

Child Care Quality System (CCQS) Timeline for Center-Based Programs

Documentation Period Begins: The 12-month documentation and annual training period begins 12 months prior to the last day of the program’s assigned observation month. The program should begin documentation submission at this time.

Program Documentation Period: _____ through _____

Programs may fill in an application submission month and the four consecutive months to create a personalized CCQS timeline.

Application Submission Month _____	Initial Visit Month _____	Observation Month _____	Verification and Scoring Month _____	Certified Quality Rating Month _____
<ul style="list-style-type: none"> • Program applies for a certified quality rating. • Program is assigned an observation month. • Program should continue documentation submission. • Program should ensure roles of all staff are assigned and accurate in the Child Care Licensing Portal. 	<ul style="list-style-type: none"> • Program receives an initial visit prior to observations. • Program should continue documentation submission. • Program should ensure roles of all staff are assigned and accurate in the Child Care Licensing Portal. 	<ul style="list-style-type: none"> • Observations are conducted and feedback is shared with programs. • All documentation must be submitted by the last day of the month. • Program should ensure roles of all staff are assigned and accurate in the Child Care Licensing Portal. 	<ul style="list-style-type: none"> • Verification of submitted documentation is completed. • CCQS scoring is completed. • Programs receive notification of their certified quality rating. 	<ul style="list-style-type: none"> • The program’s certified quality rating is official and posted publicly on the first day of the month. • Qualified programs will begin to receive Enhanced Subsidy Grant. • Program will be notified if they qualify for any CCQS additional payments. Qualified programs must apply to receive additional payments.

Certified Quality Rating Period: Certified quality ratings are current for 12 months starting the first day of the certified quality rating month.

Recertification Application Submission: In order to maintain a certified quality rating, a recertification application must be submitted during the fourth month prior to the certified quality rating expiration date. In most cases, this should be the same month of the program’s initial application submission.

For more information, go to <https://jobs.utah.gov/occ/policy.html>.

Child Care Quality System (CCQS) Documentation Checklist for Center-Based Programs

Domain 1: Health and Safety

Health and Safety Program Certificates

- TOP Star Endorsement
- Healthier CACFP Award(s)
- Certified Nature Explore Outdoor Classroom
- Eco-Healthy Child Care Endorsement

Domain 2: Learning Environments and Relationships

Family Engagement Documentation

- Regular Family Conferences
- Child Assessments and Developmental Screenings
- Connecting Families to Service Agencies
- Activities for Families to Accommodate Schedules
- Regular Communication on Child
- Monthly Communication on Program Information
- Mechanism for Receiving Feedback from Parents
- Information on Transitions
- Supporting English Language Learners

Domain 3: Leadership and Professional Development

Education of Director Documentation

- Transcripts, Diplomas or Current Demonstrated Competency Credentials
- Certificates for Career Ladder Approved Training
- Review/Apply for Career Ladder Levels
- Review/Submit Documentation of Work History

Education of Caregivers Documentation

- Review/Edit Staff Roles on Child Care Licensing Database
- Transcripts, Diplomas or Current Demonstrated Competency Credentials
- Certificates for Career Ladder Approved Training Hours
- Review/Apply for Career Ladder Levels

Domain 4: Management and Administration

Degree, College Credits and Current Credentials

- Diploma and/or Transcript
- Transcript(s) including Finance, Business and/or Program Administration College Credits
- Aim4Excellence Director's Credential
- National Administrator's Credential

Career Ladder Approved Annual Training

- Certificates/Transcripts for Business or Leadership Courses

Domain 5: National Accreditation

National Accreditation Certificate

- National Early Childhood Program Accreditation
- National Association for the Education of Young Children
- Council on Accreditation
- National Accreditation Commission

Head Start/Early Head Start Program Documentation

- Federal Notice of Award Cover Letter

****Please submit "Family Engagement" documentation to ccqs@utah.gov. All other documentation must be uploaded to <https://careaboutchildcare.utah.gov>. All documentation must be submitted by the last day of the program's observation month to be considered for the certified quality rating. To be considered current, certificates and credentials must not expire before the end of the observation month.*