

Department: Human Resources	Effective Date: 6/12/17	Procedure Number: 8600
Regulation Number: 648A(a) 645A(h) 1309.21	Regulation Topic: Staff Qualifications	Procedure Title: Qualification Requirements for Head Start/Early Head Start Program Staff

Procedure:

All direct service providers will develop a procedure for reviewing all staff qualifications prior to hiring or promotion, that includes staff responsible and timeline for completing the following:

- Reviewing educational documentation;
- Monitoring staff progress toward meeting qualifications for identified positions and providing evidence as scheduled per the MARC Head Start Human Resources Monitoring Guide –Subset 3500 HR.
- Tier 3 direct service providers will identify who will enter staff educational qualifications and upload documentation into the ChildPlus database.