

### Application for “Granite Steps for Quality”

Check Type of Application:  New  Renewal (Every 3 Years)

Program Name:

Federal ID:

License Number:

Ages Served (Ages in program, if program has a summer OST program include in ages served):

Telephone Number:

Address (Actual Location):

City:

State:

Zip:

Mailing Address (if different):

City:

State:

Zip:

Name of Program Director:

Email:

(If applicable)

Name of Applicant/Owner:

Email:

(If different than Program Director)

#### Instructions:

- In order to apply for Granite Steps for Quality (GSQ), you will first need to complete a few steps and meet several prerequisites, as described on **page 2** of this application. The first two (2) steps in the “In Order to Apply” column will enable you to complete the Prerequisites and Standards in the rest of the application.
- All Programs will then complete the four (4) Prerequisites found on **page 3**.
  - You will navigate to one of the following pages based on your **Program Type\***. You will complete the rest of the application found on that page.
    - Page 5: Application for Center Based Early Childhood Programs**
    - Page 14: Application for Family Child Care**
    - Page 17: Application for Out-of-School Time (formerly Afterschool) Programs**

**\* Please note: if your program serves BOTH Early Childhood and Out-of-School Time (formerly Afterschool), then you must view BOTH the Center Based Early Childhood Programs Rubric on p. 5 and Out-of-School Time Rubric on p. 17.**

- Upon completion of the application, you will navigate to **page 20** of this document to verify the information submitted is accurate and complete. You will sign and date the entire application in that same section.
- **All programs will need a Vendor Number** in order to invoice for and receive Quality Payments. If your program already has a Vendor Number, please enter it below. If you do not have a Vendor Number, please visit **the State of New Hampshire Vendor Registration Page** and complete the registration steps. Once your Vendor Number has been issued, please enter it below.

Yes, I have a Vendor Number                       I've applied for a Vendor Number and will provide it as soon as I receive it

Click Here to Enter Your Vendor Number

- **All programs will need to be enrolled** by the Department of Health and Human Services, Division of Economic and Housing Stability to provide child care services for children in employment related care (Child Care Scholarship), please place a check mark in the appropriate box below, and **include your Bridges Resource ID #.**

Yes, I Am Enrolled for Employment                       I've applied for a Bridges Resource ID # and will provide it as soon as I receive it

Click Here to Enter Your Bridges Resource ID #

- **If you are enrolled** by the Department of Health and Human Services, Division for Children, Youth and Families (DCYF), to provide child care services for children in preventive or protective care, please place a check mark in the appropriate box below, and **include your Bridges Resource ID #.**

Yes, I Am Enrolled for Preventive or Protective Child Care                       No, I Am Not Enrolled

Click Here to Enter Your Bridges Resource ID #

- Programs that have been issued a Quality Step will need to complete and submit a renewal application every three years, indicating any changes to their application and program.
- Keep a copy of this application and supporting criteria for your records.
- If you have questions or need further information contact the Professional Development Specialist at (603) 271-9604 OR [NHGSQ@dhhs.nh.gov](mailto:NHGSQ@dhhs.nh.gov)
- Submit this application and documentation to:

