## Steps to Stars

### 1. Take the QRIS Introduction Training
- The training from the Office of Early Learning & Development (OELD) will focus on the QRIS Process.

### 2. Gather Required Documents
- Submit the Silver State Stars Enrollment online. After the enrollment form is received by OELD, the director will receive an EasyFolio username and password. Within 2 weeks of submitting the application, a Coaching Coordinator will contact you to support you through completion of this step and step 2.
- Upload Child Care License and Child Care Subsidy Agreement into EasyFolio.

### 3. Complete a Pre-Program Self Reflection
- A pre-program self reflection, that can be retrieved online, identifies a program's strengths and need for improvements.

### 4. Attend 16-hour Nevada Registry Approved Environment Rating Scale (ERS) Training
- Bring the completed pre-program self reflection to the ERS Training
- ERS Scales used in Centers and/or Family Child Care will be covered.
- Complete a Reflective Action Plan (RAP) based on the pre-program self reflection.

### 5. Complete a Post-Program Self Reflection
- Make quality improvements based on a RAP and complete a post-program self-reflection to reassess your progress.

### 6. Submit Application to be Assessed
- Once you are satisfied with your post self-reflection results, submit your Application to be Assessed. This should be completed within 3-6 months of submitting your Silver State Stars Application.

### 7. Consult with The Children’s Cabinet Coaching Coordinator
- Review the following with The Children’s Cabinet Coaching Coordinator: group size, ratios, director qualifications, Professional Development Plans (PDPs), documentation for Quality Indicators, ERS assessment results, Brigance screening, and RAP created at the ERS Training.
- Programs have 30 days to submit any additional documentation that might impact their rating.

**Programs will receive their initial Silver Star QRIS Rating which is good for 2 years.**

### 8. Receive a Children’s Cabinet Coach
- You will be assigned a coach. If there are no coaches available and your program is placed on the waiting list you can continue to work on quality improvements.
- The Children’s Cabinet will help programs with internal coach selection.
- Grant funds will be available once coaching begins.

### 9. Designate an Internal Coach and attend the Leadership Training
- The Children’s Cabinet and identified internal coach will work together for 24 months.
- Attend the Leadership Training-Up to two people can attend the training.

### 10. Receive new ERS Assessments and Rating
- Programs will be assessed for their new star rating 2 years after initial rating or sooner with approval.
- Each star-rating period is good for 2 years.

**Programs will continue to work on a cycle of quality improvement.**