



## How do I get ready for Levels 3-5?

Once you have achieved your Level 2 in Colorado Shines, a number of supports are available to you.

- ✓ All staff will need to complete their competency self-assessment and then their Professional Development (PD) Plan in the PDIS.
- ✓ Staff will need to print their PD Plan and provide that to the director.
- ✓ All staff will need to apply for their ECE credential in the PDIS by upload their transcripts and training certificates as well as experience so credentials can be processed in time for the rating.
- ✓ The director will begin work on collecting documentation for all available points in the coaching assessment document and placing them in a well-organized binder.
- ✓ The QIP will be updated to include any paperwork that needs to be added as well as adding an element under ERS that says “Purchase needed materials for ERS”
- ✓ Materials will be purchased through BECC using available funding. Once funding is exhausted, any additional materials will be purchased by the center or home.
- ✓ The director will develop a program wide Professional Development Plan informed by the staff PD plans.
- ✓ Utilize all coaching hours to help prepare staff for the rating.
- ✓ Begin practicing all necessary health and safety items used in the ERS tools – proper handwashing, proper sanitizing and disinfecting, and proper diaper changing procedures. This is the hardest part and visuals and lots and lots and lots and lots of practice is needed to make it second nature.
- ✓ Evaluate room arrangements in your classrooms (coach can help with this).
- ✓ The director will apply for the Level 3-5 rating on the program’s Colorado Shines webpage 2-4 months before the desired rating date.
- ✓ Six weeks before your rating, provide staff and parents with “cheat sheets” for the staff and family surveys.
- ✓ One month before your rating, your staff’s credentials will be processed if they haven’t already been. Tabs will be added in your Colorado Shines webpage under Level 3-5 to begin uploading documents. You will also be able to track how many families and staff have filled out surveys.
- ✓ One month before the rating, post interaction flow charts in each classroom so staff can be sure they are doing all the necessary interactions in the course of their morning schedule (9am-noon).