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**Proposal for Funding:
PAS/BAS Reliability Training**

**Submitted to
The California Department of Education
Early Education and Support Division**

October 11, 2016

California Early Childhood Mentor Program

Proposal for Reliability Training on the *Program Administration Scale (PAS)* and the *Business Administration Scale (BAS)*

Background

Purpose. The Mentor Program received support from California's Race to the Top – Early Learning Challenge funding (RTT-ELC) in 2012-13 to train its Director Mentors to administer and score the *Program Administration Scale (PAS)* (Talan and Jorde Bloom, 2011) and the *Business Administration Scale (BAS)* (Talan and Jorde Bloom, 2009). The purpose of this funding was for Director Mentors to serve as resources in their local communities to support center directors and Large Family Child Care Home owner/operators as they used the *PAS* and the *BAS* to improve the quality rating score that their facility received as a component of the QRIS that was being developed in California at that time. The *PAS* and the *BAS* are not required QRIS tools; rather, they are included in the "Pathways" that support facilities who are striving to improve their tier rating scores.

While trained to support ECE administrators to learn the tool and use it as for self-assessment and facility improvement, Director Mentors were not trained to reliability. And, even though the support they provide is free of charge, statewide the utilization of the services of our Director Mentors in QRIS efforts has, in fact, been minimal.

It is hoped that, if the Mentor Program develops a cadre of Director Mentors who are trained to reliability on the *PAS* and *BAS* tools, their services will be engaged to a greater extent, especially as more counties roll out their QRIS programs.

Scope of Work

PAS Reliability. The Mentor Program will contract with the McCormick Center for Early Childhood Leadership to train eighteen center-based Director Mentors to Reliability on the *PAS* tool and will support the attendees' Application fee, lodging and all travel expenses within California state rates to become **Certified PAS Assessors**. The training will take place at the Kellogg West Conference Center in Pomona, CA from February 27 – March 3, 2017 (early arrivals will lodge the evening of February 26th).

Selection will be based upon the following criteria:

- **Geographic** to ensure representation as feasible from each of the Mentor Combined Regions (Far Northern, Northern, Central and Southern – see Appendix 3, "Mentor Combined Regions") with Northern and Southern Regions given first priority for selection as they represent the most populous counties in the state. The goal is to have one Director Mentor trained to *PAS* Reliability in each of the 11 EESD Regions (see Appendix 3);
- **Time schedule availability** to 1) attend the training and follow up on the required steps to achieve *PAS* Certification (see below); 2) be highly available to support sites in their locale who are participating in QRIS; 3) commit to be available for this work for a minimum of three years so as to maximize the investment of the Mentor Program in their training

The process required by the McCormick Leadership Center for Early Childhood includes the following:

- Attend the Attend PAS Reliability Training and achieve 85% or higher reliability on an assessment of learning outcomes.
- Complete the online PAS ASSESSOR Certification Application and pay the \$150 application fee.
- Within three months of participation in the PAS Reliability Training, conduct a PAS assessment of two early childhood centers.
 - At the conclusion of each visit, provide the director with an Assessment Feedback Form—Director along with a stamped envelope addressed to the McCormick Center.
 - Complete the Assessment Feedback Form—Assessor.
 - Submit original PAS Books of the two completed assessments (including Items 23, 24, and 25 for all applicable staff), all worksheets, and the Assessment Feedback Form—Assessor to the McCormick Center.
- Once all required materials are received, the two assessments will be reviewed and a feedback form for each assessment will be generated. Upon satisfactory review of the completed PAS assessments, **PAS Certification will be awarded**. In addition to the certification, each candidate will receive a computer-generated, PAS Report for each of the centers assessed. Assessors who are deferred will have an opportunity to conduct another assessment for review within two months.
 - Certification is valid for two years and may be renewed through recertification.

BAS Reliability. The Mentor Program will contract with the McCormick Center for Early Childhood Leadership to train twelve Large Family Child Care Home Director Mentors to Reliability on the BAS tool and will support their Application fee, lodging and all travel expenses within California state rates to become **Certified BAS Assessors**. The training will take place at the Kellogg West Conference Center in Pomona, CA from March 6 – 9, 2017 (early arrivals will lodge the evening of March 5th).

