

## STARS APPLICATION SITE GUIDANCE & PROCEDURES

This document contains written guidance for utilizing the STARS Application Site. Screenshots are included in places as examples showing what the tabs look like as you navigate through the site.

**You must use the “Help” button located within the STARS site in the bottom right corner of each screen for all STARS related questions.**

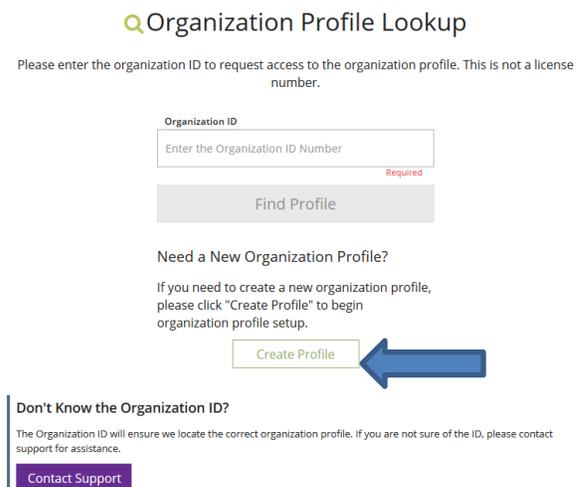


### Accessing the STARS Application Site

- STARS Consultants must log in to the [STARS Application site](#) with their email address and password.
- Directors/Providers must log in to the [STARS Application site](#) with their email address and password.

### How to create an Organization ID

- Go to the [Early Childhood Project](#) and click “log in” in the upper right-hand corner
- If you do not have an Organization account, Log into your individual account click on the drop down in the upper right-hand corner and click +Organization, then click Create Profile.



- Complete the information on the following screen and answer “Yes” to “Are you an Early Childhood/School-Age Program” and click “next”

Contact Info	ID Numbers	Organization Type	Address
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### Organization Registration

Please fill out the form below to register your organization. Fields marked with \* are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Primary Contact Information for Organization

First Name\*  Last Name\*

Email Address\*

Phone  -  -  Ext.

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Are you an Early Childhood/School-Age Program?

Choose "Yes" if you are a state licensed/registered child care program that requires a facility PV number OR if you are a state licensed-exempt program providing direct care and education to children.

Yes, this organization provides direct care and education to children. 

No, this organization is not state/licensed registered and does not provide direct care and education to children.

- Complete the information on the pages that follow, clicking “next” on each page once completed. Click “Submit” when prompted. You will receive an email within 5 days that will contain your log-in information.

### PV# change

If a program has an ownership change, which results in a new PV# being issued, they must create a new Organization ID with the new PV# and notify the STARS Lead Program Specialist immediately. The Lead Program Specialist will merge the old PV# with the new PV#. This will ensure all program submission history is retained. Please refer to [STARS to Quality Guidance & Procedures](#) for additional information regarding ownership change.

### Status Tab

- This information is populated directly from licensing data.

#### Organization Profile

# PV#: PV

Status Org Details Program Info Classrooms STARS Employees Reports

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Program Identification Numbers: Add New

Type:	CHILD CARE CENTER	Location:	
Status:	Active		
PV#:	PV		

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Org Status (0)

No Notes Exist

### Organization Details Tab

- Displays basic information that is recorded when obtaining an Organization ID and Password.
- This is where information can be updated in the case of changes to the contact information. These changes must be reported by the child care program to Child Care Licensing as well.

[Status](#) | [Org Details](#) | [Program Info](#) | [Classrooms](#) | [STARS](#) | [Employees](#) | [Reports](#)

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**Contact Information:**

Email Address\*:  [Send Message](#) [Change Password](#)

First Name\*:

Last Name\*:

Phone:    Ext.:

[Manage organization profile users](#)

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**Communication Preferences**

The Early Childhood Project sends periodic communications.

Unsubscribe  
You will continue to receive emails regarding your account.

