple licensed child care centers as a controlling individual with a license holder entity identification number; at least one of the centers has a current Three- or Four-Star Parent Aware Rating.
- Employ a director with at least one year of verified experience in Develop, Minnesota's Quality Improvement and Registry Tool (developtoolmn.org), as a director, assistant director, or education coordinator of a Three- or Four-Star Rated child care center. At the time of application, the program's director must have a total of 12 months of verified employment as a director, assistant director, or education coordinator in a program or programs that received a Three- or Four-Star Rating after January 1, 2012.
- Have a license in good standing. This means the program has no negative actions or maltreatment findings.
- All Lead Teachers, directors, and education coordinators must have applied for an Individual Membership in Develop and have ensured accurate employment record with their employer prior to the date of application.

Eligible programs that apply will receive a Three- or Four-Star Parent Aware Rating that is valid for two years if programs meet two requirements **within six months** of receiving the Rating:

- All Lead Teachers and Director, Education Coordinator must have a current individual Develop membership. All Lead Teachers must meet the training requirements outlined in the 'Training Requirements for Expedited Pathway' section within this document.
- All eligible preschool classrooms must receive a CLASS observation from the University of Minnesota Center for Early Education and Development and meet minimum scores for in the Instructional Support Domain of the CLASS. Coaching on CLASS will be available to preschool teachers at no charge. ***If there are no preschool classrooms at the time of application, the program will not receive a CLASS observation.***

# Expedited Pathway Checklist

## Prepare for your Star Rating:

- Confirm eligibility for the Expedited Pathway. Connect with Nikki Lepowsky, Quality Improvement Coordinator, at 651-290-9704 ext. 116 or [NikkiL@childcareawaremn.org](mailto:NikkiL@childcareawaremn.org)
- Connect with Nicolette Graf, Professional Development Advisor, at 651-290-9704 ext. 114 or [NicoletteG@childcareawaremn.org](mailto:NicoletteG@childcareawaremn.org)
- 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 through the Expedited Pathway:

- Register** your program's Organization Account in Develop.
- Ensure** each Lead Provider, Director, Education Coordinator, and one Lead Teacher per classroom has applied for an Individual Develop Membership.
- Verify** the employment of each Director, Education Coordinator, and Lead Teacher in the Employees tab in your organization profile. The program must have a director at the time of application. The program's director must have a total of 12 months of verified employment as a director, assistant director, or education coordinator in a program or programs that receive a Three- or Four-Star Rating after January 1, 2012.

## To earn a Rating through the Expedited Pathway:

### Within six months of receiving an Expedited Rating, you must meet the following requirements:

- Every Program Director, Education Coordinator, and one Lead Teacher per classroom must have a current Individual Develop Membership.
- Each lead teacher must have 50 hours of approved training documented on their Learning Record. Remember to update the Classroom Tab in Develop with the Individual Memberships of the Lead Teachers that were employed on the date of the application. The 50 hours of training are not required for Lead Teachers hired after the date of the application.
- All eligible preschool classrooms must receive a CLASS observation from the University of Minnesota Center for Early Education and Development and meet minimum scores for in the Instructional Support Domain of the CLASS.
- Update the Classrooms Tab in your organization profile and list one Lead Teacher for each classroom

## Programs Rated through the Expedited Pathway will pursue either the Full-Rating Pathway OR the Accelerated Pathway for their next 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](mailto:support@parentaware.zendesk.com))
- Provide your program's Philosophy Statement (Program Info tab in Develop)
- Submit QDP for Rating (through Case Info in Develop)

Please consult Nikki Lepowsky, Quality Improvement Coordinator, at [NikkiL@childcareawaremn.org](mailto:NikkiL@childcareawaremn.org) or 651-290-9704 ext. 116 for more information.

# 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](http://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](http://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](mailto:NicoletteG@childcareawaremn.org)



## Training Requirements for the Expedited Pathway

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

Number of Stars	# of required hours	Content Area
Three- and Four-Star	10	I: Child Development and Learning
	10	Ila through Ile: Developmentally Appropriate Learning Experiences
	10	Ilc: Promoting Social and Emotional Development
	10	III: Relationships with Families
	10*	IVa: Observing, Recording, and Assessing Development <i>OR</i> IVb: Assessing and Using Information to Plan

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

1. 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.
2. Official, unopened college transcripts must be submitted to Achieve MNCPD and college coursework must appear on a KCF Learning Record.
3. Coaching, consulting, and mentoring hours can be tracked through approved Relationship-based Professional Development (RBPD) 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 RBPD specialist must appear on an individual's KCF Learning Record.
4. All training, coaching, consulting, mentoring, and coursework must have been completed within five years of 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](mailto:support@mncpd.org). Errors must be resolved by the QDP submission date.

