



## ANNUAL RENEWAL CHECKLIST

### STEP 1

#### Complete and submit the Annual Renewal Application

- Sign into your account
- Click the 'Create New Application' button to start the Annual Renewal process
- Complete the application and submit

### STEP 2

#### Complete and submit the Annual Renewal Portfolio

- After the Annual Renewal Application is approved, click the 'Create New Portfolio' option on your Annual Renewal Application to start your annual renewal portfolio

Application Type	Application	Application Submission Date	Portfolio	Incentives	Scoring
▶ Annual Renewal Application	<a href="#">View Application</a>	11/27/2013	<a href="#">Create New Portfolio</a>		
▶ Initial Application	<a href="#">View Application</a>	02/15/2012	<a href="#">View Portfolio</a>	<a href="#">View Incentives</a>	<a href="#">View Scoring</a>

#### Carefully Check the Information in Each Standard and Refer to the Rubric

##### STANDARD 1 – Director and Teacher Qualifications

###### Staff Qualifications

- Update staff in PDR
- Each **NEW** employee must create a PDR account or change *their previous employer* information, *if they are already registered in the PDR*, so they will appear in your Staff Qualifications
- Check credentials for expiration dates
- Allow ample time from credential verification in the PDR
  - Training for the previous *12 months* from the date the Star Rating was awarded will be counted for Quality Rated purposes. See Rubric for specific number of hours required.
- Submit all training certificates to the PDR **with the exception of inclusion/special needs and cultural competency training, which are valid for 3 years.**
- Uncheck any staff member that is no longer employed (they will remain on your list as inactive until the former staff member changes the employer in their PDR)
- Update number of Teachers and Administrators located above the list of staff members
- Check the box at the bottom of the page to indicate that all staff listed is current and active
- Click on SAVE on the bottom of the page

###### Classroom Definition

- Update information in EACH classroom
- Update number of teachers, number of students, and ratios
- Click SAVE for EACH classroom
- Check the box at the bottom of the page to indicate that the information in EACH classroom is correct

Teacher Class Assignment - (Information from original Portfolio does not follow the renewal Portfolio)

- Add/delete/change teacher assignments for EACH classroom
- Enter days of the week for EACH teacher
- Enter hours for EACH teacher
- Click SAVE at the bottom of EACH classroom
- Check the box at the bottom of the page to indicate that the teacher, days of the week, and hours are current and correct in EACH classroom

**Professional Development Plan – (Information from original Portfolio does not follow the renewal Portfolio)**

- Upload NEW annual Professional Development Plan for EACH staff member (Remember to include course or training number, core competency area, and level of training)
- Check the box at the bottom of the page to indicate that a new Professional Development Plan has been created for EACH staff member

**STANDARD 2 – Child Health, Nutrition, and Physical Activity - (Nutrition and Physical Activity Assessment and Improvement Plan from First Year Portfolio does not follow to the renewal Portfolio)**

- Upload evidence of completion of Nutrition and Physical Activity Improvement Plan from First Year Portfolio
- Complete and upload a NEW Nutrition and Physical Activity Assessment
- Create new annual Improvement Plan  
(CPR/FIRST AID from First Year Portfolio does not follow to the renewal Portfolio)  
Upload copies of current CPR/First Aid cards for staff showing certifications and expiration dates
- Update evidence of written health information, family resources, and referrals for screenings. (Some information may not have changed from First Year Portfolio)
- Check the box at the bottom of each page to indicate that all evidence has been uploaded

**Standard 3 – Family Engagement - (Information from First Year Portfolio does not follow to the renewal Portfolio)**

- Upload Strengthening Family certificates for each NEW staff member
- All staff Strengthening Family training from First Year Portfolio should be entered in the PDR
- Check the box at the bottom of the page to indicate that you have completed uploading your evidence

**Self Assessment and Improvement Plan**

- Upload evidence of completion of Improvement Plan from First Year Portfolio
- Complete and upload a NEW Strengthening Families self-assessment
- Create and upload a NEW Improvement Plan
- Check the box at the bottom of the page to indicate that you have completed uploading your evidence

**Family Engagement/Support and Conferences - (Some evidence may not have changed. Refer to rubric for specific examples.)**

- Update evidence of family conferences once or twice yearly
- Update evidence of family resource sharing
- Update evidence of twice yearly family advisory board meetings
- Update evidence of policies and practices that encourage family engagement
- Update evidence of policies and practices that demonstrate transition activities
- Update evidence of training hours in Inclusion and Cultural/Linguistic Competence
- Update evidence of written policy on inclusion and confidentiality of children's records
- Update evidence of family connection activities

**Standard 4 – Intentional Teaching Practices - (Some information may not have changed.)**

**Curriculum Questionnaire**

- Update Curriculum Questionnaire for infants and preschool (if applicable)
- Update narrative alignment with the Georgia Early Learning and Development Standards (GELDS)

- Check the box at the bottom of the page to indicate that you have completed the Questionnaire

**Lesson Plans - (Information from First Year Portfolio does not follow to the renewal Portfolio)**

- Complete 2 NEW lesson plans for EACH age group using the rubric as your guideline.
  - Include: adaptations to accommodate children's individual needs, and alignment with the GELDS
- Upload the formative assessment used to guide classroom instruction
- Click SAVE for EACH age group
- Check the box at the bottom of the page to indicate that you have uploaded lesson plans for each age group

**Description of Assessment Tool - (Some evidence may not have changed. Refer to rubric for specific examples.)**

- Update evidence of **twice yearly** formative assessments
- Update evidence of changes or additions in Assessment Tools
- Upload/Update documentation that at least one teacher per classroom has specific training in instructional strategies to support dual language learners
- Update description and evidence of assessments utilized to guide classroom instruction (See rubric for specific examples)

**Standard 5 – Teacher: Student Ratios - (Information from original Portfolio does not follow to the renewal Portfolio)**

**Teacher Student Ratio Count**

- Enter EACH classroom's ratio. (Twenty day documentation must be within 45 days of the anniversary date of Rating)
- Click SAVE