

## **MAINTAINING CERTIFICATION**

Certification is valid for 36 months unless facility becomes ineligible for certification according to the Better Beginnings eligibility requirements or if the facility has had adverse action taken on the license.

Facilities that were transitioned into the Better Beginnings system with a three star status on July 1, 2010, may be given a one-year conditional certificate to allow time to meet any new Better Beginnings requirements that may not yet be met.

Facilities that have been approved for the 3 year certification period must re-submit all application documents thirty-three (33) months after date of last certificate. Facilities on a one-year conditional certificate must submit an application prior to the end date on their certificate.

Certified facilities that change location or change ownership must submit a new application for Better Beginnings certification and will be processed according to the application review process as outlined in the Better Beginnings Rules and Regulations. The facility may retain any current certification level until the application review process is completed.

Annual Report: Twelve months after certification and 24 months after certification the annual staff record (form C) must be submitted to remain in compliance with certification requirements. Use copies of the last annual report form submitted. Mark a single line through persons listed who are no longer employed. If an employee has changed levels highlight their name and re-record on a new line in the current level. Add new employees to the list. Use additional copies of the form as necessary. Update each employee's training record to reflect current status.

The annual report is required to be eligible to receive the annual Better Beginnings Incentive and Professional Development Grants.