State of Utah
Department of Workforce Services
CHILD CARE QUALITY SYSTEM (CCQS) TIMELINE
CENTER-BASED PROGRAMS

Documentation Period Begins: The 12-month documentation period begins 12 months prior to the last day of the program's assigned observation month.

Program Documentation Period: _____ through _____

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

NOTE: The observation month is subject to change if the workload is at full capacity.

Application Submission Month (Ex: September) _____	Initial Visit Month (Ex: October) _____	Observation Month (Ex: November) _____	Verification and Scoring Month (Ex: December) _____	Certified Quality Rating Month (Ex: January) _____
• Eligible programs may apply for a certified quality rating. • Begin or continue submitting family engagement documentation. • Continue to submit documentation for all other areas.	• Receive an initial visit prior to observations. • Continue to submit documentation for all areas.	• Observations are conducted and feedback is shared with programs. • All documentation must be uploaded and submitted by the last day of the documentation period. • Ensure roles of all staff are assigned and accurate in the Child Care Licensing Portal. • Ensure Primary Director and Primary Business Administrator are assigned and accurate in the Care About Childcare website.	• Verification of submitted documentation is completed. • CCQS scoring is completed. • Program receives notification of their score and certified quality rating.	• 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: To maintain a certified quality rating, a recertification application must be submitted during the fourth month prior to the certified quality rating expiration date. *For more information, go to https://jobs.utah.gov/occ/policy.html.*

Please note: All documentation must be uploaded and submitted to https://careaboutchildcare.utah.gov by the last day of the documentation period to be considered for the certified quality rating. To be considered current, certificates and credentials must not expire before the end of the documentation period.

CHILD CARE QUALITY SYSTEM (CCQS) DOCUMENTATION CHECKLIST - 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
- ☐ Developmental Screenings
- ☐ Connecting to Services
- ☐ Activities for Families
- ☐ Home Learning Activities
- ☐ Donation of Time/Resources
- ☐ Communication on Child
- ☐ Communication on Program
- ☐ Share Program Philosophy
- ☐ Visit before Enrollment
- ☐ Open Visitation Policy
- ☐ Discipline Policy
- ☐ Collaborate to Avoid Expulsion
- ☐ Grievance Procedures
- ☐ Supporting English Language Learners
- ☐ Breastfeeding Support Policy
- ☐ Information on Transitions
- ☐ Parent Handbook Review
- ☐ Parent Feedback

Inclusion of Children with Special Needs Documentation

- ☐ All Means All certificate

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
- ☐ National Accreditation Commission

Head Start/Early Head Start Program Documentation

- ☐ Federal Notice of Award Cover Letter