



Dear Quality Rated Participant:

Thank you for your interest in becoming Quality Rated. Since the launch of our program on January 3, 2012, more than 1,000 programs have submitted initial applications to participate in this initiative, Quality Rated. We know that you are excited about completing the Quality Rated process by submitting your portfolio and becoming one of Georgia's Quality Rated programs.

Critical to meeting Standard 1 is the registration of all staff in the Professional Development Registry (PDR). Below are some clarifications regarding Standard 1 and the PDR.

### **PORTFOLIO SUBMISSION GUIDANCE FOR PDR:**

As you are working on Standard 1 requirements, be aware of the following:

- If a current member of the child care program staff is **NOT** in PDR, they will need to register in PDR, and follow the typical approval process. <https://pdr.decal.ga.gov/>. You may contact PDR 866-258-7737 for support in the PDR process.
- If a staff member **is** registered in PDR, already has an ACTIVE status, has already been leveled, and is at least a Career Level 4 or higher, **PLEASE DO NOT SUBMIT** additional information to PDR.
- **You would submit additional information only if you have set an accelerated deadline date to submit your portfolio, or if the documents you are submitting will raise the staff's Career Level. DO NOT resubmit you individual PDR Profiles.** Instead, you may submit additional training documents (documents obtained AFTER achieving ACTIVE status in PDR) by uploading them into the Quality Rated portfolio, under **Standard 1 – Other**; or **Standard 4** documentation of training.
- All staff PENDING in PDR must have their education and/or training verified by PSC and moved from Pending to ACTIVE status through the standard PDR process and procedures, before you can SUBMIT your portfolio.
- Newly hired staff members, hired after completing Standard 1, have the full 60 days to submit documentation to PDR. The typical time it takes to submit a Profile in PDR, gather all information, submit the required documentation/send official transcripts from a college, is 60 days. The PDR staff processes the documentation and reviews the credentials to determine the Career Level AFTER all the documentation is received OR after the 60 day time limit given to the applicant.

If you have an approved Quality Rated application and are not receiving technical assistance, please email the help desk at [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov). Include your name, phone number and license or registration number. If you are receiving technical assistance (TA), your TA specialist can support you with the PDR submission process.

Please email the Quality Rated Help Desk at [qualityrated@decal.ga.gov](mailto:qualityrated@decal.ga.gov) or call 1-855-800-7747 for assistance.

Main site - [www.decal.ga.gov](http://www.decal.ga.gov)

Quality Rated Application - <https://qualityrated.decal.ga.gov/>

Quality Rated Orientation - <https://www.cnp2000.decal.ga.gov/QualityRatedTraining/Splash.asp>