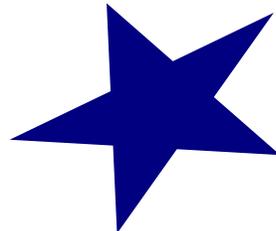
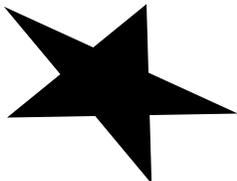
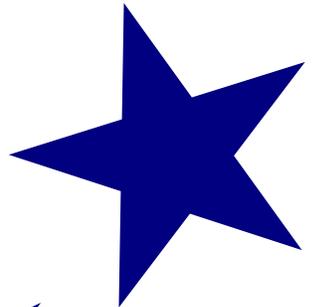
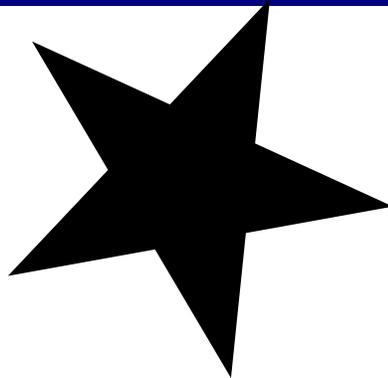
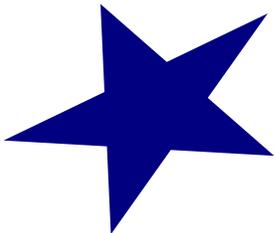


Child
Development
Home
QRS Manual



Revised 2/12

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Introduction

Iowa's Quality Rating System (QRS) was implemented by the Department of Human Services (DHS) in February of 2006 as a means of improving the quality of care that children receive in early care and education settings. After 5 years certain areas were identified as needing "recalibration". Changes were made in order to provide more options for participating programs and assure more equitable services throughout the state. These new guidelines were effective in February of 2011. All programs are now required to apply under the new guidelines which are outlined in this document. The purpose of this manual is to guide you through the QRS process and help you complete your application. It is recommended that you read it in its entirety in order to fully understand the requirements for meeting each criteria.

Thank you for your interest in participating in Iowa's QRS. Your effort to join with early care and education professionals throughout Iowa to improve the quality of care that we provide to our youngest citizens is commendable.

The Application Process

- You will be provided with an application form entitled, "Quality Rating System Application for Child Development Homes". This application form is a guide for submitting a complete application. **Carefully read through all of the instructions on the application form.**
- Please be sure you review the required documentation carefully for each item. If you do not provide the required documentation, you will not receive the points for that item. The required documentation will be identified as items that must be attached to your application as evidence that you meet specific criteria or items that must be kept on file in your home.
- If you are applying for Levels 3-5, it is important to indicate items on your application for which you are applying to receive points. **Mark only the items for which you have included documentation.**
- When you submit your completed application, please note that you must include this application form with an original signature. Complete each section of the application form that is pertinent to the level for which you are applying. **It is not necessary to submit additional documentation that is not required on the application.**
- The application and other forms are available on the website www.dhs.state.ia.us/iqrs, but it is recommended that you contact your Child Care Resource and Referral (CCR&R) Child Care Consultant for an application packet. This will ensure that you receive updates and information regarding training opportunities.

- **Keep a copy of your application and supporting documents for your own files.**
- The Child Care Resource and Referral Child Care Consultant will review your application for completeness. If there are items missing from your application, you will be contacted by the Consultant and asked to submit additional documentation. When your application is complete, the Consultant will forward it to DHS who will issue a rating.
- Once your completed application is submitted to DHS, it may take up to 60 days for you to receive a rating. Your rating is effective for two years from the month that your application is **received** by DHS.

Application Process for Level 5

In order to achieve a Level 5 QRS rating, you must earn the minimum amount of points necessary, and must also have an Environment Rating Scale (ERS) assessment completed by Iowa State University (ISU). You must earn a minimum score of 5.0 to earn a Level 5 QRS rating. If you do not earn a 5.0 ERS score, you will receive a Level 4 QRS rating.

