

## Section 1 - Required Training

An on-site Program Administrator and/or teaching staff must complete the following trainings (as specified below) before applying for the Gold Circle of Quality. A Program Administrator may be any person listed in Section 4 of the main application as a Director, Assistant Director, or Director/Teacher. Completion of trainings will be verified by the Gateways Registry.

1. Has an on-site Program Administrator completed the *ExceleRate Illinois Orientation*?  YES  NO
  
2. Has an on-site Program Administrator and at least 50% of teaching staff completed the *Introduction to the Environment Rating Scales (ERS)* training?  YES  NO
  
3. Has an on-site Program Administrator and at least 50% preschool teaching staff completed *ECERS-3* training?  YES  NO
  
4. Has an on-site Program Administrator and at least 50% preschool teaching staff completed *CLASS* training?  
*(Note: CLASS can only be chosen for classrooms caring for children 3–5)*  YES  NO  
 N/A - (PROGRAM DOESN'T USE CLASS)
  
5. Have all classroom teaching staff completed an ExceleRate-approved training on inclusion of children with special needs?  YES  NO
  
6. Has an on-site Program Administrator completed the *Getting Ready for the Program Administration Scale (PAS)* training?  YES  NO

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## Section 2 - Standards and Evidence

For each question below, check either 'Yes' or 'No' to indicate whether your program meets the standard as listed.

If answering 'Yes', additional information may be required. Completion of required trainings and credentials will be verified by the Gateways Registry.

### 1A AND 1C – ASSESSMENT TOOLS

**1. Which tool was used for program self-assessment (and will be used for on-site verification)?**

ERS

CLASS  
 (AGES 3-5 ONLY)

**Please Note:**

ITERS-R is used to assess classrooms with children birth thru 35 months.

ECERS-3 is used to assess classrooms with children 36 months to 5 years (unless you have chosen CLASS).

SACERS-U is used to assess classrooms with children 5 years and older.

If a program has a combined classroom of 2 and 3 year old children, ECERS-3 will be used if 75% or more of the children are age 3 or older at the time of verification. Otherwise ITERS-R will be used to assess the classroom.

### 1B – CURRICULUM

**2. Do you utilize a curriculum in your program that is aligned with the Illinois Early Learning Guidelines/Standards?**

YES

NO

**2a.** If Yes, what is the name of the curriculum? \_\_\_\_\_

**2b.** If Yes, is this curriculum on the list of aligned curricula found on the ExceleRate Illinois website?

YES

NO

If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards.

### 3A – PROGRAM ADMINISTRATION

**3. Please select the four Program Administration Scale (PAS) subscales below that you wish to be verified on.**

CENTER OPERATIONS

PROGRAM PLANNING AND EVALUATION

FISCAL MANAGEMENT

TECHNOLOGY

HUMAN RESOURCES DEVELOPMENT

STAFF QUALIFICATIONS

PERSONNEL COST AND ALLOCATION

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### 3B – RATIOS

4. Are you meeting ratios listed below\*?  YES  NO

AGE OF CHILD	STAFF/CHILD RATIO	MAX GROUP SIZE
Infants (6w-14m)	1 to 4	8
Toddlers (15m-23m)	1 to 4	12
2 Year Olds:	1 to 6	12
3-5 Year Olds	1 to 10	20
Five years	1 to 20	20
Kindergartners & up (School-age)	1 to 20	30

\*Ratios and group size will be verified on site at the time of the verification visit.

### 3C – CONTINUOUS QUALITY IMPROVEMENT

5. Has your program completed a Continuous Quality Improvement Plan using self-assessment results?  YES  NO

If Yes, please enclose a copy of the program’s Continuous Quality Improvement Plan.

### 4A/4B – DIRECTOR AND STAFF QUALIFICATIONS

Currently, the enforcement of Standards 4A and 4B is delayed while we analyze programs’ CQIP plans and progress. Programs not in full compliance are required to include concrete, achievable goals and action steps in their CQIP and also to describe their progress in the annual report. Please make every effort to support your staff and your own efforts to attain the required credentials as quickly as possible. Further information will be announced when the analysis of CQIP plans is complete.

### 4C – STAFF DEVELOPMENT

6. Do all classroom teaching staff in your program have written individualized professional development plans?  YES  NO

7. Do all classroom teaching staff in your program complete at least 20 hours of professional development per year including a minimum of 5 Gateways Registry-approved training?  YES  NO

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## PROGRAM PORTFOLIO

As part of the Gold verification process, a state-approved assessor will be on-site at your program to review several pieces of documentation listed on the Steps to Apply at [www.exceleRateIllinoisProviders.com](http://www.exceleRateIllinoisProviders.com) for the Gold Circle of Quality.

8. Has your program completed an organized program portfolio including all necessary documentation?

YES

NO

If *No*, your program will not meet verification requirements.