Department: Human Resources	Effective Date: 7/1/2016	Procedure Number: 8500
Regulation Number: **645A (h)(1-2)** **648A (a)(2)(B)(ii)** **648A (a)(4)(B)**	**Regulation Topic:** **Teaching Staff Qualifications**	**Procedure Title:** **Requirements for Center-Based Teaching Staff Below Minimum Qualifications**

Procedure:

For center-based teaching staff below minimum qualifications, direct service providers will 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:

CDA	2 years
Early Childhood Education & Development Certificate/CDA Equivalent	2 years
AA	3 years
BA	3 years
MEGA – Early Childhood	90 days

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For ALL teaching staff below minimum qualification requirements, direct service provider must:

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

- Tier 3 direct service provider will enter progress in ChildPlus, monitor regularly and review with MARC Head Start Organizational Development Manager during regularly scheduled meetings.

Reviewed: 8/13/25