



Supporting Excellence in Early Education

## Approved Assessor Timeline 2024-2025 School Year

Programs who have Observations (CLASS and ERS) completed in the program, must have the person who completed the Observation become an Approved Assessor and agree to enter in scores within 30 days of assignment. ECIC will not conduct observations in programs that have already received an observation.

The Approved Assessor must enter in all the required cycle scores (based on the tool), upload proper documentation\*, and submit for approval in MiRegistry by June 30<sup>th</sup>.

\*Proper documentation is proof that an observation took place and must include all cycle scores. Preferred documentation is handwritten or typed scoresheets with observer notes. Teachstone's overview report is not enough documentation unless it is the report with all cycle scores. *Scoring documentation is for internal use only and is not shared with programs.*

Programs must submit their updated Self-Reflection and have their Coach Review by March 20<sup>th</sup> to have the Approved Assessor enter in 2024-2025 scores. Program submitting the Self-Reflection after March 20, must enter 2025-2026 scores within 30 days of assignment.

If the Approved Assessor does not enter scores by June 30<sup>th</sup> the program's case will be completed. Because all age groups within a program must meet threshold scores, the program will publish at Enhancing Quality-Validated since the Approved Assessor scores would be zeros, and any On-Site Observation window scheduled with a GSQ Assessor (for additional observations) will be cancelled.

Below is the timeline and process for programs who had an Approved Assessor complete at least one Observation (CLASS or ERS) in 2024-2025 school year wishing to use those scores for Great Start to Quality.

Action Steps	Who Is Responsible	Due Date
"Self-Reflection Submitted" Status	Program and Quality Improvement Coach	By 11:59 pm March 20th
"In Validation" Status	ECIC	By March 21 <sup>st</sup>
Validation Process completed	ECIC	By May 13th
"In Preparing Assessments" Status	ECIC	By May 14th
On-Site Observation questions form sent to program	ECIC	By May 15th
Program fills out On-Site Observation questions form	Program	By May 22 <sup>nd</sup> deadline
On-Site Observation confirmation phone call	ECIC	Completed by May 29th
Approved Assessor assigned in system and an auto email sent with 30-day reminder	ECIC	Assigned by May 30th
Observation scores entered for an opportunity for revisions (e.g., forgot to enter in a cycle scores, did not include the proper documentation, etc.)	Approved Assessor	By 11:59 pm on June 26 <sup>th</sup>

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