



# KY All Stars Renewal Checklist

All Stars Quality Coach:	
Facility Name:	
Director Name:	
Current All Star Level /	Level 1 ____ Level 2 ____ Level 3 ____ Level 4 ____ Level 5 ____
Expiration Date	Expiration date: _____
Type of Program	Type I ____ Type II ____ Certified ____

## Suggested Timeline

### Eight (8) months prior to expiration:

- Check the KICCS portal for notifications
- Contact your Quality Coach to begin technical assistance and set appointments
- Items for initial consideration:
  - Staff roster is current in ECE-TRIS
  - Summer hours of program for rater visits; etc.
  - Training requirements (contact PD coach if needed for ECE-TRIS updates)
  - Preparing staff for Quality Coach classroom visits, classroom environmental self-assessments, etc.
  - Consider collecting documents such as family engagement activities, sharing parent resources, all other submittal docs as they become available

### Six (6) months prior to expiration:

- Action points:
  - Review staff training records in ECE-TRIS for training needs
  - Begin collecting submittal documents in folders as they are acquired
  - Begin classroom observations/ environmental self-assessments with documented feedback

### Three (3) months prior to expiration:

- Action points:
  - Continue classroom environmental self-assessments; schedule final technical assistance visits with Quality Coach to review classroom assessment results
  - Schedule meetings with Quality Coach to begin reviewing documents for submission



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## Two (2) months prior to expiration:

- Action points:
  - Meet with Quality Coach every 2 weeks to finalize submission documents; wrap up classroom technical assistance with Quality Coach until ready for final submission

QUESTIONS/COMMENTS/CONCERNS