Subscribe

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**Organization Details:**

Organization Name: Child Care Preschool

Profile Created: 9/25/2011

Organization Type: Early Care & Education Program

Training Sponsor Organization  
Indicates this organization is a training sponsor, and can enter sponsored training events into the system.  
Note: Changes to training sponsor status require administrative approval. Please use the [Contact Us](#) form to request changes to your training sponsor status.

**Training Qualifications**  
Request permission to offer trainings that include the qualification(s) you select below.

Qualifications:	Status
<input type="checkbox"/> Adult Learning 1	<input checked="" type="checkbox"/>

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**Physical Address**

Address Line 1\*:

Line 2:

Country:

Zip\*:  City\*:  State\*:

County\*:

**Mailing Address**

Same as physical address

Address Line 1\*:

Line 2:

Country:

Zip\*:  City\*:  State\*:

County\*:

Phone\*: (406)

Fax: (406)

Web Site:

Additional Info:

## Program Info Tab



[Status](#) | [Org Details](#) | [Program Info](#) | [Classrooms](#) | [STARS](#) | [Employees](#) | [Technical Assistance](#) | [Reports](#)

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[Status](#) | [Required Documents](#) | [Assessments](#) | [ECP/CCUBS Employees](#) | [STARS Checklist](#) | [Resources](#)

A date for the most recent update of Program Profile information, specifically High Needs and classroom information, must be entered into the Evidence box for the required criterion. That date must be within 3 months of checklist submission. If it is more than 3 months, the criteria will be marked Incomplete and the program will be required to update the information, then resubmit the application.

## Program Profile

- Click Edit on each individual section of the Program Profile
  - Benefit Options
  - Business and Professional Practices
  - Program Curriculum
  - Program Type
  - Technological Resources

- Program Planning and Evaluation
- Family Partnerships
- After you click edit select all the items that apply to your program in each section

### Accreditation

- If the child care program is accredited, enter that information here. This is not required unless submitting for a STAR 5.

### Philosophy Statement

- All programs must enter a philosophy statement. The purpose of the Philosophy Statement is to provide information to prospective families on your program’s unique qualities, including the learning activities and play spaces you provide to children enrolled in your program. Philosophy statements may be used at some point in marketing STARS programs, so it is important to enter a statement that truly reflects your program.

### Classrooms Tab

Status	Program Info	Classrooms	STARS	Employees	Technical Assistance
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**Enrollment** ⊕

Licensed Capacity	12
Number of Classrooms / Groups	1
Number of Children Enrolled:	5
Percent of children that speak a home language other than English	0

Infants (0-12 months)	0	High Needs	0	
Toddlers (13-36 months)	3	High Needs	1	<input type="button" value="⊕"/>
Preschoolers (37 months – Pre-K)	2	High Needs	1	<input type="button" value="⊕"/>
Elementary (K-5th grade)	0	High Needs	0	

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**Director of Record** ⊕

None

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**Classrooms / Groups**

:(List lead teacher/caregiver and other teachers/caregivers)

▲ No exist

### Enrollment

- Licensed Capacity is automatically entered from licensing data
  - You may not edit this number
- Click on Edit next to Program Capacity
  - Enter number of classrooms in your facility (*Family and Group programs must enter a minimum of 1 classroom*)
  - Enter number of children in all age groups
    - This number may be larger than your total capacity due to overlap and part time children
    - These numbers will reflect your total enrollment
      - Please note: the number of adults does not need to be filled in for staff people (this is for an adult care facility only).
  - Enter the number of High Needs children in those classrooms.
    - One child may be entered in more than one high needs category (i.e. if a child is an infant that is served through Best Beginnings Subsidy and has a special healthcare need, you would count them in each of those 3 categories).

- Click the  next to a high needs box to read a definition or be directed to a link for more information.