Their selection will be based upon the following criteria:

- **Geographic** to ensure representation as feasible from each of the Mentor Combined Regions (Far Northern, Northern, Central and Southern – see Appendix 3, “Mentor Combined Regions”) with Northern and Southern Regions given first priority for selection as they represent the most populous counties in the state. The goal is to have one Director Mentor trained to BAS Reliability in each of the 11 EESD Regions (see Appendix 3);
- **Time schedule availability** to 1) attend the training and follow up on the required steps to achieve BAS Certification (see below); 2) be highly available to support sites in their locale who are participating in QRIS; 3) commit to be available for this work for a minimum of three years so as to maximize the investment of the Mentor Program in their training

The process required by the McCormick Center for Early Childhood Leadership includes the following:

- Attend BAS Reliability Training and achieve 83% or higher reliability on an assessment of learning outcomes.
- Complete the online BAS ASSESSOR Certification Application and pay the \$150 application fee.

- Within three months of participation in the BAS Reliability Training, conduct a BAS assessment of two family child care programs.
 - At the conclusion of each visit, give the provider the Assessment Feedback Form—Provider along with a stamped envelope addressed to the McCormick Center.
 - Complete the Assessment Feedback Form—Assessor.
 - Submit original BAS Books of the two completed BAS assessments, the Provider Qualifications Worksheets, and the Assessment Feedback Form—Assessor to the McCormick Center.
- Once all required materials are received, the two assessments will be reviewed and a feedback form for each assessment will be generated. Upon satisfactory review of the completed BAS assessments, **BAS Certification will be awarded**. In addition to certification, each candidate will receive a computer-generated, BAS Report for each of the programs assessed. Assessors who are deferred will have an opportunity to conduct another assessment for review within two months.
 - Certification is valid for two years and may be renewed through recertification.

Please Note: The BAS Training will be opened to CA-QRIS programs to fill the remaining six slots as the maximum attendance that the McCormick Center permits is eighteen. The six CA-QRIS will not be supported with the funding in this contract amendment.

Recertification of the sole current Mentor Program PAS/BAS Anchor. The Mentor Program will support the recertification via webinar of current PAS/BAS Anchor Sheila Norman @ \$150 for each recertification.

Budget and Narrative

PAS Reliability		
Trainers' Fee	Two Trainers from McCormick Center for Early Childhood Leadership	\$20,000
Trainers' Travel	Airfare; ground transportation; rental car; tolls; parking; hotel; meals	\$5,580
PAS Assessor Certification Application Fee	\$150 each for 18 Director Mentors	\$2,700
Participant Materials Fee	\$50 each for 18 Director Mentors	\$900
Meeting Room, Lodging and Meals (combined package)	18 Director Mentors, 1 Mentor Program Facilitator for five nights @ \$196.68/day	\$18,685
Participants' Travel	Airfare, mileage, parking, tolls, etc. @ \$300 for 18 Director Mentors	\$5,400
Total Training, Meeting Room and Travel, PAS Reliability Training		\$53,265

BAS Reliability		
Trainers' Fee	Two Trainers from McCormick Center for Early Childhood Leadership	\$16,000
Trainers' Travel	Airfare; ground transportation; rental car; tolls; parking; hotel; meals	\$5,020
BAS Assessor Certification Application Fee	\$150 each for 12 Director Mentors	\$1,800
Participant Materials Fee	\$50 each for 12 Director Mentors	\$600
Meeting Room, Lodging and Meals (combined package)	12 Director Mentors, 1 Mentor Program Facilitator for four nights @ \$196.68/day	\$10,228
Participants' Travel	Airfare, mileage, parking, tolls, etc. @ \$300 for 12 Director Mentors	\$3,600
Total Training and Travel, BAS Reliability Training		\$37,248
PAS and BAS Recertification for Current Anchor Sheila Norman		
Recertification Fee, PAS	Via webinar	\$150
Recertification Fee, BAS	Via webinar	\$150
Total Recertification, PAS and BAS		\$300
Subtotal		\$90,813.00
Overhead (10%)		\$9,081.30
Total Budget		\$99,894.30