



Center or Preschool Level 5

Instructions for Completion

The forms referenced in this document are suggested, however, the content found on the forms is required. Forms can be found at <https://iowaccrr.org/providers/iq4k/>.

Nutrition and Physical Activity

| Criteria | Required Documentation |
|---|--|
| <input type="checkbox"/> 1. The program (choose ONE): a. Participates in CACFP, NSLP or another departmental-approved Child Nutrition Program (CNP) and identifies and implements one nutrition goal from the completed action plan in Level 1. OR b. If exempt from CACFP, the program identifies and implements one additional nutrition goal from the completed action plan in Level 1. | <input type="checkbox"/> CACFP, NSLP, CNP claim or approved exemption letter can be uploaded into the IQ4K application <input type="checkbox"/> If a program is exempt, connect with local consultant or IQ4K Specialist for additional form to complete and upload <input type="checkbox"/> Claim must be dated within 90 days of submission to Iowa Health and Human Services (HHS) <input type="checkbox"/> Suggested form for nutrition goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application |
| <input type="checkbox"/> 2. The program identifies and implements one additional physical activity goal from the completed action plan in Level 1. | <input type="checkbox"/> Suggested form for goal – Nutrition & Physical Activity Action Plan and Goals <input type="checkbox"/> Suggested goal form will need to be uploaded into the IQ4K application |

Professional Development

| Criteria | Required Documentation |
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| <input type="checkbox"/> 3. All Teaching Staff complete 12 annual training hours of professional development. | <input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K application <input type="checkbox"/> Proof of training will verified in i-PoWeR <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center Checklist <input type="checkbox"/> At least one lead per applicable ages served needs to meet this criteria |
| <input type="checkbox"/> 4. Sixty percent (60%) or more of the Lead Teachers and the Internal Coach complete the applicable (based on age groups served) Early Childhood Positive Behavioral Interventions and Supports (EC-PBIS) training (choose ONE): <ul style="list-style-type: none"> • EC-PBIS Preschool Modules 3a & 3b • EC-PBIS Infant/Toddler Module 3 • Prevent Teach Reinforce for Young Children (PTR- | <input type="checkbox"/> EC-PBIS completion will be verified through i-PoWeR. <input type="checkbox"/> Program will select the correct staff from a drop-down menu in the IQ4K application <input type="checkbox"/> At a minimum, one lead per applicable age group must meet the criteria <input type="checkbox"/> Proof of training will pull from i-PoWeR <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are |

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| YC) | current by following videos found on the i-PoWeR Center Checklist |
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Leadership and Administration

| Criteria | Required Documentation |
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| <input type="checkbox"/> 5. The Program Administrator meets Tier 2 (Nine credit hours in EC and three credit hours in leadership, administration or management) or higher on the Iowa Early Care and Education Program Administrator Roles Career Pathway | <input type="checkbox"/> The appropriate documentation can be uploaded and verified through i-PoWeR <input type="checkbox"/> Program Administrator Pathway |
| <input type="checkbox"/> 6. The Program Administrator has at least three years of full-time experience as a Program Administrator. | <input type="checkbox"/> The experience will be verified from the employment history of the staff i-PoWeR account <input type="checkbox"/> Unverified experience will not count |

Family and Community Partnerships

| Criteria | Required Documentation |
|---|--|
| <input type="checkbox"/> 7. The program completes one additional activity annually that promotes partnerships (see Family and Community Partnership Activity Options). | <input type="checkbox"/> Family and Community Partnership Activity Options <input type="checkbox"/> Suggested form – Activity Summary <input type="checkbox"/> Information can be typed into the text box or the suggested form and supporting documents can be uploaded into the IQ4K application <input type="checkbox"/> Encouraged to utilize Activity Summary Guidance to support reflection |
| <input type="checkbox"/> 8. The program offers one additional conference with each family of 4-year-old children in care, per year, to discuss each child's progress, strengths and needs in all developmental areas. The assessment information is shared with the family. | <input type="checkbox"/> Suggested form – Conferences <input type="checkbox"/> Information can be typed into the text box or the suggested form and supporting documents can be uploaded into the IQ4K application |

Environment

| Criteria | Required Documentation |
|---|--|
| <input type="checkbox"/> 9. Eighty percent (80%) or more of the Lead Teachers complete the Environment Rating Scale (ERS) Training series appropriate to the age group served (choose between ITERS, ECERS or SACERS, if applicable) and provides a certificate of completion. | <input type="checkbox"/> The ERS Certificate of Completion from Iowa State University Extension and Outreach (ISU-EO) to be uploaded into i-PoWeR under “credentials” and verified by an IQ4K Specialist <input type="checkbox"/> Program will select the correct Lead Teachers from the drop-down menu in the IQ4K application <input type="checkbox"/> Ensure the program and staff i-PoWeR accounts are current by following videos found on the i-PoWeR Center Checklist |
| <input type="checkbox"/> 10. 1/3 of classrooms receive an overall score of five or higher on the ERS assessment (a minimum of one classroom per scale, if applicable). | <input type="checkbox"/> Completed ERS form to be uploaded into IQ4K application |

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| | <ul style="list-style-type: none"> <input type="checkbox"/> ERS assessments are completed by Iowa State University Extension and Outreach (ISU-EO) <input type="checkbox"/> After your completed Level 5 application has been accepted, you will receive notice to schedule the ERS assessment with ISU-EO |
| <ul style="list-style-type: none"> <input type="checkbox"/> 11. The program scores an average of 2.75 or higher on the Health and Safety Checklist for Early Care and Education Programs. | <ul style="list-style-type: none"> <input type="checkbox"/> Health & Safety Checklist <input type="checkbox"/> Contact your local CCNC for completion of this checklist <input type="checkbox"/> This checklist is completed BY the CCNC <input type="checkbox"/> Upload just the one-page signed signature form into the IQ4K application – must be signed by program administrator, director or owner and must be dated within two years of the time of application being submitted to HHS |

Teaching Staff Qualifications

| Criteria | Required Documentation |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 12. The average score for all Teaching Staff is eight points on the IQ4K Teaching Staff Qualifications worksheet. | <ul style="list-style-type: none"> <input type="checkbox"/> Suggested form - Program completes the Teaching Staff Qualifications worksheet for all lead teachers to confirm average score <input type="checkbox"/> Staff upload applicable documentation (i.e. education, training, etc.) into i-PoWeR |

Teaching and Learning

| Criteria | Required Documentation |
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| <ul style="list-style-type: none"> <input type="checkbox"/> 13. The Teaching Staff work with families and other experts to implement instructional and/or environmental adaptations that support the learning for each child, including those with diverse needs, identified disabilities, dual language learners, identified behavioral health needs and/or specialized health needs. | <ul style="list-style-type: none"> <input type="checkbox"/> Type or upload what you have implemented to support a child <input type="checkbox"/> If the program does not currently have these needs, explain what would be done |
| <ul style="list-style-type: none"> <input type="checkbox"/> 14. The Leadership Team completes Program Wide Positive Behavioral Interventions and Supports (PW-PBIS) Training. The Leadership Team must include an administrator, internal coach and teacher. | <ul style="list-style-type: none"> <input type="checkbox"/> The Department of Education will issue one certificate to the program for the PW-PBIS Leadership Team - choose the staff member names from your team and upload the certificate for each name chosen <input type="checkbox"/> This certificate is valid for five years |

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