

PROCESS USED FOR REVIEWING STAFF QUALIFICATIONS FOR AN EDUCATION & RETENTION AWARD

1. When new staff is hired, the staff person must provide, in writing, their credentials. These credentials include copies of high school diplomas, college degrees, college transcripts, and specialized instruction certificates.
 - a. Director must have at least a BA/BS in ECE (may be in a related field with 30 credit hours in ECE) or a Masters in ECE. Directors with an AA in ECE and spend at least 50% of their time in the classroom, are eligible for a Teaching Staff Award.
 - b. Teaching staff must have at least a current CDA issued by the National Council for Professional Recognition, an AA in ECE, or a BA/BS in ECE (BA/BS may be in a related field with 30 credit hours in ECE).
2. To determine if a staff person is eligible for a Keystone STARS ERA award, and the abovementioned documents are not clear, the director and the staff person will take one or more of the following actions:
 - a. Compare the ECE course selection list (on the Early Childhood Education Credit Guidelines document from Keystone STARS) to their transcript.
 - b. The staff person will request a transcript review from their college or university to find out which courses were specific to ECE.
 - c. The director and the staff person will visit the college or university website to compare ECE courses to the staff person's transcript.
3. If the above methods do not show that a staff person is eligible for a Keystone STARS education and retention award, the staff person will not receive that award for that funding year.
4. If the staff meets the academic requirements for an ERA, the director will then check to ensure that the staff:
 - a. Have been working at the site for a minimum of 12 consecutive months.
 - b. Works with children for a minimum of 15 hours per week.
 - c. Director must earn less than \$45,000 per year as reported on their most recent W-2 statement.
 - d. Teaching staff must earn less than \$35,000 as reported on the most recent W-2.
5. Amount of award is based on education level and the number of hours worked.
6. ERA's will be pro-rated for staff working with Pre-K Counts or Head Start children.
7. ERA grants are processed through payroll and are subject to applicable taxes. All ERA grants are based upon availability of Keystone STARS funds.