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.