

**Qualified Staff Member: QSM Supervisor Agreement Attestation**

**Legislation allows certain individuals to be designated as the Qualified Staff Member (QSM) in a classroom of an OEC funded program for Early Start Connecticut if they are supervised by a qualifying individual (QSM Supervisor). See [General Policy A-01](#) for full detail. Use this form to document an Applicant/QSM Supervisor agreement.**

**Steps:**

1. Complete and upload this fully completed form in the Applicant's OEC Registry account: Standard Documents > QSM Supervisor Agreement Attestation.
2. **Applicant:** Make sure your earned credits / degrees are uploaded to your account and keep your account up to date.
3. **QSM Supervisor:** Make sure your earned credits / degrees are uploaded to your account and keep your account up to date.
4. OEC Registry staff will verify this form and then tag the eligible QSM Supervisor to the Applicant, allowing the program's administrative access user to tag the Applicant as a designated QSM in a classroom.
  - a. Note that if the QSM Supervisor's eligibility changes (i.e., teacher certification expires, or for a licensed center: if QSM Supervisor no longer works at the same program as the Applicant), the Applicant will no longer be a designated QSM.

**Applicant: Fill-in this information about yourself:**

Legal name:	
Registry ID # (9 digits starting with 100):	
Phone #:	Email address:

**Applicant: Fill-in this information about where you work:**

Program name:	
Program license number:	
Program address:	
Program city:	Program phone number:

**QSM Supervisor: Fill-in this section**

QSM Supervisor's legal name:	
QSM Supervisor's Registry ID # (9 digits starting with 100):	
QSM Supervisor's phone #:	QSM Supervisor's email address:

**The undersigned affirms that the information provided on this form is true, accurate and complete under penalties of false statement pursuant to Conn. Gen. Stat. section 53a-157b.**

<b>Applicant:</b> By signing, I agree to the attestation statement above. <b>Applicant's signature:</b> (hard signature or DocuSign only)	Signature Date:
<b>QSM Supervisor:</b> By signing, I agree to the attestation statement above and I agree to be the QSM Supervisor for this Applicant according to <a href="#">GP A-01</a> . I may revoke this status at any time by <a href="#">contacting the OEC Registry</a> . <b>QSM Supervisor's signature:</b> (hard signature or DocuSign only)	Signature Date: