

Change to Policy/Procedure Memo

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Policy: Formal curriculum training requirements for Star Rating 5 for center-based programs

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Rationale: Star Rating 5 has been unavailable during the Provisional/PROP Rating period. At this time, in-person onsite observations are scheduled to resume in early 2023. In preparation for this change, existing formal curriculum training requirements for Star Rating 5 were reviewed to determine whether the requirements could be streamlined to enable program staff to take the courses necessary to meet their individual needs rather than required courses, and to make Star Rating 5 more achievable.

All applicable Grow NJ Kids rating documents will be updated to reflect this change.

Existing policy/procedure: *Previously*, formal curriculum training requirements for Star Rating 5 consisted of:

- 14 days of training on specific formal curriculum courses for all teaching staff working 14 hours or more
- 10 hours of training on specific formal curriculum courses for administrators/coaches
- A curriculum component checklist which included submitting performance-based assessments, evidence of use of the fidelity tool and lesson plans

Change to policy/procedure: *New* formal curriculum training requirements for Star Rating 5 are included in the table below. All training must be completed within three years of the program's rating submission date.

Formal Curriculum Training Requirements - Star Rating 5	
Formal Curriculum Training Hours	
All teaching staff working 14 hours or more per week	20 hours
Administrators*	10 hours
Staff working less than 14 hours per week	While <i>strongly recommended</i> , formal curriculum training is not required for these staff members.
Training Courses	
Foundational courses	Staff and administrators should first take all introductory/foundational training courses specific to the chosen curriculum and its related components (e.g., Foundations of the HighScope Curriculum for Infant/Toddler or Preschool, The Creative Curriculum Sessions 1 and 2 for Infants, Toddlers & Twos or Preschool)

Formal Curriculum Training Requirements - Star Rating 5

Training Courses, continued

Advanced courses	Once introductory/foundational training courses have been completed, staff and administrators may take advanced training courses. Advanced training should incorporate a focus on content areas, such as language/literacy or mathematics, and other curriculum component areas (e.g., The Creative Curriculum: Getting Started with Studies for Preschool).
Retaking foundational courses	Foundational courses may be retaken by program staff if courses were taken prior to the three years before rating submission, and if the staff member or administrator feels that there would be a benefit to retaking the course(s). Otherwise, staff should take advanced courses in the chosen curriculum.
Trainings that do not meet formal curriculum training requirements	Generic training on topics that would be applicable to any curriculum or appropriate for any infant/toddler/two or preschool-age classroom are not considered formal curriculum training. The training must incorporate content areas or components of the curriculum used by the program.

The use of a performance-based assessment and curriculum fidelity tool are no longer required to achieve Star Rating 5, and remain standalone standards for which programs can submit evidence for review to receive the associated points. Refer to the rating documents on the [GNJK Rating](#) website for more information.

*Administrators - anyone with oversight of staff in the capacity of coach, evaluator or supervisor.