- If you are applying for a Level 5 rating you will submit your complete application and all needed documentation to CCR&R. Your application will be reviewed for completeness and forwarded to DHS Central Office.
- DHS will review the application and determine if enough points have been earned to achieve a Level 5 rating. If enough points are earned, DHS will notify CCR&R and ISU by e-mail.
- CCR&R will contact the child care program with information about contacting ISU to schedule a Family Child Care Environment Rating Scale-Revised (FCCERS-R) assessment. You will then contact ISU and schedule your FCCERS-R assessment.
- ISU will complete the assessment and send results to both you and DHS. If your assessment score is a minimum of 5.0 DHS will issue a QRS Level 5 certificate. If your assessment score is lower than 5.0 DHS will issue a QRS Level 4 certificate.
- If you receive a Level 4 Rating you will be eligible to re-apply for a Level 5 rating again after 1 year.

Achievement Bonuses

In recognition of your accomplishment, you will receive a bonus from the Department of Human Services for achieving levels 2-5. The following schedule of bonuses applies to Child Development Home Providers:

Level 2: \$400

Level 3: \$600

Level 4: \$800

Level 5: \$1,000

When you receive your rating certificate, you will receive instructions and a voucher that must be completed and returned in order for DHS to send you a bonus. Achievement bonuses will be paid each time the rating is re-determined or renewed. You will receive 100% of the bonus if you achieve a higher level or maintain your Level 5 rating. You will receive 50% of the bonus if you achieve the same level or a lower level.

Explanation of QRS Levels

When you initially apply for a QRS rating, you may apply at any level. Your rating will be issued for two years at which time you must re-apply to maintain your participation in the QRS. However, if you would like to re-apply to increase your rating, you are eligible to do so after one year.

In order to achieve QRS Levels 1 and 2 you are required to meet all of those level's criteria. Level's 3-5 require that you meet all of the Level 1 and 2 criteria and then earn a specific number of points from 4 different categories. You must earn at least 1 point from each of the 4 categories. They are Professional Development, Health and Safety, Environment, and Family and Community Partnerships. The point requirements for Levels 3-5 are:

Level 3: 14-18 points

Level 4: 19-24 points

Level 5: A minimum of 25 points and receives a FCCERS-R assessment score of 5.0 or greater from an ISU assessor.

Please note that points in each category cannot be multiplied if the criterion is met in more than one way. (Example: If you are a member of more than one professional organization, you will receive only 1 point for that criteria.)

The specific criterion that must be met and documentation required to achieve each level is described on the following pages. Also included are resources that will assist you in meeting each criteria and hints for submitting the correct documentation.

Level 1

1. Provider is registered with the Department of Human Services.

Required Documentation: Submit a copy of your current registration certificate.

Hint: The expiration date on your certificate must be visible. If you cover the date with Scotch tape or wax paper when copying it then the date will be visible.

Hint: Your program will be allowed to apply for a Level 1 for one rating cycle in the recalibrated system. Each subsequent application must be for a Level 2 or higher.

Resources: If you are not currently registered with the Department of Human Services you may contact Child Care Resource and Referral to be referred to a Child Care Consultant in your county or 1-800-722-7619.

Level 2

(Program must fulfill items 1-5)

1. **Provider meets the Level 1 criteria (DHS Registration).**
2. **Provider is ChildNet Certified.** Child Care Resource and Referral offers a ten part training series called ChildNet. Once you have completed the training series you are eligible to become ChildNet Certified. In order to become ChildNet Certified you must also participate in the Child and Adult Care Food Program, have child care liability insurance, and have a certification visit to ensure that you are fully compliant with both the registration requirements and the ChildNet Checklist. Becoming ChildNet Certified demonstrates that you meet criteria that are above the minimum standard of quality.