**DHHS/DCYF/Child Development Bureau**  
**ATTN: GSQ Manager**  
**129 Pleasant Street**  
**Concord, NH 03301**

**All Programs Must Complete “In Order to Apply Steps” and “Prerequisites” to Participate in GSQ**




In Order to Apply	Criteria	Steps to Complete	Verified by GSQ Staff in NHCIS
<b>Update NHCIS Program Profile (Director/Admin)</b>	Username and Password established in NHCIS.	<i>Click Here to enter the date for the most recent update to the Program’s NHCIS: Program Profile.</i>	<input type="checkbox"/>
<b>NHCIS Registry Profiles</b>	Username and Password established in NHCIS for all staff.	<input type="checkbox"/> Profiles Complete in NHCIS	<input type="checkbox"/>
Prerequisites	Criteria	Steps to Complete	Verified by GSQ Staff in NHCIS
<b>Child Care Program License</b>	The program holds an active child care license for a minimum of 12 months.	<input type="checkbox"/> The program holds an active child care license from the NH DHHS Child Care Licensing Unit	<input type="checkbox"/>
<b>Children: The Bedrock of the Granite State Presentation (included in Embedded Video)</b> <i>Resources: <a href="#">Children: the Bedrock of the Granite State Presentation</a>, <a href="#">Self-Study Form</a></i>	Watch the “Children: The Bedrock of the Granite State” Presentation.	<input type="checkbox"/> Fillable Self-Study PD Documentation Form Uploaded in NHCIS <input type="checkbox"/> Printable Self-Study PD Documentation Form Uploaded in NHCIS <b>(Choose one)</b>	<input type="checkbox"/>
<b>Business Practices Training</b>  <i>Resource: <a href="#">NH Business Management and Director Collection Links</a></i>  <i>Completed by individual responsible for administrative aspects of program (Director/Admin. or Owner)</i>	Complete two of the following NH Business Management and Director Trainings offered through Child Care Aware of NH and ProSolutions: <ul style="list-style-type: none"> <li>○ Taking Care of Business: An Administrator's Overview</li> <li>○ Leading with Heart: How to Build Effective Teams</li> <li>○ Successful Coaching and Mentoring for Employee Growth</li> <li>○ An Administrator's Overview of Assessment in Early Care and Education</li> <li>○ <i>*Creating a Business Plan for Your Family Child Care Program</i></li> </ul>	<input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>



	<ul style="list-style-type: none"> <li>○ <i>*Budgeting and Financial Planning for your Family Child Care Program</i></li> <li><i>*These trainings are most applicable to Family Child Care Providers</i></li> </ul>		
<p><b>The program is enrolled to receive NH Child Care Scholarship Program payments on behalf of families who are eligible</b></p> <p>Resource: <a href="https://www.nh-connections.org/child-care-scholarship/">https://www.nh-connections.org/child-care-scholarship/</a> to learn more about enrolling to accept the NH Child Care Scholarship Program payments.</p>	<p>Identify your program type Complete NH Child Care Scholarship Enrollment Forms</p>	<p><input type="checkbox"/> Program must be accepted in NH Child Care Scholarship Program</p>	<p><input type="checkbox"/></p>

## Center Based Program Application

### Instructions:

- The Staff Qualifications and Learning Environment Standards have 4 Steps of Recognition and you will choose one (1) level to apply for. Please note, programs must demonstrate meeting the criteria for the same selected level from Standard 1 and 2.
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step credential requirements.**
- The Learning Environment Standard is further broken down into the two (2) Pathways of Environment Rating Scales and Pyramid Model. You only need to choose one (1) of the Pathways.
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step training requirements.**
  - **If trainings are not accurately represented in employee’s NHCIS Training Transcript, please print proof of training (certificate, attendance list, self-study, etc.,) and attach to this application for review.**
- Once you have chosen which Step of Recognition you meet the criteria for, you will confirm the steps have been completed at that level.
- Once submitted a GSQ Staff member will review the criteria has been met but confirming the information in NHCIS.


Standard: Staff Qualifications	Criteria	Pathway 1	Pathway 2	Pathway 3	Pathway 4	Steps to Complete	Verified by GSQ Staff in NHCIS
This standard ensures that all administrators and teachers are qualified and committed to ongoing professional development.	<ul style="list-style-type: none"> <li>• An administrator and 20% of eligible staff hold a current NH Early Childhood Credential*.</li> </ul>					<input type="checkbox"/> Administrator awarded NH Early Childhood Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Early Childhood Credential(s)	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• An administrator and 40% of eligible staff hold a current NH Early Childhood Credential*.</li> </ul>					<input type="checkbox"/> Administrator awarded NH Early Childhood Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Early Childhood Credential(s)	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>• An administrator and 60% of eligible staff hold a current NH Early Childhood Credential* of which 30% of eligible staff hold a minimum of an Early Childhood Credential Level 4 with 6 additional ECE credits.</li> </ul>					<input type="checkbox"/> Administrator awarded NH Early Childhood Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Early Childhood Credential(s)	<input type="checkbox"/>


