

# Quality Improvement Specialist Spark Checklist

We've created this checklist for you to use with providers who express interest in Spark. This checklist is not designed to be distributed to providers. Providers who want a checklist for Spark should be directed to the Spark website.

Questions to ask before they get started:

## 1. Are you licensed?

a. *Yes*

i. Are you a CC, CF, or RF? (Whatever the answer, go to question 2)

b. *No*

i. Are you affiliated with a school district?

1. *No*

a. Not licensed and not affiliated with a school district, they will need to get licensed first before they can participate in Spark

2. *Yes*

a. Have them contact us Center on Early Learning and Youth Development (CELYD): [qrishelp@wou.edu](mailto:qrishelp@wou.edu) or 877-768-8290

## 2. Have you had any serious valid finding in the last 24 months?

a. *Yes*

i. Find out when they got the serious valid. If it's been more than 12 months since the finding they are eligible to apply for 3-star. If they want to want to go for 4- or 5-Star they will need to wait to apply till 24 months after the serious valid finding to apply.

b. *No*

i. Go to question 3

## 3. Are you familiar with Oregon Registry Online (ORO)?

a. *Yes*

i. What Step are you in ORO? For CC director or RF/CF program leader needs at least a Step 7.0 for 3-Star, 8.0 for 4-Star, and 8.5 for 5-Star

b. *No*

i. Have them contact ORO

ii. <https://www.pdx.edu/education-career-development/oregon-registry-educators#resources>

iii. <https://www.pdx.edu/education-career-development/contact/contact-occd>

## 4. What do you know about Spark?

a. *Nothing, that's why I'm talking to you.*

i. Schedule a time to get them into group orientation or individual orientation. If they want ORO credit they will need to attend the formal training.

b. *I know a little bit.*

i. Have a conversation with them and find out what they know. If it been more than a year since participating in a Spark Orientation they should get a new one.

c. *I know a lot.*

i. You should still have a conversation with them to find out what they know. There are more answers and scenarios they you need to memorize. Please call us and we can help sort things out if you need help.

ii. Email us: [qrishelp@wou.edu](mailto:qrishelp@wou.edu) or Call: 877-768-8290