Requesting a QRIS Exemption

Requesting an exemption is an option that program may use to qualify for a QRIS self - assessment rating, when programs have identified specific barriers to meeting the standards, at one particular QRIS Rating Level.

An exemption request is way of obtaining a specific QRIS level rating when **all but (4) four standard criteria within that level** are met. Program should make a written request each exemption through their on-line QRIS application and self-assessment in the QRIS Program Manager (QPM), as these **exemption requests are not automatically approved.**

Programs may apply for **up to 4 exemptions**, per QRIS program type, on their QRIS self-assessment application to self assess <u>at one particular QRIS level.</u>

a. Of the 4 exemptions, three (3) of these exemptions may be applied to standards criteria that programs should have resolved within 12 months of their QRIS application submission date
b. Of the 4 exemptions, one (1) of these exemptions may be applied towards one standard criterion that may require a significant length of time to achieve, for example obtainment of a BA.

The Exemption Request should be made in the program's QRIS Application in the QRIS Program Manager. The request for a QRIS exemption should outline the reason, plan and timeline by which the standard will be met in the Exemption Details section which is located in the Summary section of the QRIS Profile .

Each exemption request should **provide clear information about the following:**

- **Reason** program does not meet this one standard (e.g. awaiting a site visit, new staff member, completing the work necessary to implement standard, timing in the program year, lack of availability of specific type of consultant etc.)

- Program's implementation **plan and timeline** for meeting this one standard criterion that clearly states the timeline for all components of the implementation plan and includes the anticipated completion date of the implementation plan.

  If the standard will require more than 12 months to complete, include the reason in your response.

<u>**Exemption Request Review Process**</u>

EEC will review all exemption requests during the QRIS application review and verification process. As part of the review, EEC will either approve or deny the request for an exemption, and may ask that programs provide additional information to inform the decision process.

Instructions for Requesting a QRIS Exemption:

Please note that to request an exemption the "meets standard?" response for that standard needs to have "NO" selected, before completing the following steps to request an exemption)

From within the **Summary section** of the QRIS Program Application in the QRIS Program Manager, under **QRIS Profile**, programs may request an exemption.

QRIS Profile page provides a snapshot of your application and contains five sections with useful information.

Summary of Application Profile contains the program name, program number and address, the type of program and the status of the application. **There is also an Adobe PDF icon that provides a copy of the QRIS Profile (Print Summary Info) in a printable format**.

Click on the Request Exemption link to open the Add Exemption Request page.

Requesting a QRIS Exemption

Add Exemption Request

Select the standard you would like to exempt and describe why an exemption should be granted.
Please provide reason, plan and timeline. Limit your response to 5000 characters.

Requested Standard * 2A.2.1-Annual consultation by a Health Consultant to monitor records, up▼

> 2A-Safe, Healthy Indoor and Outdoor Environments : Level 2: Annual consultation by a Health Consultant to monitor records, update health care policies and practices, identify program issues, assist programs in complying with health and safety requirements and provide a written report to the program, unless needs of a child require additional consultation.

Request Reason * Exemption Request # 1 ▼

Exemption Request Details

[Save] [Cancel]

1. **Select the standard** for which you wish to ask for an exemption from the **Requested Standard** down-down list. Since the full text for the standard cannot be read in the list, it displays directly underneath when you have made your selection.
2. **Select a Request Reason** (Exemption Request #1-#4, ERS Exemption (FY11 QRIS Grant Only), Not Applicable*, or Other.
3. In the **Exemption Details Sections** outline the reason, plan and timeline by which the standard will be met.
4. Click the **Save** button or **Cancel** to close the screen with no changes.

*An exemption has been requested for the following standards: [Request Exemption]

- 1A.2.2: Materials reflect the language and culture of the children in the classroom, their communities, and represent the diversity of society.
  Request Reason: ERS Exemption Request (FY11 Grant Only)   [View/Edit Request]
  Request Details: [Remove Request]

  > The ERS Exemption Request is only valid until June 1, 2011 for programs that submitted FY 11 QRIS Program Quality Grant applications by March 28, 2011.
  >
  > EEC will offer an opportunity for programs to provide their ERS classroom scores for the ITERS-R/ECERS-R, FCCERS-R,and SACERS on or around June 1, 2011.
  >
  > Programs must select each related criteria that use the ERS tool as an individual exemption (4 or 5)

- 2A.2.1: Annual consultation by a Health Consultant to monitor records, update health care policies and practices, identify program issues, assist programs in complying with health and safety requirements and provide a written report to the program, unless needs of a child require additional consultation.
  Request Exemption Request # 1   [View/Edit
  Reason: Request]
  Request   [Remove
  Details: Request]

  > Each exemption request should provide clear information about the following:
  >
  > - Reason program does not meet this one standard (e.g. awaiting a site visit, new staff member, completing the work necessary to implement standard, timing in the program year, lack of availability of specific type of consultant etc.)
  > - Program's implementation plan and timeline for meeting this one standard criterion that clearly states the timeline for all components of the implementation plan and includes the anticipated completion date of the implementation plan.
  >
  > *If the standard will require more than 12 months to complete include the reason in your response*

For FY 11 QRIS Quality Improvement Grants Applicants (only)

For programs that are seeking funding to advance their level of quality through the FY 11 QRIS Quality Improvement Grants who are required to submit their on-line QRIS self-assessment application and documentation on or before March 28, 2011, the following two types of exemption requests apply:

Exemption Type #1

Programs may apply for up to 4 exemptions, per QRIS program type, on their QRIS self-assessment application, excluding the exemptions that may be needed to complete the Environment Rating Scale (ERS) related to your QRIS program type.

  A. Of the 4 exemptions, three (3) of these exemptions may be applied to standards criteria that programs should have resolved within 12 months of their QRIS application submission date
  B. Of the 4 exemptions, one (1) of these exemptions may be applied towards standards that require a significant length of time of achieve, for example obtainment of a BA.

Exemption Type #2 ERS Program that will not be able to complete the ERS prior to the March 28, 2011 may request an exemption to have until June 1, 2011 to complete their ERS self-assessment. The ERS exemption related to the ERS standards (ITERS-R, ECERS-R, FCCERS-R, and SACER) are in addition to the 4 other exempt requests listed above under Exemption Type #1.