Department: Human Resources	Effective Date: 5/11/20	Procedure Number: 8601
Regulation Number: §1302.91 (e) (6)	**Regulation Title:** Staff Qualifications	**Procedure Title:** Qualification Requirements for Home-based Visiting Staff

Procedure:

For home-based visiting staff currently employed by a MARC Head Start direct service provider, who do not meet the qualification requirements included in MARC Head Start Policy 8601, a plan must be developed to ensure they meet the requirements within the identified timeframe.

Direct service providers must maintain documentation of the following:

- Current certificates, transcripts, or other documentation of the employee's educational qualifications;
- Current enrollment in coursework or training; and,
- Copy of Professional Development Plan to include the following:
    - Identify the remaining coursework or training they are completing to fulfill position requirements;
    - Timeline for completion; and,
    - Signature and date on the plan to indicate that the employee has agreed to and is committed to completing the requirements in timeframe identified.

Maximum timeframes are as follows, but may be adjusted based on employee's current level of progress:

- Home Visitor CDA 2 years
- FDC 18 months
- Home Visitor CDA & FDC 3 years

Tier 1 & 2 direct service providers should upload to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* Form 8021d are used to update progress towards meeting requirements, per procedure 8021.

Tier 3 direct service providers will provide documentation of progress towards meeting requirements during quarterly meetings with MARC Head Start Organizational Development Manager.

Documentation of staff member's qualifications must be provided to hiring agency prior to hire and uploaded into the ChildPlus database or submitted to MARC Head Start Quality Assurance Coordinator upon request.