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

Policy:

All direct service providers will have a system of monitoring in place to ensure staff hired meet the required qualifications. All key administrative/support staff are expected to meet qualifications upon hire.

A system of monitoring will be in place for teaching staff, family advocates, and home visitors who do not meet the qualifications for their position upon hire, and to monitor progress toward completion of these requirements.

See Policies & Procedures 8500 and 8800.
See Clarification for HR Policy & Procedure 8600.

Reviewed: 8/13/25