



i-PoWeR Checklist for Centers, Preschools and School-Age Programs

Make sure your program is ready to apply for IQ4K™ by having your Iowa's Early Childhood and School Age Professional Workforce Registry (i-PoWeR) account all up-to-date and ready to go!

- All management roles are linked and approved by the Department of Human Services (DHS) consultant: [Linking to a Role as a Director, Co-Director or On-Site Supervisor](#)
- All current staff are listed and all staff no longer with the program are removed/disassociated from the program: [Adding and Removing Employees](#)
- All staff link to a role (everyone must have a role): [Linking to a Role as a Center Employee](#)
- All staff update profiles including personal information: [Completing Your Profile](#)
- All staff upload training and education documentation: [Uploading Professional Development & Training Certificates to a Profile](#)
- Director approves new roles as needed: [Center Management: Approving Role Requests](#)
- Director views the facility reports to see what information is missing or needs updated: [Viewing Your Facility Reports](#)
- Director updates the facility information (hours, ages served, accreditations, etc.): [Managing Facility Details](#)

[Visit here](#) for a full list of i-PoWeR informational videos