



Designating Qualified Staff Members (QSM) and Program QSM Compliance

Part 1: Designating QSMs in the OEC Registry

Part 2: Program QSM compliance (for OEC funded programs)

Please note that it is a requirement of OEC funding to keep your program and staff information current in the [OEC Registry](http://www.OECregistry.org). Refer to [GPs A-01 & A-02](#).

Part 1: Designating QSMs in the OEC Registry

You must have **administrative access** to view the program tools and designate QSMs. If you do not yet have access, (a) be sure your program name is showing as your employer on your profile page and (b) follow the **Instructions – Program Administrators**.

1. After logging in with administrative access, click on the **Program Administration** tab on the left menu.
2. Click the Registry Program ID # **hyperlink** of the program you wish to view.

ID	Name	Address	City	Zip
1914	Test Program	Oec 123 out west	New Haven	06511

3. Only **confirmed staff will show on your program tools**. Click on the **Staff** tab > **Staff Confirmation** to make sure all staff listed are currently working for your program, and their information is current. You are legally attesting to all of the information on this page.
 - a. Note: If a staff member shows **INACTIVE** next to their name, have them log in to their account and renew it. They will not be able to be a Designated QSM if their account is inactive.

4. Go to the **Rooms** tab. Be sure all your classrooms are listed and detail is up to date.

Test Oec Program Last Staff Confirmation: 07/08/2025

Profile Reports Documents **Rooms** Staff Care4Kids

Program Rooms

Room Name	NAEYC Age Group	Total # of Children
Blue	Preschool	18
Green	Infant	8

+ Add Room

Icons for each room:

- Click **Add Room** to create a new classroom.
 - Click the **red X** to delete a classroom (i.e. no longer in use).
 - Click the **people icon** to manage the staff of that classroom.
 - Click the **writing icon** to edit allowable details of that classroom.
5. Assign staff to the classroom: With a built classroom, the admin access user tags staff to the classroom using the **people icon** next to the classroom.

Program Rooms + Add Room

Room Name	NAEYC Age Group	Total # of Children
Blue	Preschool	18
Green	Infant	8

Icons for each room:

6. Assign all staff to the classroom AND in their role (Teacher or Assistant Teacher), then you can assign a DQSM (Designated Qualified Staff Member). Assign a DQSM to every classroom serving infants through preschoolers.

[← Back to Rooms](#)

Room Staff

Designate QSM

Gomez, Test-Selena ▼

Update QSM

* Only people who have met the QSM qualifications AND are designated as teachers in this room will be shown.

Add Staff

Employee

Please Select ▼

Role

Please Select ▼

Add Employee to Room

Employee Name	Role	QSM	Supervisor	
Allday, Test-Happy	Teacher	-	-	⊗
Fletcher, Test-Ferb	Teacher	-	-	⊗
Gomez, Test-Selena	Teacher	Yes	-	⊗

- a. A staff member may only be assigned as the DQSM in a classroom when the staffer is in the **role of Teacher** (not Assistant Teacher or other role).
- b. The Designated QSM drop down will show any staff member in the role of Teacher in that classroom who meets an education qualification on their own or who has successfully submitted a QSM Supervisor Agreement Attestation Form and has a valid QSM Supervisor identified in the Registry.

Once you have completed these steps for each classroom, you will only need to make changes as needed (i.e., when you have a new hire, when someone leaves employment, or when a DQSM loses eligibility).

Remember that funded programs must **update the Staff Confirmation page monthly**.

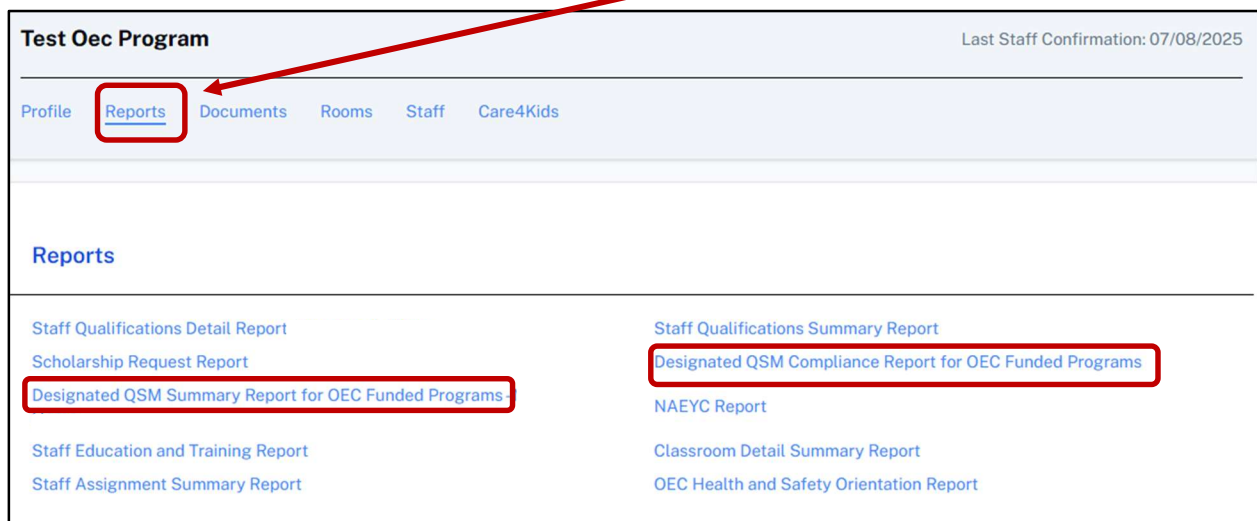
Part 2: Program QSM compliance (for OEC funded programs)