The definition for High Needs in STARS to Quality is as follows:

- Children receiving services from the following:
  - Part B
  - Part C
  - Home Visiting programs
  - Children’s Mental Health Bureau
  - Children and Family Services Division
- Evidence that the child has special healthcare needs (such as food allergies, asthma, diabetes, special dietary restrictions, on extended prescribed medication, etc.)
- Infants age 0-19 months (program must be **servi**ng this population, not just licensed for this population)
- Enrolled Tribal member
- Children of teenage parent(s)
- Children being served through Best Beginnings subsidy
- Children of migrant families
- Children who are homeless
- Other children as identified by the Early Childhood Services Bureau

### Enrollment

Edit

Licensed Capacity	70
Number of Classrooms / Groups	4
Number of Children Enrolled	62

Infants (0-12 months)	8	High Needs	6	
Toddlers (13-36 months)	20	High Needs	11	
Preschoolers (37 months - Pre-K)	19	High Needs	11	
Elementary (K-5th grade)	15	High Needs	12	

Part B	<input type="text"/>	
Part C	<input type="text"/>	
Home Visiting Programs	<input type="text"/>	
Children’s Mental Health Bureau	<input type="text"/>	
Children and Family Services Division	<input type="text"/>	
Evidence that the child has special healthcare needs	<input type="text"/>	
Infants age 0-19 months	<input type="text"/>	
Enrolled Tribal member	<input type="text"/>	
Children of teenage parent(s)	<input type="text"/>	
Children being serviced through Best Beginnings subsidy:	<input type="text"/>	
Children of migrant families	<input type="text"/>	
Children who are homeless	<input type="text"/>	
Other children as identified by the Early Childhood Services Bureau	<input type="text"/>	

## Director of Record

- Click on Edit next to Director of Record
- Click on Add Director
  - To add a Director of Record the individual's Practitioner Registry Employment position title must be one of the following:
    - Director
    - Program Administrator
    - Registered Family Home
    - Registered Group Home
- If the system gives you a message stating that you may not be added as director of record, you must check your employment on your Practitioner Registry application.
  - If your employment does not have one of the four position titles listed above, you must update your employment record by filling out a new Employment Verification Form and sending it to the Early Childhood Project.
- Only one Director of Record may be added
- Directors of Record should provide past employment in this record that reflects early childhood business management experience. This can be done by sending an updated Employment Verification Form for each employment record so ECP can verify and business management experience will be counted for BAS and PAS assessments. The form is available at the [Early Childhood Project](#) under Quick links.

## Classrooms/Groups

- Click on Add New Classroom next to Classrooms/Groups
  - Enter Classroom Name and Start Date
    - If you have a school age specific classroom, note that in the Classroom Name (ex. Hedgehog School Age classroom). This will help assessors and ECSB Program Specialists to know which classrooms/groups require assessments, as school age groups do not require an assessment.
  - Click Save
- Your classroom name will now show up under Classrooms/Groups
- You may not enter more classrooms than the number you have entered in your Program Capacity information.

### *To add Teachers and Assistant Teachers to your Classrooms*

- Click on the name of the classroom
- Click Add Lead Teacher/Primary Family Provider or Add Teacher
  - Select the individual from the employee list
  - Enter the start date and how many hours per week employed
- Click Next
- Click Return after you have been shown the 'Success' message
- If you accidentally select the wrong individual or need to move an individual to a different classroom, select delete to the right of the individual's name and information.
- Return and repeat for each classroom added
- **Note:** You may not add an individual as a Lead Teacher in more than one classroom.

### *To add staff not on the Practitioner Registry (due to hire date)*

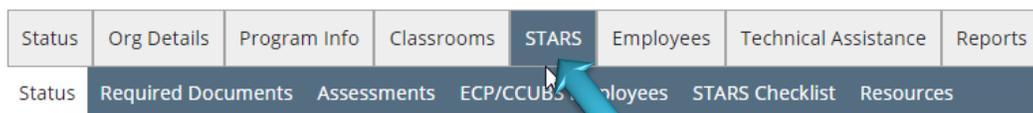
If key staff are NOT on the Practitioner Registry (or an individual does NOT appear on the list) the process is more complex. Follow these directions:

- If there are staff that do not have an ECP Registry employment record, the director will need to help the individual go in and create an ID and Password (if not previously done) and enter their employment information under the Employment Tab. The individual will then show up on your employee list as necessary.