Required Documentation: Submit a copy of your ChildNet Certification Certificate of Achievement.

Hints:

You are not required to submit your ChildNet training certificates.

Make certain that your ChildNet Certification Certificate of Achievement is signed.

If you completed the 10 week training series in the past, but did not choose to become Childnet Certified you may be eligible to become certified without retaking the training.

You must complete all 10 modules and the ChildNet Certification visit in order to become ChildNet Certified.

If you have a **Category C Child Development Home** with two providers, both providers must be ChildNet Certified.

Resources: You may register for ChildNet Training on the Child Care Provider Training Registry <https://ccmis.dhs.state.ia.us/trainingregistry/>. If you have questions regarding ChildNet Certification contact Jessie Mireles at 515-246-3572 or 1-800-722-7619.

3. Provider participates in the Child and Adult Care Food Program.

Required Documentation: Certification of participation **or** a copy of your signed contract with your food program sponsor.

Hint: The required certificate must document that you participate in the food program. **A certificate for completion of training for the food program is not the correct documentation.**

4. Provider completes a Professional Development Self Assessment. This form will be provided to you in the application packet or is available on the QRS website.

Required Documentation: Submit a completed Professional Development Self Assessment form.

Hints:

Feel free to attach additional pages to list the training that you have completed during the last 24 months.

If you have a **Category C Child Development Home** with two providers, each provider is required to complete the Professional Development Self Assessment Form.

It is not necessary for you to submit training certificates or attach any items in addition to the form in order to meet this requirement.

5. Provider completes a Professional Development Plan. This form will be provided to you in the application packet or is available on the QRS website.

Required Documentation: Submit a completed Professional Development Plan form.

Hints:

Be certain that you complete both the front and back of this form. You are required to complete the form in its entirety. You must list training needs that you identified using the Self Assessment form.

If you are not able to locate the specific training opportunity that you are planning to take, explain what training you would like to take and what steps you are taking to locate that training.

If you have a **Category C Child Development Home** with two providers, then both providers are required to complete the Professional Development Plan form.

Resources: If you would like assistance with this form, please contact your CCR&R Child Care Consultant.

Levels 3-5 Professional Development

Maximum Points: 34

Experience and Training: Providers may earn a maximum of 4 points

2 Points: Provider has at least two years of experience and completed 10 hours of training beyond the regulatory requirement (for a total of 22 hours) within the last 12 months.

OR

4 Points: Provider has at least five years of experience and completed 20 hours of training beyond the regulatory requirement (for a total of 32 hours) within the last 12 months.

Required Documentation:

- Experience can be documented by submitting copies of previous registration certificates, copies of prior tax records, or letters from parents or previous employers.
- For your initial application for Levels 3-5 submit copies of training certificates from **the past 12 months** to document training hours.
- Please use the following grid to determine the number of training hours that you will be required to complete when you submit subsequent applications depending on the length of time that has elapsed since you received the previous rating.

No. of ADDITIONAL training hours required to meet:	Renewing 12 months after previous QRS certificate issued	Renewing 13-17 months after previous QRS certificate issued	Renewing 18-24 months after previous QRS certificate issued
10 hours additional approved training/year beyond regulatory requirements	10+12=22hrs	15+18=33hrs	20+24=44hrs
20 hours additional approved training/year beyond regulatory requirements	20+12=32hrs	30+18=48hrs	40+24=64hrs

Hints:

Experience does not need to be consecutive. Experience in a school or a child care center is acceptable.

Please submit only copies of training certificates from within the time period required. **For example:** If you are submitting your initial application on October 23, 2007 send only training certificates that were received after October 23, 2006.

Both ChildNet and Program for Infant Toddler Care (PITC) training hours can be counted for 2 years.

Resources: Find information about training opportunities on the Child Care Provider Training Registry <https://ccmis.dhs.state.ia.us/trainingregistry/>.

