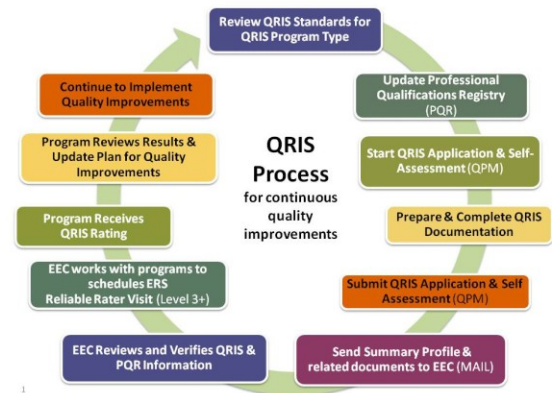


Completing a QRIS Application & Self-Assessment and Submitting Materials for QRIS Review and Verification



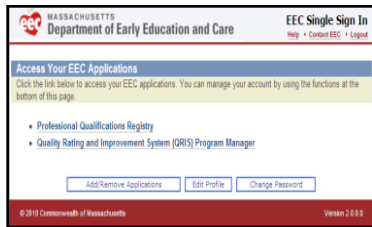
1



Review QRIS standards for your QRIS program type

- Center based/School-based
- Family Child Care
- After School/ Out of School Time

2



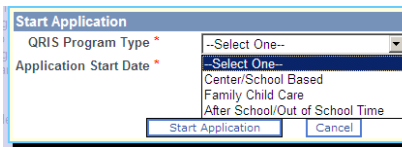
Review other related Massachusetts QRIS resources, like the QRIS Program Manager (QPM) User Guide on EEC’s website.

Update needed information in the Professional Qualifications Registry (PQR) for related Educator qualification and training and print the Workforce and Professional Qualifications Summary.

3

Set up your Single Sign In (SSI) User information in the PQR to support access the QRIS Program Manager (SSI User must be listed as a Program Administrator or Staff at the program to gain access to QPM).

4



Create a QRIS Application Self-Assessment in QPM for your program and QRIS Program Type. Make sure that the program name, address, and EEC program ID listed is the one that you want to create an application for.

5

1A.1.1



Respond to the questions for each standard criterion.

6



Complete all measurement tools for your QRIS Program Type and Level and enter scores using the “add document” feature and select “measurement tools”. A separate document should be added for each classroom score for the Environment Rating Scales. Programs should maintain copies of their completed tools with all scores on-site.

7



And



Select all the measurement methods that your program meets that shows how you meet each standard using all measurement methods. Several of the standards may require that more than one measurement method is used to meet the standard. Refer to the QRIS Application and Self-Assessment Reference PDF for guidance.



8



Use the “Add Document” feature to add **all document titles** of the documentation that your program is using to show that the program meets the standards. *For Head Start programs and programs with national accreditation alternative documentation options may be available for some of the Required Documentation. Refer to the document titles listed in QRIS Application and Self-Assessment Reference PDF for guidance.*

9



Print a draft of QRIS Summary Profile using the PDF print feature from the Summary Page in QPM and review all of your responses.

10



Review the draft version of QRIS Summary Profile to make sure that the measurement methods and associated documents are selected for each standard that your program meets, and confirm that all of the information is accurate before you submit your programs on-line QRIS Application and Self-Assessment.

Submitting Materials for QRIS Review and Verification

1



Label each document (paper copy) with your **QRIS Application ID #**, **QRIS Document ID #** and **QRIS Document Title** that programs will be submitting to EEC as part of your QRIS Application and Self-Assessment.

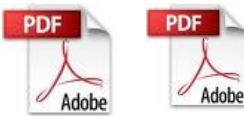
Programs should submit documentation that demonstrates that you meet your Self-Assessed Level. For example, if self assessed at QRIS Level 2, **all** documentation related to Level 1 and Level 2 **must be labeled and submitted for review**.

2



From the Summary section in the QPM, when you submit your applications as final the status of the application will change from “Draft” to “**Final Submitted to EEC**”. Once you submit your application as final **no further changes can be made**).

3



Print two (2) copies of the **QRIS Application Summary Profile** with a status of “**Final Submitted to EEC**”. Keep one for your records and one that will be submitted with your documentation to EEC. *Retain a copy of all documents submitted to EEC for files.*

4



Send QRIS Application and Self-Assessment to EEC

- a. **QRIS Application Summary Profile**
- b. **PQR Workforce/ Qualifications Summary and**
- c. **Supporting documentation related to your programs self-assessed level to:**

**MA Department of Early Education and Care
51 Sleeper Street, 4th Floor
Boston, MA, 02210**

Att: QRIS “**Your QRIS Application ID Number**”

QRIS Rating Verification Process

- *EEC will review all QRIS Application and Self-Assessment information and documentation, as well as review information as entered by programs in the PQRegistry*
- *For programs that self-assessed at Level 3 or higher, EEC will contact you to make arrangements for your on site verification visit and ERS reliable rater visits*
- *Programs will receive a verified QRIS Rating within 3-9 months (depending in their self-assessed level)*
- *Programs may resubmit and application to EEC to apply for the next level no sooner than 6 months from the date that they have received a verified QRIS Rating.*