**THIS DOES NOT MEAN THAT AN INDIVIDUAL IS CURRENT ON THE PRACTITIONER REGISTRY OR HAS SUBMITTED AN APPLICATION!** It simply allows the director to add the individual to a classroom, which is necessary prior to an assessor being scheduled.

- To get an ID and Password and create an employment record follow these directions:
  - Go to the home page at the [Early Childhood Project](#) and click on Log In
  - Under “Don’t have a user account?” click on individual
  - Fill in the required information, click Continue
  - Fill in your email and security question, click Create Record
  - Go to your email and get your ID and Password
  - Log into your account
  - Click on the employment tab
    - If no tab appears you will need to click ‘Become a Participant’ and save and continue until you reach the employment section.
  - Click on Edit Employment
  - Click on Add Employment
  - Search using your program’s PV#
  - Click on the name of the program
  - Enter in all required information and **Save**
  
- After this has been done, they will now show up on the employee list and you will be able to select them for a specific classroom.

### STARS Tab (all tabs that are included under STARS)



#### Status Tab

- All administrative information; not editable by program
- This page will look different depending on what Status the program has
- STARS Notes may be added here by STARS administration, programs, and/or STARS Consultants.

#### Assessments Tab

- Once the summary report(s) is available, the ECSB Program Specialist will notify the director and consultant via email that the report(s) is accessible on the site in the Assessments tab. This email will state whether the required scores were met for the assessment(s).
  - Note: Baseline assessment reports will not be uploaded to this site; they will be sent directly to the consultant to review with the program.
- Programs may request their consultant to go through the assessment report with them. The ECSB Program Specialist is also available to discuss reports with programs if further clarification is needed.
- Confidentiality of assessment reports is crucial.

#### ECP/CCUBS Employee Tab

- Data regarding staff is populated from ECP & CCUBS (Child Care Under the Big Sky). CCUBS is the Child Care Licensing database where all staff information is stored.
- It is crucial that Child Care Licensing has the program’s updated staff list.
  - If the CCUBS data side of the ECP/CCUBS Employee Tab is not correct with role types, the Director must contact their licensor to update the information.
  - The staff listed on the ECP/CCUBS Employee Tab are the staff that ECSB will verify trainings, etc. for.
- ECP data includes staff that are current on the Registry or were ever current.
  - If there is no ECP information that means they are not current on the Registry and have never been.

- From this tab, you can click on individuals (their name will be in blue) and it will pull up their ECP Professional Development Record.
- Questions about ECP Data on the ECP/CCUBS Employee Tab must be addressed to the ECP.

Below are screen shots that explain each section of the ECP/CCUBS Employees tab.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	Early Childhood Assistant Level 1 Teacher 3/3/2014 Verified by Registry	10/31/2015	PS318022	AID 3/3/2014	3/18/2014	

This is a view of an individual on the ECP/CCUBS employee list that is fully complete. They have all current information in CCUBS and they are also current on the Practitioner Registry with updated employment information within their Registry application.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	--	--	PS329842	AID 10/9/2014	--	

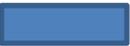
This individual does not have a Caregiver Approval date within the CCUBS database. The program will need to call their licensor to check on this individual's licensing status.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	Early Childhood Assistant -- Teacher 10/2/2014 Verified by Registry	--	--	--	--	--

This individual is not attached to this program in CCUBS. The program will need to call their licensor to update this information in CCUBS.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	--	--	PS173356	AID 9/7/2014	11/17/2014	

This individual is not on the Practitioner Registry. The individual will need to apply and become current for information to show under both columns.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	--	Level 1 6/30/2015	PS318175	AID 6/10/2013	7/5/2013	

This individual is current on the Registry but is not attached to this program within their Registry application. The individual will need to add their program and position to their online application and fill out a current employment verification form and send it to The Early Childhood Project to update this information.

