



How to Access Funding and Support Through Colorado Shines

- ▶ Go to www.coloradoshines.com and login into your Colorado Shines profile. (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. This is critical for later steps. *You must put your name where it says **Director**, and your e-mail address in **Director E-mail** (these fields are typically blank so edit and fill them in, family child care providers should put their appropriate contact information in these fields).*
- ▶ Complete the following tabs under the Application tab. As you **complete/update** each tab, click the small check box in the orange banner which indicates that page is “complete and ready to submit”.
 - Profile
 - Children
 - Workforce **Please see next page if you program is not already a Level 2 or higher program**
 - Classrooms
 - High Needs
- ▶ Click on “Submit Application” under the green bars on the Program Profile page of the application. Note that this is not the application for funding, it is a process to update information about your program which is important to do annually.
- ▶ Update or create at least one item in the Quality Improvement Plan tab (click on “Program QIP Complete”). New QIP’s maybe needed for some programs.

- ▶ If you have not yet achieved a Level 2 complete the Level 2 Self-Assessment. The **Level 2 Self-Assessment is now required for Family Child Care Home Providers however these assessment items reflect your licensing standards.**

- ▶ **Workforce tab:**

****Workforce****

Individual registration in the PDIS (Professional Development Information System)

- All staff at a program must register in the PDIS and connect to their program by selecting the licensed child care program as their employer. <https://ecpd.costartstrong.org/ets/welcome.aspx> Your program type is: **Early Childhood Program.**
- Family Childcare Home Providers must complete at least 10 of the free Level 2 Colorado Shines modules in the PDIS system. **Only Level 2 Colorado Shines labeled modules will be credited for this requirement.** (All classes can be used for ongoing professional development 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 Level 2 Colorado Shines labeled modules will be credited for this requirement.** (All classes can be used for ongoing professional development for other purposes.) *For example: If you have 5 employees at 10 training hours each, the total is 50 hours. 75% of this equals 38 (rounded) total training hours required for the entire program.*

In your Colorado Shines Application:

- 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 to update activity as it’s completed.

How to Submit for funding and coaching

If you have not recently done so:

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.

Additionally, if you program is not yet a Level 2 please add the following steps

3. Click “Complete Assessment” on the L2 Quality Indicator Program Assessment.
4. Click “Submit for L2 Rating” on the Home page.
 - Once you have finished, the Office of Early Childhood will review your submission (all tabs in the application, the Level 2 self-assessment, if applicable, and your quality improvement plan) and award your Level 2 status.
5. Once awarded your L2 status,

You will find QI applications for which you would qualify for in the Quality Improvement tab under QI Incentives. Follow the prompts to apply for funds.

For help in completing these steps, please contact one of the individuals below:

Level 1 programs contact: Heather Blanco at hblanco@ecclc.org (970) 377-3388 X 224