	<ul style="list-style-type: none"> <li>• <b>Head Start Programs may meet this criteria by presenting documentation relative to teacher Qualifications from their most recent OHS Monitoring Report.</b></li> <li>• <i>NAEYC Accredited Programs may meet this criteria by presenting their current NAEYC Accreditation certificate.</i></li> </ul>						
	<ul style="list-style-type: none"> <li>• An administrator and 80% of eligible staff hold a current NH Early Childhood Credential* of which 40% of eligible staff hold a minimum of an Early Childhood Credential Level 5.</li> </ul>					<input type="checkbox"/> Administrator awarded NH Early Childhood Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Early Childhood Credential(s)	<input type="checkbox"/>
<b>Standard 2: Learning Environments (Choose one pathway)</b>	<b>Criteria</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Steps to Complete</b>	<b>Verified by GSQ Staff in NHCIS</b>
<b>A: <u>ERS Pathway</u></b>  The Environment Rating Scales (ERS) are designed to assess what children directly experience in their program that has a precise effect on development.	<ul style="list-style-type: none"> <li>• Administrator and 25% of eligible staff have completed an approved ERS training. <ul style="list-style-type: none"> <li>○ Trainings must reflect ages served in program (Teachers should complete ERS</li> </ul> </li> </ul>					<b>Administrator Has Taken Approved ERS Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript <b>Staff Have Taken Approved ERS Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>

<p>The Learning Environment includes interactions children have with other children, staff, space, materials and equipment in their environment.</p>	<p>training with their classroom age group)</p> <ul style="list-style-type: none"> <li>○ Admin can take most applicable ERS training based on program need.</li> </ul>						
	<ul style="list-style-type: none"> <li>• Administrator and 25% of eligible staff have completed an approved ERS training <ul style="list-style-type: none"> <li>○ Trainings must reflect ages served in program (Teachers should complete ERS training with their classroom age group)</li> <li>○ Admin can take most applicable ERS training based on program need.</li> </ul> </li> </ul>					<p><b>Administrator Has Taken Approved ERS Training</b></p> <p><input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript</p> <p><b>Staff Have Taken Approved ERS Training</b></p> <p><input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts</p>	<p><input type="checkbox"/></p>
						<p><b>ERS Self-Assessments for All Classrooms</b></p> <p><input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile</p>	<p><input type="checkbox"/></p>

	<ul style="list-style-type: none"> <li>Program submits ERS self-assessments for all classrooms using age appropriate ERS tools.</li> </ul>						
	<ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff have completed an approved ERS training <ul style="list-style-type: none"> <li>Trainings must reflect ages served in program (Teachers should complete ERS training with their classroom age group)</li> <li>Admin can take most applicable ERS training based on program need.</li> </ul> </li> <li>Program submits ERS self-assessments for all classrooms using age appropriate ERS tools</li> <li>ERS observations are completed in one third of classrooms.</li> </ul>					<p><b>Administrator Has Taken Approved ERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
						<p><b>Staff Have Taken Approved ERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
						<p><b>ERS Self-Assessments for All Classrooms</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
						<p><b><i>This section to be completed by BCDHSC Staff after Assessor assigned by BCDHSC Staff assess program and provides documentation:</i></b></p> <p><b>Documentation of ERS Assessment Results</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>



	<p>Observed scores must be an average of 3.5 or higher with no classroom scoring less than 2.5 on the subscales: Activities and Interactions.</p> <ul style="list-style-type: none"> <li>• <i>Head Start Programs may meet this criteria by documenting meeting three out of five of the following Performance Standards (1302.30, 1302.31, 1302.45, 1304.21 and 1304.53) during their most recent federal monitoring visit using NHCIS.</i></li> <li>• <i>NAEYC Accredited Programs may meet this criteria by presenting documentation of meeting NAEYC Learning Environment standards.</i></li> </ul>						
	<ul style="list-style-type: none"> <li>• Administrator and 25% of eligible staff have completed an approved ERS training <ul style="list-style-type: none"> <li>○ Trainings must reflect ages</li> </ul> </li> </ul>					<p><b>Administrator Has Taken Approved ERS Training</b></p> <p><input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript</p> <p><b>Staff Have Taken Approved ERS Training</b></p> <p><input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts</p>	<input type="checkbox"/>