**What does this mean?**

Early Childhood Project Data <i>Please <u>contact us</u> if you have questions or concerns regarding this information.</i>			CCUBS Data <i>Please contact your local Child Care Licensor if you need to update or change this information. This is not ECP data.</i>			
Name	Employment Effective Date Status	Registry Level/ Expires	PS#	Current Role Effective	Caregiver Approval	Verify CCUBS Role
	Early Childhood Teacher 2/3/2014 Verified by Registry	--	PS214950	PCG 5/20/2014	5/20/2014	

This individual has indicated that this program is their employer but is not yet current on the Registry. The individual will need to look at their online application and ECP staff notes and send in any missing documentation if the application is incomplete.

**STARS Checklist Tab**

- STARS Checklists can be edited by programs that are in “applied” status at any time.

- You will find the following acronyms on the STARS Checklists. They stand for the following:
  - EQT – Education, Qualifications, and Education
  - FCP – Family and Community Partnerships
  - RGS – Staff/Caregiver-to-child ratio and group size
  - LPM – Leadership and Program Management
  - HQE – High Quality Supportive Environments
- All STARS criteria are listed in order directly out of the STARS Standards so that you can easily follow the checklist from the Standards. The number behind the acronym (ex. EQT 1, simply keeps them in order). Each acronym/number will be followed by a short description of the criteria.
- As you are going through the checklist items, **be sure to hover over the green question mark** (as shown below) in each evidence box. This will tell you exactly what is required for evidence. There are very few documents that must be uploaded. Much of the evidence required can be typed into the Evidence box without having to upload documentation



- Any documentation that requires a STARS required form will have an  next to the form in the STARS to Quality Standards. There is also an  next to any required document in the STAR Kits.

## Employees Tab

- *This tab is only Practitioner Registry data.*
  - It includes staff which has ever been on the Practitioner Registry, or are current on the Practitioner Registry, and attached to the program.
  - **It is NOT linked to licensing information for individuals**
- Programs will be able to update this information and end date an employee that no longer works at that facility by clicking “Update” next to the individual’s name and entering their end date.

## TA Module Tab

This tab is for use by the STARS Consultants to log their program visits and upload any documents (such as the Consultant Checklist) that may have been part of a visit. Programs will see a list of visits that have been entered for their program.

ID	Begin	Event Title	Organization	Type	TA Specialist	Created	Status
15	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed
16	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed
17	11/01/16	STARS Consultation	Program Name	Consulting - STARS TA	Consultant Name	11/01/16	Completed
19	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed
20	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed
21	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed
22	11/01/16	STARS PM Coaching	Program Name	Coaching - STARS PM	Coach Name	11/01/16	Completed

## Training Grid

- Programs should view the ECP/CCUBS Employee List side by side with the Training Grid (or by printing off the staff training grid PDF and viewing beside the online ECP/CCUBS Employee List). By doing so, discrepancies in the ECP/CCUBS Employee List and and/or the staff Training Grid will be easier to see.
- If a training does not show up on a Professional Development Record (PDR) it WILL NOT appear on the Training Grid.
  - The individual may need to send the ECP a certificate of completion for the training to be added to their PDR.
  - If a training taken via [CCT](#) and is not appearing on the PDR, it is possible the training has not been completed and the individual should check their email for any communication from the instructor of the course **OR** the individual's name does not match between ECP and CCT. The individual should contact CCT if they have completed the training to ensure this can be corrected.
- If an individual employed at the program does not show up, they may have a duplicate identity in ECP if the training shows on their PDR, OR the training may not be a STARS qualified training if it is showing on their PDR. This must be submitted through the Help button in order to be resolved.
- Trainings must be completed **PRIOR TO** the submission deadline, unless there is a current training plan in place.
- If required trainings are not completed, or training plans not current at the time of submission, the application will be denied, and the program will be unable to reapply until the following application period.