1. Program compliance is based on individual staff meeting requirements. How do I know which QSM option my staff meet? QSM Eligibility

- Each night, the OEC Registry automatically calculates QSM Eligibility based on the education uploaded and verified to the account.
- Every account holder's membership card and Education & Training Report shows QSM Eligibility in terms of both settings: Center / Group Home / License Exempt program (shows as C options) and Family Child Care Home (shows as F options). Eligibility also indicates if a user can be a QSM Supervisor if all other QSM Supervisor eligibility is met.
- Admin access users can also see QSM Eligibility on the **Staff Qualifications Detail Report**.

2. How do I know if my program is compliant? QSM Reports

There are 2 reports with DQSM data under the program's **Reports** tab:



Notes:

- The **Designated QSM Compliance Report for OEC Funded Programs** provides in-depth detail while the **Designated QSM Summary Report for OEC Funded Programs** shows basic compliance detail.
- Some data such as QSM Eligibility is refreshed overnight so might not be visible the day of a change.
- Reports are accessible by administrative access users as well as LGP Liaisons.

SAMPLE: Designated QSM Summary Report for OEC Funded Programs


1. Note that the header rows identify the program and give the date of the last Staff Confirmation page update.
2. DQSMs are identified in the top portion followed by the # of applicable classrooms (serving infants through preschoolers) and the number of those with a DQSM. The final section shows the legislated benchmarks.
3. "Meets Main" refers to the % identified at each benchmark.
4. Remaining QSMs refers to the remaining %.
5. All classrooms serving infants through preschoolers must follow QSM legislation regardless of classroom funding.

Center Example:

	A	B	C	D	E	F	G	H
1	Designated QSM Summary Report for OEC Funded Programs - Non-Family Home							
2	TEST OEC PROGRAM 1914 Last Updated: 07/08/2025							
3	Participant Name	Participant ID	QSM Option			Designated QSM Room		State Funding
4	Magnum, Test-Thomas	100013653	C1 - Bachelor's degree or higher in ECE			Green		None
5	Gomez, Test-Selena	100024841	C1 - Bachelor's degree or higher in ECE			Blue		ESCT
6								
7								
8	# Classrooms	2	# Classrooms with Designated QSM		2	100%		
9								
10	QSM Program Benchmarks							
11	Date	Requirement		Meets Main %	% Meets Main	Remaining QSMs: supervised		Meets
12	July 1, 2025 - June 30, 2027	25% of DQSMs meet a bachelor's degree option / supervised option, remaining supervised CDA		Yes	100%	No; 0; 0%		Yes
13	July 1, 2027 - June 30, 2030	50% or more DQSMs meet a bachelor's degree option / supervised option, remaining supervised CDA		Yes	100%	No; 0; 0%		Yes
14	July 1, 2030 Onwards	60% or more DQSMs meet a bachelor's degree option / supervised option, remaining supervised CDA		Yes	100%	No; 0; 0%		Yes
15								
16	Office of Early Childhood, Connecticut Early Childhood Professional Registry							
17	450 Columbus Blvd * Hartford, CT 06103							

Specifics about licensed family child care homes and classrooms/staff:

1. The system automatically identifies one classroom in a DCFH (licensed family child care home).
2. The system automatically assigns the family child care owner as the DQSM per licensing regulations.



Family Child Care Home
Last Staff Confirmation: 06/13/2025

[Profile](#)
[Reports](#)
[Documents](#)
[Rooms](#)
[Staff](#)
[Care4Kids](#)
[Notes](#)
+ Add Note

[← Back to Rooms](#)

Room Staff

Designate QSM



* Only people who have met the QSM qualifications AND are designated as teachers in this room will be shown.

Add Staff


Employee

Please Select

Role

Please Select

Add Employee to Room

Employee Name	Role	QSM	Supervisor	
	Teacher Assistant/Aide	-	-	⊗
	Teacher	Yes	-	⊗
	Teacher Assistant/Aide	-	-	⊗

Summary Report

	A	B	C	D	E
1	Designated QSM Summary Report for OEC Funded Programs - Family Home				
2	[REDACTED] FAMILY CHILD CARE HOME [REDACTED] Last Updated: 06/13/2025				
3	Family Child Care Owner	Participant ID	QSM Option		State Funding
4	[REDACTED]	[REDACTED]	F1 - Bachelor's degree or higher in ECE		ESCT
5					
6					
7	QSM Program Benchmarks				
8	Date	Requirement			Owner Meets
9	July 1, 2025 - June 30, 2035	Have or be working toward associate degree or higher in early childhood education			Yes
10	On July 1, 2035	Have an associate degree or higher in early childhood education			Yes
11					
12	Office of Early Childhood, Connecticut Early Childhood Professional Registry				
13	450 Columbus Blvd * Hartford, CT 06103				

See [GP A-01](#) for full detail about QSM legislation, individual eligibility, and program compliance benchmarks.