Additional Professional Development: Providers may earn a maximum of 5 points

2 Points: Provider completes Positive Behavioral Intervention and Supports Modules 1 and 2 (**minimum of 12 hours of training**).

3 Points: Provider completes Program for Infant and Toddler Care Modules 1-4.

Required Documentation: Submit copies of the training certificates received in class or a copy of your final certificate indicating that all modules were completed.

Formal Education: Providers may earn a maximum of 25 points

5 Points: Provider has at least 9 college credit hours in education specific to the age group for whom they provide care OR

6 Points: Provider has a current Child Development Associate (CDA) credential OR

7 Points: Provider has an apprenticeship certificate OR

8 Points: Provider has a 1 year diploma in Early Childhood Education OR

10 Points: Provider has completed an AA in education specific to the age group for whom care is provided OR

20 Points: Provider has completed a Bachelor's degree in education specific to the age group for who they provide care OR

25 Points: Provider has completed a Master's degree in education specific to the age group for who they provide care.

Required Documentation: Submit a copy of your diploma, certificate, or transcript.

Hints:

You will receive points for the highest level of education that you have received. For example, if you completed your CDA and then went on to receive an AA, you will receive credit for the AA, not both.

Points will be awarded only for degrees or higher education in education specific to the age group for whom you provide care. If your degree is in elementary education then you will get points if you provide care to school age children, etc.

A Bachelor's degree in elementary education with an early childhood endorsement will be counted as a bachelor's degree if you care for children under school age.

If you have a **Category C Child Development Home** please submit documentation for only the provider who is eligible for the highest number of points. For example: Provider 1 has a CDA, 5 years of experience, and 20 hours of training beyond the regulatory requirement from the last year (totaling 10 points). Provider 2 has an Associates Degree in Early Childhood Education and has completed PITC (13 points). You would submit documentation for only Provider 2.

Resources: The Iowa Teacher Education and Compensation Helps (TEACH) Program can help you pay for college coursework, materials, and time spent preparing for class. For more information contact 515-331-8000.

Health and Safety

Maximum Points: 19

5 Points: Completion of a 3 semester hour Health, Safety, and Nutrition class through community or 4-year college within the past 5 years

Required Documentation: Submit a copy of the applicable transcript.

Hint: This is a course that is designed specifically for early childhood educators and covers the topics of health, safety, and nutrition. An example is ECE 133 through Iowa's Community Colleges.

2 Points: Completion of other approved Health and Safety training option within the past 2 years

Required Documentation: Submit a copy of the applicable transcript or training certificate.

Hint: Currently the Medication Administration in Iowa Child Care course is the only training series that has been approved for these points. Contact your CCR&R Child Care Consultant for more information about registering for this course.

2 Points: Development and implementation of an emergency preparedness plan

Required Documentation: Submit a copy of your emergency preparedness plan form. This must be completed on the Child Development Home Emergency Preparedness Plan form found on the QRS website.

2 Points: Development and implementation of enhanced health and safety policies

Required Documentation: Submit a copy of your health and safety policies. This must be completed on the QRS Hazard Mitigation Plan – Enhanced Health and Safety Policies form found on the QRS website.

Hint: These are specific documents that are available on the QRS website or can be supplied to you by your CCR&R Child Care Consultant or local Child Care Nurse Consultant. There is training and consultation available for you in completing these documents. Receiving training and consultation are not required in order to receive these points but are strongly encouraged.

Child Care Nurse Consultant Health and Safety Tools: Maximum 8 points

The Child Care Nurse Consultant's goal is to help you prevent the spread of infectious illnesses and minimize the risks of injury for children in your program. Your work with a nurse consultant as an element of the QRS is a process that is intended to be ongoing and will require multiple contacts. The following 3 tools provide a framework for your work with your nurse consultant:

Injury Prevention Checklist:

1 Point: Your Child Care Nurse Consultant (CCNC) visits your program and completes the checklist.

1 Point: Your CCNC visits your program and documents that you have made about 50% of the corrections that were recommended.

