Department: Human Resources	Effective Date: 7/1/2016	Procedure Number: 8400
Regulation Number: **648A (a)(2)(A)(i-ii)** **648A (a)(2)(B)(ii)** **648A (h)(1-2)**	**Regulation Title:** **Staff Qualifications**	**Procedure Title:** **Qualification Requirements for Center-based Teaching Staff**

Procedure:

Prior to hire, the following must occur:

- Applicant must provide the most current transcripts, inclusive of any and all educational institutions attended;
- Applicant must provide a state teaching certificate;
- Applicant must provide evidence of participation in the Teach for America program;
- Direct service provider will perform transcript review of applicant transcripts;
- Transcript review assistance should be obtained from MARC Head Start Quality Assurance Coordinator for Tier 1 & 2 direct service providers and the resource tool, "Connecting College Coursework to MO/KS Core Competencies," to compare applicants or employee's transcript to coursework listed under the eight Missouri/ Kansas Core Competency content areas. See *Clarification for Policy and Procedure 8400 and 8500*.

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.