IQ4K®

Centers & Preschools
IQ4K® Annual Requirements

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 Center/PS 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.

	Year 1 _____ to _____ month/year	Year 2 _____ to _____ month/year
Professional Development		
Complete Professional Development Plan (Level 1) • Completed by all staff • Keep on file at program		
Teaching Staff Annual Training Hours (Level 2-5) • Hours needed annually for level of IQ4K application: ____ • Verified in i-PoWeR at time of IQ4K application		
Leadership and Administration		
IQ4K Staff Self-Assessment (Level 1) • Completed by all staff • Keep on file at program		
IQ4K Program Assessment (Level 1) • Completed by Program Administrator • Upload into IQ4K application annually		
IQ4K Quality Improvement Action Plan (Level 2) • Completed by Program Administrator • Upload into IQ4K application annually		
Written Evaluation (Level 2) • All staff receive a written evaluation at least once a year • Keep in the staff file		

Family and Community Partnership		
Family and Community Partnership Activity (Level 1-5) • Upload annually into the IQ4K application • Number dependent on level of renewal	Level 1 - Level 2 - Level 3 - Level 4 - Level 5 –	Level 1 - Level 2 - Level 3 - Level 4 - Level 5 -
Family Conference (Level 2) • Meet with each family once a year • Upload annually into the IQ4K application		
Environment		
IQ4K Interaction and Relationship Self-Assessment (Level 1) • To be completed by Teaching Staff • Keep in the staff file OR • CLASS Assessment/TPOT OR TPITOS Tool • Upload a copy of each classroom tool completed annually into IQ4K application		