

General Questions

Who is eligible to apply for Iowa Quality for Kids (IQ4K[®])?

- IQ4K-eligible facilities include licensed child care centers, preschools, programs operating under the authority of an accredited school district or non-public school and registered Child Development Homes. If you are unsure if you qualify, reach out to your Child Care Resource & Referral (CCR&R) Child Care Consultant!

When should I apply for IQ4K?

- Programs can start working on their IQ4K application at any time! Evidence uploaded into the application will need to be dated within 12 months from final submission to The Iowa Department of Health and Human Services (HHS).
- There are time-sensitive requirements to the IQ4K application. Partnering with your CCR&R Consultant and IQ4K Specialist will help you plan ahead and meet the timelines required for your first application and renewal applications. Starting early is essential to completion and meeting deadlines.

How can CCR&R help me with my application?

- Partnering with your CCR&R Consultant and IQ4K Specialist will save you time and work in completing your application. They will be able to explain the procedure and guide the steps of completion to make the whole process easier. Your CCR&R Consultant and IQ4K Specialist can guide you in a procedure to save your documents as you are working on and completing them, and clearly labeling your updates to avoid confusion when uploading your work into your IQ4K application. Ask your IQ4K Specialist for a flash drive!

Where can I find information and documents for IQ4K?

- The [CCR&R IQ4K webpage](#) is where you can find helpful documents related to IQ4K. On the website, you can find specific level requirement checklists with links, i-PoWeR checklists with video links, required and suggested forms, guidance for policies and activity summaries, specialized track information and more! There is also a link to contact an [IQ4K Specialist](#) from your region!

How long is my rating active?

- An IQ4K rating is active for two years! If a program changes address or their license becomes inactive, their IQ4K rating will expire upon the date of that change. Rated programs looking to increase their level are eligible to apply for a higher rating after one full year.

When will I be eligible to reapply?

- Applications can be sent to IQ4K Specialists for review at any time. Programs should plan to submit their applications for review well in advance of the date the application can be submitted to HHS, seen below.
 - Programs that are currently rated level 1-4 who want to move up a rating must have their current rating a full year before they are eligible to have their application sent to HHS. Example, program is a level 1 effective 9/1/23, they would not be eligible to have a level 2 or higher sent to HHS until 9/2/24 or after.
 - Programs who are currently rated 1-4 and are wanting to reapply for the same level can have their application submitted to HHS 45 days prior to their expiration. Example, program is a level 1 effective 9/1/23 expiring 9/30/25. They would be able to have their level 1 renewal application submitted to HHS no earlier than 8/16/25.
 - Programs who are currently rated a level 5 who are applying for a level 5 can have their application submitted to HHS 60 days prior to expiration. Example program is a level 5 expiring 9/30/25, they would be able to have a level 5 renewal application submitted to HHS 7/30/25.
 - Programs who are currently rated a level 5 who are renewing at a level 1-4 can have their application submitted to HHS 45 days prior to expiration. Example program is a level 5 expiring 9/30/25, they would be able to have a level 1-4 renewal application sent in to HHS 8/16/25 or after.

What do I do once I have earned a rating?

- The IQ4K system is designed based on Continuous Quality Improvement (CQI). This means that programs can utilize the “building blocks” of IQ4K to focus on maintaining growth and implementing quality changes to better serve the children and families they care for! Your CCR&R Consultant and IQ4K Specialists can help you create a plan to achieve your quality improvement goals.
- Once you have earned a rating, you can utilize the Marketing Toolkit to share your success with the families you serve! To find the Marketing Toolkit, [visit the IQ4K website and scroll down to the Share Your Achievements section.](#)
- Programs should utilize the Annual Checklist to verify that they are continuing to show evidence of their quality practices and prepare for renewal every two years.
 - [Center/Preschool Annual Checklist can be found here!](#)
 - [Child Development Homes Annual Checklist can be found here!](#)
 - [School-Age Annual Checklist can be found here!](#)

IQ4K Application System

When I submit my application, can I still work on it and make edits?

- When you send your application to CCR&R, the application will change to “Read Only” mode. This means you will still see your application, but will be unable to edit anything in your application.

I am an Administrator for multiple sites. How do I complete an application for each site?

- If you are a program administrator for multiple sites, you will need to change your role between the different sites in order to see each application. Please partner with your CCR&R Consultant or IQ4K Specialist for assistance in navigating the IQ4K application.

I would like another staff member to assist with completing the application for my program. How can I give them privileges to work on the application?

- Program Administrators can grant staff members access to the IQ4K application. Please partner with your CCR&R Consultant or IQ4K Specialist for assistance in navigating the IQ4K application.

