



Professional Development Proration Charts

In order to earn credit for the Professional Development indicators for Great Start to Quality, all professional development for all staff must be approved and taken through MiRegistry. Training in MiRegistry must be delivered by an approved trainer/training sponsor and the content must be approved and aligned to the relevant Core Knowledge and Competencies. This provides a measure of quality assurance and supports the professionalism of the workforce.

Great Start to Quality prorates the amount of professional development hours required if

- A staff member was hired within the last year (12 months)
- The program opened within the last year (12 months)

Refer to the following charts to determine the number of clock hours needed for staff hired within the last year and/or for programs opened within the last.

Child Care Center (Administrator/Director, Lead Educator, Assistant Educator, Program Staff)

Months Since Hire Date	0-3	4	5	6	7	8	9	10	11	12
Number of PD hours needed	0-7	8	10	12	14	16	18	20	22	24

Chart 1- Child Care Center (Administrator/Director, Lead, Assistants, Program Staff)

Family Child Care (Administrator/Director/Owner and Lead Educator)

Months Since Hire Date	0-3	4	5	6	7	8	9	10	11	12
Number of PD hours needed	0-5	6	8	10	11	13	15	16	17	18

Chart 2- Family Child Care (Administrator/Director/Owner/Operator and Lead Educator)

Family Child Care (Assistant)

Months Since Hire Date	0-3	4	5	6	7	8	9	10	11	12
Number of PD hours needed	0-2	3	4	5	6	7	8	9	11	13

Chart 3- Family Child Care (Assistant)

*Staff hired for less than 90 days do not require a certain number of professional development hours.

**CPR and First Aid hours do not count toward the total professional development hours.