	<p>served in program (Teachers should complete ERS training with their classroom age group)</p> <ul style="list-style-type: none"> <li>○ Admin can take most applicable ERS training based on program need.</li> </ul> <ul style="list-style-type: none"> <li>• Program submits ERS self-assessments for all classrooms using age appropriate ERS tools</li> <li>• ERS observations are conducted in one half of classrooms. Observed scores must be an average of 4.5 or higher with no classroom scoring less than 3.5 on the subscales: Activities and Interactions.</li> </ul>					<p><b>ERS Self-Assessments for All Classrooms</b></p> <p><input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile</p> <p><b><i>This section to be completed by BCDHSC Staff after Assessor assigned by BCDHSC Staff assess program and provides documentation:</i></b></p> <p><b>Documentation of ERS Assessment Results</b></p> <p><input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<b>Standard 2: Learning Environments (Choose one pathway)</b>	<b>Criteria</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Steps to Complete</b>	<b>Verified by GSQ Staff in NHCIS</b>
<b><u>B: Pyramid Model Pathway</u></b>	<ul style="list-style-type: none"> <li>• Administrator and all eligible staff have complete an approved overview and</li> </ul>					<p><b>Documentation of Administrator Taken Approved Pyramid Model Training</b></p> <p><input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript</p>	<p><input type="checkbox"/></p>

<p>The Pyramid Model provides early educators a way to build skills for supporting nurturing and responsive caregiving, to create learning environments, to provide targeted social-emotional skills, and to support children with challenging behavior.</p>	<p>introduction of Pyramid Model training</p> <ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff complete at least two modules (minimum of 12 hours) of Pyramid Model: Infant &amp; Toddler, Preschool or Birth through Five Trainings.</li> </ul>					<p><b>Eligible Staff Have Taken Approved Pyramid Model Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
						<p><b>Documentation of Administrator Taken at Least Two Pyramid Model Modules</b>  <i>Click here to enter names of the Pyramid Model Modules Taken.</i></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
						<p><b>Eligible Staff Have Taken at Least Two Pyramid Model Modules</b>  <i>Click here to enter names of the Pyramid Model Modules Taken.</i></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Administrator and all eligible staff have completed an approved overview and introduction of Pyramid Model training</li> <li>Program has established a leadership team, created mission and vision statements, completed their Benchmarks of Quality (BoQ) and created their action plan based on the BoQ</li> <li>An administrator and 25% of eligible staff</li> </ul>					<p><b>Documentation of Administrator Taken Approved Pyramid Model Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
						<p><b>Eligible Staff Have Taken Approved Pyramid Model Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
						<p><b>List of Pyramid Model Leadership Team Members</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
						<p><b>Mission and Vision Statements</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
						<p><b>Documentation of Completed Benchmarks of Quality (BoQ)</b></p>	<input type="checkbox"/>





	<p>have completed Pyramid Wellness: Taking Care of Yourself and <u>all</u> lessons included in one of the following trainings: Infant &amp; Toddler, Preschool or Birth through Five Trainings (Mods 1-3).</p>					<input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	
<ul style="list-style-type: none"> <li>Program has established a leadership team, created mission and vision statements, completed their Benchmarks of Quality (BoQ) and created their action plan based on the BoQ</li> <li>Leadership team is actively engaged (meets monthly), Practice-Based Coaching and Teaching Pyramid Observation Tool (TPOT) or Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) is occurring in at least 1 classroom in the program</li> <li>An administrator and 50% of eligible staff have completed Pyramid</li> </ul>						<p><b>Documentation of Action Plan Based on BoQ</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
	<p><b>Documentation of Administrator Taken Pyramid Wellness: Taking Care of Yourself</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>					
	<p><b>Eligible Staff Have Taken Pyramid Wellness: Taking Care of Yourself</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>					
	<p><b>List of Pyramid Model Leadership Team Members</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
	<p><b>Mission and Vision Statements</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
	<p><b>Documentation of Completed Benchmarks of Quality (BoQ)</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
	<p><b>Documentation of Action Plan Based on BoQ</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
						<p><b>Documentation of Monthly Leadership Team Meetings</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
						<p><b><i>This section to be completed by BCDHSC Staff after Pyramid Model coach provides BCDHSC Staff TPOT/ TPITOS Dates.</i></b></p>	<input type="checkbox"/>
						<p><b>Documentation of TPOT or TPITOS Use in Classroom</b></p>	

