

STAFF QUALIFICATIONS AUDITS

To ensure the accuracy of these audits, please remember to update staff “new hires” and departures, certificates, clock hours, transcripts, professional memberships, and service to an organization with LA Pathways, if applicable.

Guidelines for Preparing and Submitting Training Certificates to Pathways.

Preparing and submitting certificates and documentation in an organized manner will assist Pathways in processing your information timely. Here are some ways that will help you and Pathways handle the vast volume of materials:

- Set up a consistent system for submitting certificates and documentation such as the end of the month or the end of the quarter. Be sure to keep a record of what you have submitted so that you will not duplicate or omit information.
- An individual will not receive a response from Pathways unless information submitted qualifies that person for a higher level. For example, if 30 hours of training are needed to reach the next level and only 10 additional clock hours are submitted, the person will not receive a response from Pathways because the next level has not yet been reached. When an individual qualifies for a higher level, they will be informed by Pathways.
- Pathways’ records are filed by individual, not by center. When submitting certificates for several staff members, group each person’s certificates together in date order with the oldest on bottom and the most recent on top. It will also help to include the last 5 digits of their social security number so that the correct person’s information is updated when names are similar.
- Be certain that copies are clearly readable. When copies are dark, such as when they are copied from dark-colored papers, Pathways’ cannot record what is not readable.
- All certificates submitted must contain the clock hours, trainer signature, and date. Certificates missing ANY of these items cannot be counted. If you receive a certificate with missing items, you must inform the trainer that the certificate will not count without all required information and obtain a replacement.
- You must submit a copy of your CDA (Child Development Associate) for it to be counted even if you earned it through a scholarship from Pathways. In order to receive credit for having a CDA, Pathways must have a copy of the actual credential you receive from the Council for Professional Recognition.
- Remember that both the CDA and NAC (National Administrator’s Credential) have an expiration date. Pathways must have your current CDA or NAC for you to receive credit, so be certain to renew before they expire and provide the updated certification to Pathways.