1 Point: Your CCNC visits your program and documents that all recommended corrections were made.

Required Documentation: Submit a copy of your **Injury Prevention Summary Report**.

There are three signature lines on this document. You will receive one point for each of the nurse consultant's signatures.

Child Record Review:

1 Point: Your CCNC visits your program and completes the record review.

1 Point: You have developed a plan to secure health services for children in your care.

Required Documentation: Submit a copy of your **Child Record Review Report of Findings** for 1 point and/or a copy of your **Child Record Review Report of Progress** for 1 point.

Health and Safety Assessment:

1 Point: Your CCNC visits your program and completes the assessment.

1 Point: Your CCNC visits your program and documents that you have made about 50% of the corrections that were recommended.

1 Point: Your CCNC visits your program and documents that all of the recommended corrections were made.

Required Documentation: Submit a copy of your **Health and Safety Assessment Report of Findings**. This form will contain signatures from your CCNC that documents that recommended changes were made in multiple areas.

Hints: It is not necessary to submit copies of "Notices of Urgent Need" forms or Plan of Action worksheets that are given to you by the CCNC.

Make certain that both you and the CCNC have signed the required forms.

Resources: If you are not already acquainted with your local CCNC please contact your CCR&R Child Care Consultant for a referral.

Environment

Maximum Points: 23

Family Child Care Environment Rating Scale-Revised (FCCERS-R):

Training: 2 Points: Provider completes approved FCCERS-R training. This is a 4 part training series that is provided by Iowa State University Extension. Only the FCCERS-R training series that are provided by Iowa State University Extension will be approved for QRS.

Required Documentation: Include a copy of your Iowa State University Extension training certificate from FCCERS-R training.

Resources:

You can register for FCCERS-R training on the Training Registry <https://ccmis.dhs.state.ia.us/trainingregistry/>.

More information regarding the Environment Rating Scales is available at www.extension.iastate.edu/childcare/qrs.

Hints:

The Family Day Care Environment Rating Scale (FDCRS) was revised to reflect new research and best practice for family childcare. Trainings on the new tool, the FCCERS-R began in Fall of 2007. Under the new guidelines points will only be awarded for completion of the FCCERS-R training series.

You MUST attend all 4 sessions and complete all class assignments.

If you miss a session you cannot make it up – you will be considered to have dropped the course and must register for the next series.

Training certificates for completing the individual sessions are not the correct documentation. Please submit your certificate of completion that is issued after all of your final homework is received by the trainer.

Self Assessment: 2 Points: After completing approved FCCERS-R training the provider completes a FCCERS self assessment and score sheet. Required forms will be provided by the trainer. Additional forms can be requested from the Child Care Resource and Referral Child Care Consultant.

Required Documentation: Include a copy of:

- FCCERS-R Self Assessment score sheet that is provided at the training. (Score sheet should specifically describe how criteria is met)
AND
- FCCERS-R Self Assessment form that is provided at the training.

Hints:

Make certain that each indicator is addressed. If you believe that you meet specific criteria, document HOW that criteria is met as opposed to leaving that indicator blank.

Please note that both the self assessment score sheet and self assessment form are required to receive points for completing the self assessment.

Improvement Plan: 2 Points: After completing approved FCCERS-R training provider completes a Child Development Home Improvement Plan.

Required Documentation: Include a copy of Child Development Home Improvement Plan. This form will be provided by the trainer.

Hints: This training includes classroom assignments that are required in order to receive a certificate of completion. These assignments are NOT the required documentation to receive points for completing the Self Assessments and Improvement Plans. All applicable items in each subscale must be scored in order to receive these points.

Enhanced Adult/Child Ratios:

2 Points: No more than two children under age 2 are in care at any one time and no more than six children total are in care at any one time including the provider's own children under school age.