## Application to Apply for STARS and to Submit/Renew for a STAR Level

### Applying to participate in STARS to Quality

If a program is applying to participate in STARS to Quality, they must do the following:

- Once logged in to the [STARS Application site](#), go to the STARS tab
  - Click “Apply for STARS” and complete all pages, clicking “Submit” when done
- ⇒ When asked for your CACFP number during the application process, enter your PV# if you do not know/have a CACFP number.
- Programs must be in the “Applied” status in order to Submit for a STAR rating. Whether a program is renewing for a STAR level or submitting for a new STAR level rating during the application period, they must apply for the following annual application period no later than June 30.

Once a program has applied to participate in STARS, the following occurs:

- A formal agreement will be sent to the program along with a W-9 and Direct Deposit Form to be returned to the ECSB Program Specialist. The CCR&R will be copied on this email, so they are aware a new program in their area is applying to participate in STARS to Quality.
- The program will be put into “Waiting List” status in the STARS site pending the following:
  - Return of the completed and signed STARS to Quality program agreement;
  - Return of completed and signed W-9 and Direct Deposit Form
  - Completion of the Program Info and Classrooms tabs in the STARS Application site
- Once the agreement, W-9, and Direct Deposit Form have been returned, and completion of the Program Info and Classrooms Tabs has been verified, the ECSB Program Specialist will notify the program of their acceptance and copy the CCR&R. The CCR&R must notify the ECSB Program Specialist of who will be the STARS Consultant for the program so they may be assigned in the STARS Application site. All program information will be updated in the STARS master list and the program will be added to the Baseline assessment scheduler.
- The program will be moved to “Applied” status in the STARS site.

### Submitting for a STAR level Rating

Once a program has verified that **all** criteria for STAR level(s) have been achieved, and all required documentation is uploaded to the STARS site checklist along with required components of the site being completed, the program can submit for a STAR level within the appropriate deadlines.

All required trainings for staff not on a current training plan, **MUST** be completed prior to submitting for a rating.

This means that the training must either be showing on the training grid, or a training certificate may be uploaded at time of application.

This does not include training that a staff person can be “enrolled in” at time of application. Proof of enrollment in these courses (Certified Infant Toddler Course, Certified Preschool Teacher Course, Inclusion I, Inclusion II) must be included with required documentation.

If training is required and not completed on time, the application will be denied and the program will not be able to re-submit until the following application period, potentially resulting in a loss of incentives.

Programs **must** be meeting all criteria at STAR levels below which they are submitting /renewing for (i.e. if a program is requesting an assessment in order to submit for STAR 3, they still must complete their self-assessments at STAR 1).

Programs may submit for a STAR level rating at any point during the application period within the specified timelines; however, awards will occur 1 time per year. Programs can only submit for one STAR level with an application period.

STAR levels will be awarded July 1 annually. STARS incentives are paid quarterly, and the percent increase for Best Beginnings Subsidy will be made monthly.

- The program will click “Submit for Rating” from the STARS status page to begin the submission process (must be in the Applied status in order to do this). Programs must choose the STAR level they are applying for, and then click “Begin Submission”.
  - All checklists through STAR 5 must be completed, regardless of STAR level being applied for.
    - Programs have the option of checking “I am not applying for this level and do not need to meet this criterion at this time, so I opt out of this criterion”.
    - Programs may not use the “opt out” option for criteria at levels below which they are submitting for.
  - Once the checklist is complete, the program will click “Submit for Rating”, which will send the application for review. Programs are allowed 3 submissions per STAR level submission.
    - The ECSB Program Specialist will review the application. If there are any checklist items marked as “Incomplete”, an email will be generated to the program stating which items were marked as incomplete.
    - The program can then go back to the application and update those items if possible, and then resubmit by the deadline given in the email.
    - The Specialist will review again and if there are still items that are marked as incomplete, an email will be generated to the program stating which items were marked as incomplete. The program must resubmit by the deadline given in the email. This will be the final submission the program receives.
    - The specialist will review again, and if the items have been corrected or addressed will mark them as “Met” in order to approve for a STAR level.
      - If **any** items are marked as “Not Met” by the Specialist, the STAR level will be denied.
        - An example of items being marked “not met” would be incomplete trainings. If trainings are not completed at the time of submissions, they **will** be marked “not met” and the STAR level will be denied.

