This document is a planning tool to help keep track of documentation that needs to be **completed annually** to maintain/reapply for an IQ4K® rating. Be sure and refer to the IQ4K CDH Requirement Chart to ensure you are meeting all required level criteria.

- If currently rated, one year of documentation would be needed if submitting a higher-level application after having a current rating for 12-17 months.
- Two years of documentation would be needed if submitting a higher-level application after having a current rating for 18 months or longer.
- If the rating has lapsed, the past two years of documentation would be needed if less than 6 months have passed since expiration.
- If more than 6 months have passed since rating expiration, documentation from the past year would be needed.

### Professional Development

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Year 2</th>
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<tr>
<td>to month/year</td>
<td>to month/year</td>
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**Complete Professional Development Plan (Level 1)**
- Upload annually into IQ4K application
- Provider and co-provider (if applicable) need to complete

**Annual Training Hours (Level 2-5)**
- Hours needed for level of application: ____
- Provider and co-provider must meet hours annually, verified in i-PoWeR

### Family and Community Partnership

**Family and Community Partnership Activity (Level 1-5)**
- Upload annually into the IQ4K application
- Number of activities will depend on level of renewal

<table>
<thead>
<tr>
<th>Level 1</th>
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<tbody>
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<td>Level 2</td>
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<td>Level 5</td>
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**Conference with each Family once a Year (Level 2)**
- Upload annually into the IQ4K application

### Environment

**IQ4K Interaction and Relationship Self-Assessment (Level 1)**
- Upload annually into IQ4K application
- Provider and co-provider need to complete

**IQ4K Program Assessment (Level 1)**
- Upload annually into IQ4K application

**IQ4K Quality Improvement Action Plan (Level 2)**
- Upload annually into IQ4K application