Can I edit or add to a previously approved application?

- Each time you apply for an IQ4K rating, whether it is your first application or a renewal, you will need to create a new application. You can view your previously approved applications and reference previous evidence uploaded, but each new application will need new evidence uploaded.

What is the Classroom Staff Breakdown Chart?

- The Classroom and Staff Breakdown Chart is a document that IQ4K Specialists use to verify that a program’s i-PoWeR facility is an accurate reflection of the program’s current staffing patterns. The Classroom and Staff Breakdown Chart needs to align with a program’s i-PoWeR facility page. Center-based programs will need to complete this document and email to IQ4K Specialists upon application submission.
 - [You can find the Classroom and Staff Breakdown Chart here!](#)
- Programs that are qualify for a Specialized Track have their own Classroom and Staff Breakdown with more information relating to their specific Specialized Track.
 - [You can find the Specialized Tracks Classroom and Staff Breakdown can be found here!](#)
- Program Administrators will need to check that each staff member has the appropriate Role on their i-PoWeR profile.
 - [You can find more about assigning roles to staff with this video!](#)

Training and i-PoWeR Professional Workforce Registry

What do I do with my completed training?

- Once your qualified trainings, diplomas, transcripts, degrees, licenses and credentials are uploaded to i-PoWeR you can reach out to your CCR&R Consultant or IQ4K Specialist to notify them that you have uploaded items that need verification. Your

IQ4K Specialist will be able to access your profile and verify evidence that is completely documented and applicable to your IQ4K application. IQ4K Specialists are not able to verify a training that is not applicable to your IQ4K application.

What should I do with my Iowa State Extension trainings?

- Training taken through the ISU Moodle will be system verified when your i-PoWeR and Moodle accounts are connected through [Moodle Transfers](#). Your CCR&R Consultant and IQ4K Specialist can aid you in contacting Iowa State University Extension for assistance in getting these items verified.

How can I get training credit for my CACFP trainings?

- All Child and Adult Care Food Program (CACFP) training must be enrolled through i-PoWeR and will be system verified. Verification of these trainings can take up to 60 days after the end of the month the training was completed in.


Where can I find leadership training?

- Program Administrators who need to fulfill their 10 hours of leadership training are able to use the “Search Training” function in i-PoWeR to find qualified training. Using the filter options will allow you search content pertaining to leadership and target the audience to a director/administrator. The CCR&R [Training webpage](#) and your CCR&R [Regional Training Specialist](#) are also good resources to utilize in your search for leadership training.

What do I need to do in i-PoWeR?


- Start by using the i-PoWeR checklist to find helpful videos and instructions for everything that needs completed for IQ4K.
 - [Center/Preschool/School-Age Checklist can be found here!](#)
 - [Child Development Homes Checklist can be found here!](#)

How do I make sure my i-PoWeR profile shows my experience and training?

- When you are ready to complete training, signing up through i-PoWeR will make the documentation process much easier as most training will be verified through the system. If you have qualified trainings that were not taken through i-PoWeR or are not system verified, then you will partner with your CCR&R Consultant and IQ4K Specialist to have your trainings verified.
- Employment experience is verified by looking at the Employment tab. Only verified experience with the green checkmark  can be counted for IQ4K.

Personal Details Languages **Employment** Education College Courses Credentials and Licenses MyEnrollments My Professional Development

My Roles

- Completed degree programs can be verified through the Education tab. Only verified education with the green checkmark  can be counted for IQ4K.


Personal Details Languages Employment **Education** College Courses Credentials and Licenses MyEnrollments My Professional Development

My Roles

- Individual college courses can be verified through the College Courses tab. Only verified classes with the green checkmark  can be counted for IQ4K.

Personal Details Languages Employment Education **College Courses** Credentials and Licenses MyEnrollments My Professional Development

My Roles


- The Credentials and Licenses tab is where Environment Rating Scale Certificates of Completion can be uploaded. Teaching licenses, NAC credentials and CDA credentials can also be uploaded here! Only verified credentials with the green checkmark  can be counted for IQ4K.

Personal Details Languages Employment Education College Courses **Credentials and Licenses** MyEnrollments My Professional Development

My Roles

- Completed training can be found in the My Professional Development tab. When a class is enrolled through i-PoWeR, the training will automatically be verified upon course completion. Training certificates can be uploaded manually by clicking the Add Training Certificate button.

+ Add Training Certificate

Only verified trainings with the green checkmark  can be counted for IQ4K.

Personal Details Languages Employment Education College Courses Credentials and Licenses MyEnrollments **My Professional Development**

My Roles