## ANNUAL APPLICATION PERIOD CHART

Application Period	Enrollment Period	Desired STAR level Rating	Date programs can begin submitting checklists	Deadlines to Submit for Rating or Assessment	Timeline for Days to Resubmit Incomplete Applications <b>NO EXCEPTIONS</b> <i>Programs have 3 submissions before an application will be denied.</i> <b>ALL DAYS ARE BASED ON BUSINESS DAYS</b>	Rating Awarded
<b>July 1-June 30</b>	Programs must apply for the upcoming annual application period no later than June 30.	<b>1</b>	<b>January 1</b>	Submission Deadline: <b>April 15</b>	<ul style="list-style-type: none"> <li>• Submit in January: 20 days</li> <li>• Submit in February: 10 days</li> <li>• Submit March-April 15: 1 day</li> </ul>	<b>July 1</b>
		<b>2</b>	<b>January 1</b>	Submission Deadline: <b>March 15</b>	<ul style="list-style-type: none"> <li>• Submit in January: 20 days</li> <li>• Submit in February: 10 days</li> <li>• Submit in March: 1 day</li> </ul>	
		<b>3, 4, 5</b>	<b>October 15</b>	Request Assessment for STAR 3-5 by: <b>January 10</b>	<ul style="list-style-type: none"> <li>• Submit in October: 20 days</li> <li>• Submit in November: 10 days</li> <li>• Submit December-January 20: 1 day</li> </ul>	
		<b>NOTE:</b>			<p>If a program submits earlier than the date allowed, the checklist will be marked Incomplete and sent back, using 1 of 3 submissions allowed.</p> <p>STAR 3-5 Budget/QIAP due by date given by STARS Program Specialist after assessment.</p> <p>STAR 2: Completed Budget and QIAP must be uploaded at time of initial submission.</p>	

For STAR 3 and above, the initial submission is to request assessment(s). For STAR 3 and above all criteria, other than the assessment completion and uploading the Budget & QIP, must be met at the time of submission in order to receive the required assessment(s).

Programs are encouraged to submit for rating early in the application period in order to have time to correct any potential problems with an application.

### Required Documentation

**All Programs** will be required to upload the following documents for respective STAR levels:

- Budget/Budget Narrative/Cost of Care, and QIAP document
- Copy of Accreditation Certificate (**STAR 5 only**)
- Any other documentation through all levels which provides evidence for criteria. Hover over the green question mark at each criteria evidence box to view what is required as evidence. The criteria may not require a document to be uploaded.

For all STAR levels: Subs are exempt from training and Practitioner Registry requirements

For STAR 3 and above, only staff which are working 1040 hours annually/minimum 20 hours per week are required to complete trainings. Documentation must be provided for any staff that may not meet this requirement.

If any other training waivers have been approved by the ECSB, documentation of this approval must also be uploaded.

**Waivers must be requested prior to an application being submitted.**

If any required documentation is missing at the time of submission, the application may be denied, and the program will be unable to resubmit until the following year.

The system **only** supports the following file types:

The following file types are accepted:  
.doc,.docx,.xls,.xlsx,.xism,.pdf,.rtf,.jpg,.png,.jpeg

If you are not using one of these file types, you will either be unable to upload it to the site or Administrators will be unable to open the document. In order to tell what kind of file type you are using, look at the document in your file folder and see the extension at the end of the saved document after the period.