	Model: Trauma-informed Care and Reducing Implicit Bias.					<input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	
						<b>Documentation of Administrator Taken Trauma-Informed Care and Reducing Implicit Bias</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
						<b>Eligible Staff Have Taken Trauma-Informed Care and Reducing Implicit Bias</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Leadership team is actively engaged (meets monthly), Practice-Based Coaching and Teaching Pyramid Observation Tool (TPOT) or Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) is occurring in at least 1 classroom in the program</li> <li>Pyramid Model practices are being implemented to fidelity as evidenced by TPOT and TPITOS data and the Leadership Team is collecting, analyzing and using data for program improvement</li> <li>Administrator and 50% of all eligible staff have completed the Prevent Teach Reinforce for Young Children (PTR-YC) training.</li> </ul>						<b>Documentation of Monthly Leadership Team Meetings</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
	<b><i>This section to be completed by BCDHSC Staff after Pyramid Model coach provides BCDHSC Staff TPOT/ TPITOS Dates.</i></b>  <b>Documentation of TPOT or TPITOS Use in Classroom</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
	<b>Documentation of Program Improvement Plan based on TPOT or TPITOS Data</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
	<b>Documentation of Administrator Taken Prevent Teach Reinforce for Young Children (PTR-YC) Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>					
	<b>Eligible Staff Have Taken Prevent Teach Reinforce for Young Children (PTR-YC) Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>					

## Family Child Care Application

### Instructions:

- The Staff Qualifications and Learning Environment Standards have 4 Steps of Recognition and you will choose one (1) level to apply for. Please note, programs must demonstrate meeting the criteria for the same selected level from Standard 1 and 2.
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step credential requirements. (Please complete this step even if there is only 1 provider working at the program).**
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step training requirements.**
  - **If trainings are not accurately represented in employees NHCIS Training Transcript, please print proof of training (certificate, attendance list, self-study, etc.,) to this application for review.**
- Once you have chosen which Step of Recognition you meet the criteria for, you will confirm the steps have been completed at that level.
- Once submitted a GSQ Staff member will review the criteria has been met but confirming the information in NHCIS.

Standard: Staff Qualifications	Criteria	Step 1	Step 2	Step 3	Step 4	Steps to Complete	Verified by GSQ Staff in NHCIS
<b><u>Staff Qualifications</u></b>  This standard ensures that all providers are qualified and committed to ongoing professional development.	• Provider meets licensing requirements.					<input type="checkbox"/> Active child care license	<input type="checkbox"/>
	• Provider holds a NH Early Childhood Credential* or a NH Afterschool Credential*.					<input type="checkbox"/> Provider awarded NH Early Childhood or NH Afterschool Credential(s)	<input type="checkbox"/>
	• Provider holds a minimum of a NH Early Childhood Family Child Care Level 3 Credential or a NH Afterschool Direct Service Level 3 Credential*.					<input type="checkbox"/> Provider awarded NH Family Child Care Credential or NH Afterschool Credential(s)	<input type="checkbox"/>
	• Provider holds a minimum of a NH Early Childhood Family Child Care Level 5 Credential					<input type="checkbox"/> Provider awarded NH Family Child Care Credential or NH Afterschool Credential(s)	<input type="checkbox"/>

	or a NH Afterschool Direct Service Level 4 Credential*.						
--	---	--	--	--	--	--	--