Required Documentation: Submit a copy of your policy and procedure manual that describes your capacity and explain how and when the information is presented to parents AND complete the grid on the last page of the application.

Hint: These points are intended to be given to providers who have chosen to maintain enhanced ratios at all times. Your submitted policy should reflect the enhanced ratios, not your registration capacity. These points are not intended for providers who are under capacity at the time of application but later enroll additional children.

National Association for Family Child Care (NAFCC) Accreditation:

15 Points-Program is accredited by NAFCC. NAFCC Accreditation is an indicator that family child care homes offer safe, inviting spaces and warm nurturing care complete with educational

activities designed to meet the needs and interests of all children while promoting individual development.

Required Documentation: Submit a copy of your NAFCC accreditation certificate.

Resources: For more information about becoming NAFCC accredited, contact your local Child Care Consultant at CCR&R or visit www.nafcc.org.

Family and Community Partnerships

Maximum Points: 6

1 Point: Provides orientation for new parents.

Required Documentation: Copy of parent policies and procedures, including policies regarding the following:

- Fees and when they are due
- Hours of service
- Attendance policies
- Illness policies
- Number and ages of children allowed in care. **This must be very specific – outline the total number of children you are allowed to care for, as well as the number in each age group.**
- Philosophy and child development approaches used in the program (educational philosophy, discipline policy, description of activities).

Also submit an explanation of how you have ensured that all parents can access information and clearly understand the content (translations, reading assistance, etc. provided if needed) and explain how orientation is conducted with prospective families.

Hint: Please include a policy for EACH of these items. If they are contained in a policy manual please clearly label where in the manual that you list each policy. List the page numbers where each policy can be found next to the corresponding item on the application.

1 Point: Annual conferences are held with parents

Required Documentation: Copy of a schedule of conference dates from the past 12 months.

1 Point: At least one group parent meeting is held annually

Required Documentation: Submit a copy of minutes from group parent meeting, including who attended, topics discussed, and decisions made.

2 Points: Annual parent surveys are collected and results are used to inform program practices

Required Documentation: Submit a copy of the survey used. Also submit a summary of responses and describe how the results of the survey will be used.

1 Point: The provider is a member of a professional organization specific to the age group that they provide care for. Approved organizations include the National Association for the Education of Young Children (NAEYC), National After School Association (NAA), National Child Care Association (NCCA), National Education Association (NEA), and the National Association for Family Child Care (NAFCC).

Required Documentation: Submit a copy of your membership card or certificate.

Resources: Find membership information on the organizations websites:

NAEYC: www.naeyc.org

NAA: www.naaweb.org

NCCA: www.nccanet.org

NEA: www.nea.org

NAFCC: www.nafcc.org

Tips

1. Use the checklist (Appendix) to ensure that your application is complete.
2. Remember to sign and date your application.
3. Complete your application in blue or black ink.
4. Complete all relevant sections of the application.
5. Submit **only** the documentation that is required.
6. Organize your documents in the order in which they are listed in the application to reduce the likelihood that you will omit a document.
7. Remove all staples from your documents.
8. Make a copy of your entire application.
9. Contact your CCR&R child care consultant with any questions or if you would like an on-site consultation.

Appendix A

Application Checklist

This tool was created to help you organize your documents. It is not a required, but feel free to submit it with your application to confirm the items you have completed.

- Complete all relevant pages of the Quality Rating System Application for Child Development Homes form. Must include an original signed and dated application.**

Level 1 Requirements:

- Copy of DHS Registration certificate with visible expiration date.

Level 2 Requirements:

- Copy of DHS registration certificate with visible expiration date.
- Copy of signed ChildNet certificate.
- Copy of CACFP certificate or signed contract.
- Copy of Professional Development Self Assessment
- Copy of Professional Development Plan

Level 3-5 Requirements:

Level 3: 14-18 points Level 4: 19-24 points Level 5: A minimum of 25 points and receives a FCCERS-R assessment score of 5.0 or greater from an ISU assessor.

