

Quick Guide: Parent Aware Rating Process for Districts/Charter Schools in the Accelerated Pathway

Providing continuous quality care in early education settings is an ongoing, intentional, and systematic process. Parent Aware Ratings are effective for a period of two years. As your Parent Aware Rating nears its expiration date, it is important to plan. View the *Parent Aware Training Guide for Districts/Charter Schools in the Accelerated Pathway* on the [Pathway II resources webpage](#), along with recorded webinars about the Parent Aware Rating and Re-Rating process.

Contact ParentAware.DCYF@state.mn.us for additional support on professional development requirements, the re-rating process, or Parent Aware participation.

Parent Aware Rating and Re-Rating Overview:

1. **Six months** prior to your program's Rating expiration date, as printed on your Parent Aware Rating certificate, begin evaluating your Lead Teachers' professional development training. All district/charter schools are encouraged to work with the person/entity from your district/charter school that supports and offers professional development.
2. **Eight weeks** prior to your Rating's expiration date, prepare for your Parent Aware Rating. Download and complete the following forms from the [Parent Aware website](#).
 - a. A Parent Aware District/Charter School Application
 - b. A Parent Aware Participation Agreement
 - c. A Parent Aware Training Inventory and supporting Lead Teacher training documentation. (see documentation guidelines below)
3. Submit completed Parent Aware forms by emailing them to support@parentaware.zendesk.com or mail a hard copy to the address on the application form **eight weeks prior** to your Parent Aware Rating's expiration date.
 - a. If you mail in your submission, keep a local copy of your forms and documentation on file.
4. After submitting for your Parent Aware Rating or Renewal Rating, wait for communication from the Parent Aware Rating Team. The evaluation process may take six to eight weeks to complete.
 - a. If there is incomplete evidence or documentation, the Parent Aware Rating Team will send an email to you outlining what is needed to complete the Rating process. Submit additional documentation to support@parentaware.zendesk.com as requested for evaluation and review. If there are questions on missing documentation or evidence, contact ParentAware.DCYF@state.mn.us
 - b. If there is no incomplete evidence and all Rating requirements have been met, a Rating Packet containing your sites' Parent Aware Rating certificate(s) will be mailed to your program. The district's/charter school's Rating information will be reflected on the ParentAware.org website under the program search tool.
5. Plan for continuous professional development after receiving your Parent Aware Rating by planning for training opportunities for your Lead Teachers during your two-year Rating period. It is important to think about meeting Parent Aware and Continuing Education Unit (CEU) requirements simultaneously to be the most effective with your training plan.

Guidelines for Acceptable Documentation for Parent Aware

Parent Aware focuses on trainings completed in **Knowledge and Competency Framework (KCF) Content Area II: Developmentally Appropriate Learning Experiences**, which covers creating positive learning experiences, and **KCF Content Area IV: Assessment, Evaluation and Individualization**, which cover informal and formal assessment practices. To earn a Parent Aware Rating, Lead Teachers are required to have **10 hours** for both content areas.

Districts/charter schools are required to complete the [Training Inventory for Public Programs](#), which is posted on the [Parent Aware Accelerated Pathway Application webpage](#). All Lead Teachers in classrooms included in the district/charter school's Parent Aware Rating must be listed on Developmentally Appropriate Learning Experiences Training Inventory (Page 1) and the Assessment, Evaluation and Individualization Training Inventory (Page 2).

Parent Aware will accept trainings that are within five years from the date of the submission of the Parent Aware application. The course or training must be aligned with Early Childhood Practices and have age-appropriate content.

Lead early educators with a current initial Child Development Associate (CDA) Credential within the last three years or an AMI/AMS Montessori diploma within the last five years have met all training requirements for all KCF areas. Lead early educators with a current, age-appropriate Minnesota teaching license, have fulfilled/met all the training requirements needed for the ten hours of training required in KCF Content Area II: Developmentally Appropriate Learning Experiences.

- 180102 Prekindergarten
- 180103 Prekindergarten and kindergarten
- 180105 Pre-primary
- 180150 Early Childhood Education
- 180402 Family Education/Early Childhood Educator
- 190500 Early Childhood Special Education

Note: Lead Teacher needs to have a current license in the Standard License Detail section; it cannot be in the Special Permission Detail.

There are seven ways to provide evidence and documentation of the training requirements for Parent Aware:

1. **Approved Minnesota Teaching license**, which must include:
 - a. File folder number documented on the Developmentally Appropriate Learning Experiences Training Inventory (Page 1).
2. **Develop Individual ID**, which must include:
 - a. Individual Develop ID number documented on the Developmentally Appropriate Learning Experiences Training Inventory (Page 1) or the Assessment, Evaluation and Individualization Training Inventory (Page 2).
3. **Training Course Certificate or Training Course Sign In Sheet**, which must include:
 - a. Course name (a course description may be requested to verify course content in relation to KCF Content Area).
 - b. Number of training hours included in the course.
 - c. Printed name and signature of attendee(s).
 - d. Date(s) of course attendance.
 - e. Name of approved course trainer/Name of the training organization.
4. **College course transcript**, which must include:
 - a. Course name (a course description may be requested to verify course content in relation to KCF Content Area).
 - b. Course catalogue number.
 - c. Number of credits awarded. (1 semester credit = 15 hours of training allowable to document).
 - d. Date course was completed.
5. **Certificate for an MDE training course**, which must include:
 - a. The training certificate provided by MDE.
6. **Professional Educator Licensing and Standard Board (PELSB) Training Record**
 - a. School districts use the PELSB system to track and monitor licensed teachers' continuing education trainings.

This system is used to view the number of clock hours that have been completed for license renewal. These records can be reviewed for alignment with KCF Content Areas and Lead Teachers records may be submitted as evidence.

7. **Child Development Associate (CDA) Credential** within the last three years or an **AMI/AMS Montessori** diploma within the last five years