Standard 2: Learning Environments	Criteria	Step 1	Step 2	Step 3	Step 4	Steps to Complete	Verified by GSQ Staff in NHCIS
<p><b><u>FCCERS Pathway</u></b></p> <p>The Family Child Care Environment Rating Scales (FCCERS) is designed to assess what children directly experience in their program that has a precise effect on development.</p> <p>The Learning Environment includes interactions children have with other children, staff, space, materials and equipment in their environment.</p>	<ul style="list-style-type: none"> <li>Provider has completed an approved FCCERS Training.</li> </ul>	█				<p><b>Provider Has Taken Approved FCCERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Provider has completed an approved FCCERS training</li> <li>Provider submits a FCCERS self-assessment using the FCCERS tool.</li> </ul>		█			<p><b>Provider Has Taken Approved FCCERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Provider has completed an approved FCCERS training</li> <li>FCCERS observation is conducted in the program. Observed scores must be an average of 3.5 or higher with no score less than 2.5 on the subscales: Activities and Interactions.</li> </ul>			█		<p><b>FCCERS Self-Assessment</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Provider has completed an approved FCCERS Training</li> <li>FCCERS observation is conducted in the program. Observed score must be 4.5 or higher with no score less</li> </ul>				█	<p><b>Provider Has Taken Approved FCCERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript	<input type="checkbox"/>

	than 3.5 on the subscales: Activities and Interactions.					<p><b><i>This section to be completed by BCDHSC Staff after Assessor assigned by BCDHSC Staff assess program and provides documentation:</i></b></p> <p><b>Documentation of FCCERS Assessment Results</b></p> <p><input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile</p>	<input type="checkbox"/>
--	--	--	--	--	--	---	--------------------------

\*=Accepted NH Early Childhood Credentials include: Early Childhood Teacher, Level 2 +, Early Childhood Master Teacher, Level 1+, Early Childhood Administrator, Level 1+, Family Child Care Level \_\_\_\_+, Early Childhood Master Professional (All Endorsements).




\*=Accepted NH Afterschool Credentials include: Direct Service Credential Level 1+, Master Professional Level 1+, Administrator Level 1







## Out of School Time Program Application

### Instructions:

- The Staff Qualifications and Learning Environment Standards have 4 Steps of Recognition and you will choose one (1) level to apply for. Please note, programs must demonstrate meeting the criteria for the same selected level from Standard 1 and 2.
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step credential requirements.**
  - **Please submit a completed list of active employees at your program and highlight the eligible staff counted towards GSQ Step training requirements.**
  - **If trainings are not accurately represented in employees NHCIS Training Transcript, please print proof of training (certificate, attendance list, self-study, etc.,) to this application for review.**
- Once you have chosen which Step of Recognition you meet the criteria for, you will confirm the steps have been completed at that level.
- Once submitted a GSQ Staff member will review the criteria has been met but confirming the information in NHCIS.

Standard: Staff Qualifications	Criteria	Step 1	Step 2	Step 3	Step 4	Steps to Complete	Verified by GSQ Staff in NHCIS
<b><u>Staff Qualifications</u></b>  This standard ensures that all group leaders, site directors and site coordinators are qualified and committed to ongoing professional development.	• An administrator and 20% of eligible staff hold a current NH Afterschool Credential.*					<input type="checkbox"/> Administrator awarded NH Afterschool Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Afterschool Credential(s)	<input type="checkbox"/>
	• An administrator and 40% of eligible staff hold a current NH Afterschool Credential *.					<input type="checkbox"/> Administrator awarded NH Afterschool Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Afterschool Credential(s)	<input type="checkbox"/>
	• An administrator and 60% of eligible staff hold a current NH Afterschool Credential* of which 30% of eligible staff hold a minimum of a current Afterschool Direct Service Level 4 Credential*.						<input type="checkbox"/> Administrator awarded NH Afterschool Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Afterschool Credential(s)