Professional Development:

- Need 2 years of experience and 22 hours of training **per year** for 2 points
- Need 5 years of experience and 32 hours of training **per year** for 4 points
- Include training certificates from within the last 12 months if initial level 3-5 application or up to 24 months for subsequent applications.

AND

- Include documentation of years of experience (can be previous registration certificates, letters from previous employers, parents, or tax information).
- Copy of Master's Degree diploma (25 points), Bachelor's Degree diploma (20 points), AA diploma (10 points), 1 Year Diploma in Early Childhood Education (8 points), Apprenticeship Certificate (7 points), Child Development Associate (6 points), or college transcript documenting 9 credits in education (5 points).
- Copy of PBIS Training Certificates (2 points)
- Copy of PITC Training Certificates (3 points)
- Health and Safety:**
- Copy of your Injury Prevention Summary Report that has been signed by your Child Care Nurse Consultant (up to 3 points).
- Copy of Child Record Review Initial Report of Findings that has been signed by your Child Care Nurse Consultant (1 point).
- Copy of Child Record Review Report of progress that has been signed by your Child Care Nurse Consultant (1point).
- Copy of Health and Safety Assessment Report of Findings that has been signed by your Child Care Nurse Consultant (up to 3 points)
- Copy of transcript for 3 credit Child Health Safety and Nutrition course (5 points)
- Copy of Medication Administration In Iowa Child Care training certificate (2 points)
- Copy of Emergency Preparedness Plan (2 points)
- Copy of Hazard Mitigation Plan (2 points)

Environment:

FCCERS-R

- Copy of FCCERS-R training certificate from ISU (2 points).
- Copy of completed self assessment score sheet **and** self assessment form. (2 points).
- Copy of completed Improvement Plan (2 points)

Enhanced Ratios

- Copy of your policy that describes your capacity AND
- Explanation of how and when the information is presented to parents AND

- Complete the grid on the last page of the application.

Accreditation:

- Copy of NAFCC Accreditation certificate (15 points)

Family and Community Partnerships:

- Copy of parent policies and procedures, including policies regarding the following:
 - Fees and when they are due
 - Hours of service
 - Attendance policies
 - Illness policies
 - Number and ages of children allowed in care.
 - Philosophy and child development approaches used in the program (educational philosophy, discipline policy, description of activities).

Also submit an explanation of how you have ensured that all parents can access information and clearly understand the content (translations, reading assistance, etc. provided if needed) and explain how orientation is conducted with prospective families. (1 point)

- Schedule of conference dates (1 point)
- Copy of membership certificate for NAEYC, NAFCC, NEA, NCCA or NAA (1 point).
- Copy of minutes from group parent meeting (1 point)
- Copy of parent survey, results and how they were used (2 points).

Points:

____ Professional Development
____ Health and Safety
____ Environment
____ Family and Community Partnerships

____ **TOTAL**

Appendix B

Re-application

Re-application for QRS requires programs to submit a new application containing all of the materials for that level including the documents from previous levels. Many of the documents that were submitted with your QRS application either contain an expiration date, or are no longer valid after two years. Here are some things to consider as you continue the QRS process:

- To receive points in the Professional Development Category of levels 3-5 for having training beyond the regulatory requirement **each year** use the attached chart to determine the number of hours that you will be required to complete.
- Training certificates must be dated during the time since your last application and be from an approved agency.
- If you are applying for points in the Health and Safety category for completing the Child Care Nurse Consultant tools it is recommended that you maintain regular visits to ensure that you have an adequate amount of time to make recommended changes.
- Health and safety forms and checklists are valid for 2 years from the date of the most recent signature on the document. If two years have passed from the time that you received your final point on a tool then you will be required to complete that tool again in order to continue to receive those points.

