



2011 Assessment Training Frequently Asked Questions (FAQ)

Are trainings held during the day or evening?

Weekend and weekday evening training sessions are offered whenever possible. However, some tools require training during the day. Here are general guidelines on training times:

- Levels 1 & 2, Creative Curriculum & GOLD: 4 weekend/evening sessions
- Levels 1 & 2, High Scope: 2 day sessions or 3 Saturday/weeknight sessions
- Levels 1 & 2, Work Sampling: 2 to 3 day sessions
- Level 3 trainings: 4 day sessions; exact dates and times are listed on the application.

Will trainings be held near my program?

Associated will conduct more than 100 trainings across the state. We are dedicated to serving all EEC regions equally and make every effort to minimize travel time for programs.

For levels 1 and 2, we send our trainers to wherever the demand is: We look at selected programs' locations and choose training sites that are central to several groups. Level 3 training locations were predetermined by Wheelock College's Child Assessment Institute; they were chosen for their central location in the state.

When will final training details be announced?

We'll send details about dates, times, and locations as soon as programs are selected and training sites are determined. This should happen shortly after the application deadlines (March 7 for Level 3 and March 16 for levels 1 and 2). We give as much advance notice as possible.

My program can't complete QRIS in time for the assessment trainings. Does this disqualify us?

To meet the QRIS application requirement, you need to *start* an application in the QRIS Program Manager before your training begins. Starting an application basically means entering your program information (including your program license number, if you have one) into the QRIS Program Manager and clicking "Save." To help us process applications quickly, we recommend that programs complete this step before they submit their applications to Associated. You have until June 1, 2011 to submit your application to the EEC.

To start an application in the QRIS Program Manager, go to <https://www.eec.state.ma.us/qrisstatewide/>.

If you have general issues with the application process, Associated's Professional Development Specialist can help. Call Taciana Ribeiro-Saab at 617-695-0700 x254 or email her at tribeirosaab@associatedece.org.

For technical assistance, email the EEC Help Desk at eec.helpdesk@massmail.state.ma.us and include as much information as possible. Keep in mind that your question will enter a queue and that responses may take up to 24 hours. You may receive a quicker response if you follow up daily.

I've been selected but I'm having trouble finding the PQR confirmation pages for my staff.

Are you set up in EEC Single Sign In? If so, you can add and remove applications once you sign in. Add the Professional Qualifications Registry to your account. Then select your site:

1. Click on "Manage Employees and Volunteers."
2. Once there, you will see a list of educators that are assigned to your program.
3. Go to the educator's Registry Status column and click on his/her registry.
4. Choose the "My Registry" tab on the top bar.
5. Then click on "Print Registry Confirmation."

That's all. You can save the confirmation pages as PDFs and email them to cho@associatedece.org, or you can print and fax the pages to Celia Ho at 617-695-9590.