	<ul style="list-style-type: none"> <li>An administrator and 80% of eligible staff hold a current NH Afterschool Credential* of which 40% of eligible Out of School Time staff hold a minimum of a current Afterschool Direct Service Level 4 Credential*.</li> </ul>					<input type="checkbox"/> Administrator awarded NH Afterschool Credential(s) <input type="checkbox"/> Eligible Staff awarded NH Afterschool Credential(s)	<input type="checkbox"/>
<b>Standard 2: Learning Environments</b>	<b>Criteria</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Steps to Complete</b>	<b>Verified by GSQ Staff in NHCIS</b>
<p><b><u>SACERS Pathway</u></b></p> <p>The School Age Care Environment Rating Scales (SACERS) are designed to assess what children directly experience in their program that has a precise effect on development.</p> <p>The Learning Environment includes interactions children have with other children, staff, space, materials and equipment in their environment.</p>	<ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff have completed an approved SACERS training.</li> </ul>					<p><b>Administrator Has Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript <p><b>Staff Have Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff have completed an approved SACERS training</li> <li>Program submits SACERS self-assessments for all groups using the SACERS tool.</li> </ul>					<p><b>Administrator Has Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript <p><b>Staff Have Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>
						<p><b>ERS Self-Assessments for All Groups</b></p> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>
	<ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff have completed an approved SACERS training</li> <li>Program submits SACERS self-assessments for all groups</li> </ul>					<p><b>Administrator Has Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript <p><b>Staff Have Taken Approved SACERS Training</b></p> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>SACERS observations are completed in one third of groups. Observed scores must be an average of 3.5 or higher with no group scoring less than 2.5 on the subscales: Activities and Interactions.</li> </ul>					<b>SACERS Self-Assessments for All Groups</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>						
						<b><i>This section to be completed by BCDHSC Staff after Assessor assigned by BCDHSC Staff assess program and provides documentation:</i></b>						<input type="checkbox"/>	
						<b>Documentation of SACERS Assessment Results</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>						
						<b>Administrator Has Taken Approved SACERS Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcript <b>Staff Have Taken Approved SACERS Training</b> <input type="checkbox"/> Professional Development Hours reflected in NHCIS Training Transcripts	<input type="checkbox"/>						
	<ul style="list-style-type: none"> <li>Administrator and 25% of eligible staff complete an approved SACERS training</li> <li>Program submits SACERS self-assessments for all groups</li> <li>SACERS observations are conducted in one half of groups. Observed scores must be an average of 4.5 or higher with no group scoring less than 3.5 on the subscales: Activities and Interactions.</li> </ul>						<b>SACERS Self-Assessments for All Groups</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					
							<b><i>This section to be completed by BCDHSC Staff after Assessor assigned by BCDHSC Staff assess program and provides documentation:</i></b>						<input type="checkbox"/>
							<b>Documentation of SACERS Assessment Results</b> <input type="checkbox"/> Uploaded in My Documents in NHCIS Program Profile	<input type="checkbox"/>					

\*=Accepted NH Early Childhood Credentials include: Early Childhood Teacher, Level 2 +, Early Childhood Master Teacher, Level 1+, Early Childhood Administrator, Level 1+ , Early Childhood Master Professional (All Endorsements)

\*=Accepted NH Afterschool Credentials include: Direct Service Credential Level 1+, Master Professional Level 1+, Administrator Level 1+

\*\*= The GSQ Advisory Board is working to develop an alternative social-emotional pathway for After School programs to meet Standard 2. Currently, Child Care Centers that offer an After School Program and choose the Pyramid Model Pathway to meet Standard 2 must also meet the same level criteria in Standard 2: ERS Pathway for their After School Program.

THE FOLLOWING SECTION MUST BE SIGNED BY THE PROGRAM DIRECTOR AND OWNER/APPLICANT, IF DIFFERENT THAN PROGRAM DIRECTOR.

By signing below, I hereby verify that:

- I have read and understand the Granite Steps for Quality Standards and the requirements for the application process.
- I understand that a Professional Development Specialist may visit my program to discuss the application, offer consultation and review applicable records for compliance.
- I understand that submission of false or misleading information will be considered fraudulent, which may result in revocation of my NH Child Care Agency License, billing privileges with the Department and my Quality Rating.
- All information provided as part of this application and in all submitted information is true and accurate to the best of my knowledge.

**DISCLAIMER:** By typing your name below, you are signing this Application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this Application.

**Signature of Program Director:**  
(if applicable)

**Date:**

**Signature of Owner/Applicant:**

**Date:**