



## How to Reach and Submit for Level 2 and Apply for Race to the Top (RTT) Funds

### RTT Funding:

- **All programs are eligible for RTT as long as they reach Level 2**
- **All programs can receive between \$600 and \$1500 depending on the program size and rating level**

### How to reach Level 2

- ▶ Login into your Colorado Shines Profile. (Go to [www.coloradoshines.com](http://www.coloradoshines.com), use your license number if you have never logged in before, create a login and remember your password.)
- ▶ **Once you are logged in PLEASE** first update your contact information on your Colorado Shines home page **which is critical for later steps**. *You must put your name and your e-mail address in the Director: and Director E-mail: fields (these fields are typically blank so edit and fill them in).*
- ▶ Complete the following tabs under the Application tab. As you **complete** each tab, click the small check box in the orange banner which indicates that page is “complete and ready to submit”.
  - Profile
  - Children
  - Workforce\*
  - Classrooms
  - High Needs
- ▶ Create at least one item in the Quality Improvement Plan tab (click on “Program QIP Complete”).
- ▶ If a Center or Preschool, complete the Level 2 Self-Assessment. **Level 2 Self-Assessment is not required for FCCH. FCCH providers do not need to fill this out.**

## **\*Workforce\***

### **Individual registration in PDIS (Professional Development Information System)**

- Register in the PDIS system and connect to your program by selecting you as the employer. <https://ecpd.costartstrong.org/ets/welcome.aspx> Your program type is: **Early Childhood Program.**
- Family Childcare Providers complete at least 10 free training modules in the PDIS system. **Only Colorado Shines labeled modules will be credited for Level 2.** (All classes can be used for PD for other purposes.)
- Centers must have all staff register and complete the equivalent of 75% of ten training hours per employee in the PDIS system. **Only Colorado Shines labeled modules will be credited for Level 2.** (All classes can be used for PD for other purposes.)

Center example: 5 employees X 10 training hours each X 75% = 37.5 (38 hours when rounded)  
training hours total for the program.

In Colorado Shines:

- Link yourself/your staff to your program from PDIS into Colorado Shines using the “Get staff from PDIS” button on the Workforce tab in the application.
- Use the “Get Staff from PDIS” button update activity as it’s completed.

### **How to submit for Level 2 and apply for funds**

1. Click on “Submit Application” under the green bars on the Program Profile page of the application.
2. Click the “Program QIP Complete” button on the Build My QIP page.
3. For CENTERS Only - Click “Complete Assessment” on the L2 Quality Indicator Program Assessment.
4. Click “Submit for L2 Rating” on the Home page.
5. Once awarded L2 status, you will find the RTT application in the Quality Improvement tab under QI Incentives. Follow the prompts to apply for funds and be ready with ideas for spending the money.

\*Once you have finished, the state will review your submission (All tabs in the Application, the Level 2 self-assessment if applicable, and QIP plan) and award your Level 2 status. Once you have achieved the Level 2 status you can go to the Quality Incentives tab and apply for Race to the Top Funds.

***For help to complete these steps please contact:***

General e-mail for all Colorado Shines inquiries: [coloradoshines@eccl.org](mailto:coloradoshines@eccl.org)

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