

CONNECTICUT STATE OFFICE OF EARLY CHILDHOOD
HARTFORD, CONNECTICUT

**Connecticut Administered State-Funded Program General Policy
Notice of Additional Guidance for GP 15-04**

- OEC Child Day Care Contractors
- OEC Competitive School Readiness Municipalities
- OEC Priority School Readiness Districts
- OEC State Head Start Supplement
- OEC Smart Start

TO: Mayors, Superintendents, School Readiness Council Chairs/Co-Chairs and Liaisons, Child Day Care Contractors, State Head Start Supplement Grantees, Smart Start Grantees

FROM: Harriet Feldlaufer, Director
Early Care and Education
Office of Early Childhood(OEC) 

SUBJECT: GP 15-04 Additional Guidance: State Funded Staff Qualifications

This notice provides additional guidance to General Policy 15-04: State Funded Staff Qualifications. Please review [General Policy 15-04](#) and attach this notice.

In reference to the section entitled **Progress Toward Meeting the Program Staff Requirements**, the following practice is allowable under an extension request.

Programs will continue to make progress in fulfilling the July 1, 2015 staff qualifications. After July, 1, 2015, should programs have openings for staff that will be assigned as the Designated Qualified Staff Member (QSM), programs must hire appropriate staff in accordance with the requirements outlined in GP 15-04 (see **Staff Qualifications** section). If the newly hired staff member does not have the required documentation, the staff member shall initiate the Individual Review Route (IRR) toward the Early Childhood Teacher Credential (ECTC) within one calendar month of employment. The staff member will have one year to attain the ECTC through the Individual Review Route outlined in GP 15-04 (see **Glossary of Terms** section).

Programs will utilize the Extension Request Process to request a time limited extension to achieve the program requirements for State Funded Staff Qualification.

CHILD DAY CARE	SCHOOL READINESS	STATE HEAD START and SMART START
<p>Michelle Levy Program Manager 860-713-6756 Michelle.Levy@ct.gov</p>	<p>Gerri Rowell Program Manager 860-713-6774 Gerri.Rowell@ct.gov</p>	<p>Andrea Brinnel Program Manager 860-713-6771 Andrea.Brinnel@ct.gov</p>