

## Satisfying Check Levels 2 and 3 in the STF Category: 5 Easy Steps

**Quality Level 2**

**STF 1.2** The Director and at least 60% of lead staff hold: a current Maryland Child Care Staff Credential at Level 2 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.

**Quality Level 3**

**STF 1.3** The Director and at least 60% of lead staff hold: a current Maryland Child Care Staff Credential at Level 3 or higher; an Administrator Credential at Level 1 or higher; or the equivalent credential training for that level.

**Step 1:** Gather documentation needed to enter each staff member into the lead staff\* list. Center-based programs are required to enter all lead staff; family child care providers should enter the provider and co-provider, as identified on license, and all lead staff if the Program is a Large Family Child Care Home (LFCCH):

\*A lead staff member is the person assigned by the program to be responsible for the overall functioning and supervision of the classroom including but not limited to licensing requirements, educational programming, and parent communication.

Note: Number of lead staff entered on the staff list in a center-based program must be consistent with the number of classrooms in the program

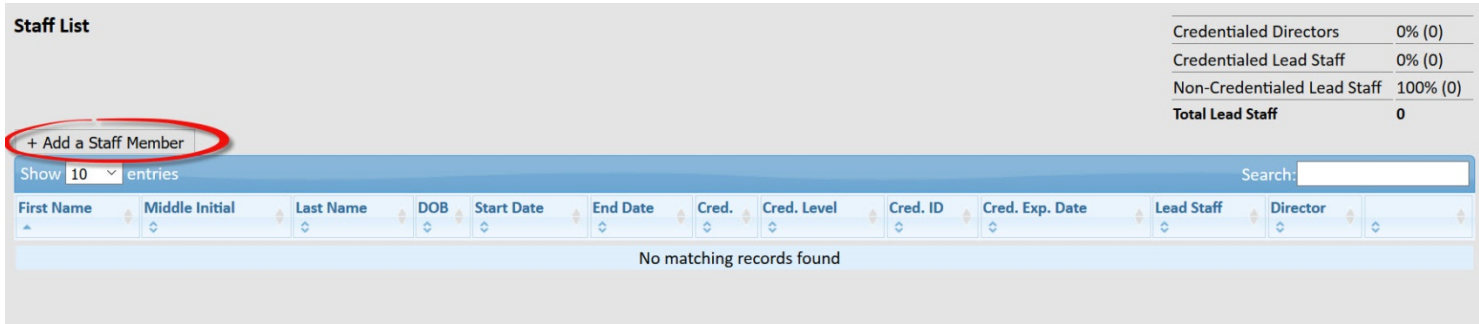
CHECK LEVEL 2	
Maryland Child Care Credential certificate indicating a valid (non-expired) staff credential level of a 2 or higher or Administrator credential level 1 or higher	<p><b>OR</b></p> <p><u>One of the following forms of "equivalent training":</u></p> <ul style="list-style-type: none"> <li>• 45hour certificate (child development)</li> <li>• PQE showing 3 semester hours (45ch) approved training or 3 semester hours (45h) Infant Child Care Course</li> <li>• PQE showing 3 semester hours (45h) approved training in school Age development</li> <li>• DOD training certificates: Minimum of 45 clock hours of training with at least 5 units (20ch) in Child Development</li> <li>• College transcript showing 3 credit course in child development</li> <li>• College diploma (AA or BA): Degree in ECE</li> <li>• Child Development Associate (CDA) certificate</li> </ul>

		<ul style="list-style-type: none"> <li>MSDE approved Core of Knowledge (COK) training certificates: 45 clock hours training with minimum of 20 hours in child development</li> </ul>
<b>CHECK LEVEL 3</b>		
Credential certificate indicating a valid (non-expired) staff credential level of a 3 or higher or Administrator credential level 2 or higher	<b>OR</b>	<p><u>One of the following forms of "equivalent training":</u></p> <ul style="list-style-type: none"> <li>90 hour certificate which includes 45 hours training in child development and 45 hours training in curriculum (may be one 90 hour certificate or two 45 hour certificates)</li> <li>PQE showing any of the following: Associate degree in ECE; 4 year college degree in ECE with "approved coursework"; 90ch Infant/Toddler coursework; 64ch in EC curriculum &amp; development AND 26 ch "bridge" course in I/T curriculum and development; 90ch certificate in early childhood curriculum and development; 6 semester hours/equivalent college credit in EC curriculum and development; CDA, Military, or Teaching (N-3) Certificate (Preschool); 3 semester hours//45ch of approved coursework in School Age Curriculum AND 3 semester hours/45ch of approved coursework in School Age Development; Teaching Certificate/Approval (K or 1-8) (School-age); Military Certificate (School-Age)</li> <li>DOD training certificates: Minimum of 90 clock hours of training (22.5 units) with at least 5 units (20ch) in Child Development and 5 units (20ch) in curriculum</li> <li>College transcript showing 3-credit course in child development AND 3-credit course in curriculum</li> <li>College diploma (AA or BA): Degree in Early Childhood Education</li> <li>Child Development Associate (CDA) certificate</li> <li>MSDE approved Core of Knowledge (COK) training certificates: 90 clock hours training with minimum of 20 hours in child development and 20 hours in curriculum development</li> </ul>

**\*\*Note that for check levels 4 and 5, a valid child care credential certificate is the only evidence that will satisfy the criteria.**

**No alternative documentation/equivalent training is accepted.**

**Step 2:** Click “Add staff member” to begin entering lead staff information



**Step 3:** Enter all applicable information for staff member. Click “save” to complete staff member.

**Additional Notes:**

- “Start date” refers to when the individual began working in your program
- If the individual is both Director and a lead staff member, check “yes” in both fields

**Add a Staff Member**

First Name: \*

Middle Initial:

Last Name: \*

DOB: \*

Start Date: \*

End Date:

Credentialed: \*  Yes  No

Lead Staff: \*  Yes  No

Director:

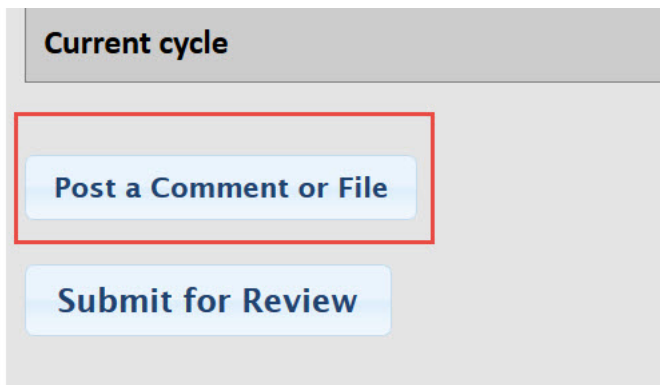
**Save**

Cancel

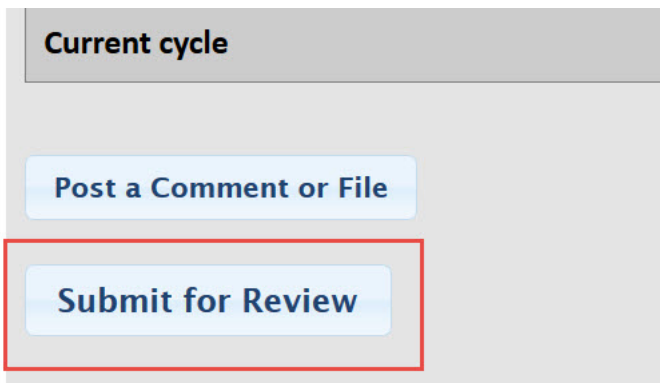
**Repeat steps 2 and 3 for all lead staff members**

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**Step 4:** Once you have entered all applicable data into the lead staff list for all appropriate staff members, you are now ready to upload supporting documentation for review. Click “Post a comment or file” to begin.



**Step 5:** After uploading all certificates and/or proof of “equivalent training”, click “submit for review”



### HOW DOES MY PROGRAM COORDINATOR DETERMINE WHETHER WE MEET THE CRITERIA?

Your Program Coordinator will verify all certificates/documentation submitted to ensure that credentialing certificates are valid and that any documentation submitted for “equivalent training” is valid and acceptable.

Additionally, your lead staff list will be reviewed to ensure that the credential certificates and supporting documentation submitted belong to the staff members listed, as well as that all applicable fields have been entered.

Upon verifying a staff member’s credential certificate/equivalent training documentation, the PC will mark as “satisfactory”. Each “satisfactory” mark calculates into the percentage shown for “Lead Staff Totals”. To meet the requirements for the STF standards, at least 60% of your lead staff must be verified as “satisfactory”. See screenshots below.

Staff List											Verified Satisfactory	Verified Unsatisfactory
											0	0
Credentialed Directors											0%	0%
Credentialed Lead Staff											0%	100%
Non-Credentialed Lead Staff											0%	100%
<b>Lead Staff Totals</b>											<b>0%</b>	<b>100%</b>

First Name	Middle Initial	Last Name	DOB	Start Date	End Date	Cred.	Cred. Level	Cred. ID	Cred. Exp. Date	Lead Staff	Director	Satisfactory?
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	6	?	06/09/2015	Yes	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	2	417436	09/15/2015	No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	1	646460	03/16/2016	No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>

Showing 1 to 10 of 33 entries

First Previous 1 2 3 4 Next Last

STF 1.2, 1.3 (Family, Large Family, and Center-Based Standards)

**Staff List**

	Verified Satisfactory	Verified Unsatisfactory
Credentialed Directors	0	0
Credentialed Lead Staff	0% (0)	100% (0)
Non-Credentialed Lead Staff	0% (0)	100% (12)
<b>Lead Staff Totals</b>	<b>0% (0)</b>	<b>100% (12)</b>

Show 10 entries Search:

First Name	Middle Initial	Last Name	DOB	Start Date	End Date	Cred.	Cred. Level	Cred. ID	Cred. Exp. Date	Lead Staff	Director	Satisfactory?
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	6	?	06/09/2015	Yes	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	2	417436	09/15/2015	No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>
						Yes	1	646460	03/16/2016	No	No	<input type="checkbox"/>
						No				No	No	<input type="checkbox"/>

Showing 1 to 10 of 33 entries First Previous 1 2 3 4 Next Last