## Age-appropriate Minnesota Teaching Licenses for Parent Aware

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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 HOMEMAKING OCCUPATIONS
090112	CONSUMER AND HOMEMAKING/FAMILY LIFE

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

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# CLASS Coaching and CLASS Observation Requirements

In order to maintain an Expedited Rating, all preschool classrooms must receive a CLASS observation from the University of Minnesota Center for Early Education and Development and meet minimum scores for the Instructional Support Domain of the CLASS. Coaching on CLASS will be available to preschool teachers at no charge within six months of applying for the Rating.

A CLASS Coach will be assigned to you at the time you apply for the Expedited Rating. They will provide coaching for preschool teachers in preparation for the required CLASS observation.

This is the observation process:

- After Rating is issued, CEED will be notified that a CLASS observation is needed.
- Programs are contacted by CEED within two weeks of receiving a request for a CLASS observation.
- Observations are scheduled within six months of the Rating issuance date.

**Note:** The observation must occur within six months of the issuance date for the Rating. If the lead teacher is not available during the cohort, the classroom must be observed with a substitute teacher.

- To maintain a Three-Star Rating, each preschool or preschool/toddler classroom must earn a CLASS score of at least 2.0 in the Instructional Support domain.
- To maintain a Four-Star Rating, each preschool or preschool/toddler classroom must earn a CLASS score of at least 2.5 in the Instructional Support domain.

## What happens when the CLASS Score and the Rating don't line up?

- A program that received a Four-Star Rating and does not receive a minimum of 2.5 in the Instructional Support domain will receive a Three-Star Rating if they meet a minimum of 2.0 in the Instructional Support domain.
- A program that received a Four-Star Rating and does not receive a minimum of 2.5 in the Instructional Support domain will receive a no Rating if they do not meet a minimum of 2.0 in the Instructional Support domain.
- A program that received a Three-Star Rating and does not receive a minimum of 2.0 in the Instructional Support domain will receive a no Rating.
- A program that received a Three-Star Rating and receive a minimum of 2.5 in the Instructional Support domain will maintain a Three-Star Rating.

For more information on the Expedited Pathway and CLASS, visit [ParentAware.org](http://ParentAware.org).



## Requirements for Expedited Pathway Ratings

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

REQUIREMENT	<input checked="" type="checkbox"/>	EVIDENCE
Newly opened license 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. <b>OR</b> Program is currently licensed and in good standing with a Tribal Government.</p> <p>Program's license has been active for no more than six months.</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>
Multiple-site owner with a Rated program	<input type="checkbox"/>	<p>Owner that is legally responsible for multiple licensed child care centers as a controlling individual with a license holder entity identification number; at least one of the centers has a current Three-or Four-Star Parent Aware Rating.</p>
Employs an experienced director	<input type="checkbox"/>	<p>Employ a director with at least one year of verified experience in Develop, Minnesota's Quality Improvement and Registry Tool (<a href="http://www.developtoolmn.org">www.developtoolmn.org</a>), as a director, assistant director, or education coordinator of a Three- or Four-Star Rated child care center. At the time of employment, the program's directors must have a total of 12 months of verified employment as a director, assistant director, or education coordinator in a program or programs that were Rated Three- or Four-Star after January 1, 2012.</p> <p>Prior to applying for the Expedited Pathway, the Director must have applied for an individual membership and reported employment. Employment must be verified by all past employers.</p>
Individual Develop Membership	<input type="checkbox"/>	<p>Every Program Director, Education Coordinators, and one Lead Teacher per classroom must have applied for an Individual Develop Membership, and verified, accurate employment records prior to applying for the Expedited Pathway.</p> <p><b>Within six months of the application date, all Individual Develop Memberships must be current in order to maintain the Expedited Rating.</b></p> <p><b>Programs are required to verify the employment of the director, education coordinator, and lead teacher in the Employees tab of their organization profile at the time of application and throughout the Rating process.</b></p>
Ongoing professional learning	<input type="checkbox"/>	<p>All Lead Teachers must successfully complete the required number of hours of approved training, coaching, consultation, or mentoring every five years, as outlined below. <b>This must be completed within six months of applying for the Expedited Rating.</b></p> <p><b>Programs are required to update the Classrooms tab in their organization profile, listing one lead teacher per classroom, at the time of application and as needed throughout the Rating process.</b></p> <p>The KCF Learning Record of one Lead Teacher per classroom will be used to determine if this requirement has been met. In addition, completed Verifying and Documenting Coaching, Consulting, and Mentoring in Parent Aware forms that you are using to meet professional development requirements (if applicable) can be submitted within six months of application.</p>