



School-Age Programs 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 SA 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) <ul style="list-style-type: none"> • Completed by all staff • Keep on file at program 		
Teaching Staff Annual Training Hours (Level 2-5) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • Completed by all staff • Keep on file at program 		
IQ4K Program Assessment (Level 1) <ul style="list-style-type: none"> • Completed by Program Administrator • Upload into IQ4K application annually 		
All Staff (Level 1) <ul style="list-style-type: none"> • Meetings for all staff are conducted at least twice a year • Upload minutes that include a date, who attended and what was discussed into IQ4K application 		
IQ4K Quality Improvement Action Plan (Level 2) <ul style="list-style-type: none"> • Completed by Program Administrator • Upload into IQ4K application annually 		

<p>Written Evaluation (Level 2)</p> <ul style="list-style-type: none"> All staff receive a written evaluation at least once a year Keep in the staff file 		
Family and Community Partnership		
<p>Family and Community Partnership Activity (Level 1-5)</p> <ul style="list-style-type: none"> Upload annually into the IQ4K application Number dependent on level of renewal 	<p>Level 1 - Level 2 - Level 3 - Level 4 - Level 5 -</p>	<p>Level 1 - Level 2 - Level 3 - Level 4 - Level 5 -</p>
<p>Family Conference (Level 2)</p> <ul style="list-style-type: none"> Meet with each family once a year Upload annually into the IQ4K application 		
Environment		
<p>IQ4K Interaction and Relationship Self-Assessment (Level 1)</p> <ul style="list-style-type: none"> To be completed by Teaching Staff Keep in the staff file <p>OR</p> <p>CLASS Assessment/TPOT OR TPITOS Tool</p> <ul style="list-style-type: none"> Upload a copy of each classroom tool completed annually into IQ4K application 		