



# Procedure for Appeal of Removal of Pennsylvania Quality Assurance System (PQAS) Approval

**Date Approved:** 08/20/2012

**Effective Date:** 08/20/2012

**Last Revised:** 03/20/2018

## 1. Purpose

To provide a process of appeal for instructors whose Pennsylvania Quality Assurance System (PQAS) Approval has been revoked.

## 2. Scope

This process is to be used by individuals wishing to appeal PQAS removal.

## 3. Responsibilities

- 3.1 PQAS Instructor will submit required information as per this protocol.
- 3.2 PQAS Review Council will review information submitted by an instructor who has had their PQAS approval removed. PQAS Review Council representation will include the Chief/Division of Operations Bureau of Early Learning Services (OCDEL), staff from the PA Key, a Regional Key Director, and a STARS Advisory Committee member.

## 4. Procedure

- 4.1 The instructor may address the specific situation resulting in PQAS removal in no more than two double-spaced typed pages. One additional page of information relevant to the consideration of the review committee may be attached.
- 4.2 Correspondence must include the individual's contact information including name, address, phone, email, and PQAS number.
- 4.3 The statement must be received by the PA Key within two weeks of the date of the removal letter.
- 4.4 The PQAS Review Council will review all information submitted which addresses the specific situation resulting in PQAS removal. The appeal process will be completed within 21 days from the time of receipt of the appeal paperwork.
- 4.5 During the appeal process the instructor's PQAS will be suspended and s/he may only instruct previously scheduled events. No new events may be added to the calendar during the appeal period.
- 4.6 If the PQAS Review Council upholds the removal of PQAS, the instructor's PQAS will immediately be revoked for a period of time to be determined by the PQAS Review Council.

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- 4.7 If the decision of the PQAS Review Council is to reinstate the instructors PQAS, then the instructor will be granted full PQAS privileges in accordance with the type of PQAS approval.
- 4.8 Individuals will be notified in writing regarding the findings of the PQAS Review Council. The findings of the PQAS Review Council will be final.

## 5. References

- 5.1. Procedure for Removal of Pennsylvania Quality Assurance System (PQAS) Approval
- 5.2. Pennsylvania Quality Assurance (PQAS) Procedures and Applications. These are available online at [www.pakeys.org](http://www.pakeys.org).
- 5.3. Professional Development Calendar online workshop. Provides a step by step instruction for posting events to the calendar. Can be accessed by logging on to the intranet at [www.pakeys.org](http://www.pakeys.org).
- 5.4. Instructor Evaluation Form can be found on [www.pakeys.org](http://www.pakeys.org)
- 5.5. PQAS Complaint Form. These can be accessed by going to website [www.pakeys.org](http://www.pakeys.org)
- 5.6. PQAS Corrective Action Plan. These are available online at [www.pakeys.org](http://www.pakeys.org)
- 5.7. PQAS Removal Appeal Form. These are available online at [www.pakeys.org](http://www.pakeys.org).

## 6. Definitions

- 6.1. **OCDEL:** Office of Child Development and Early Learning, a joint office of the Departments of Education and Welfare, is focused on creating opportunities for the Commonwealth's youngest children to develop and learn to their fullest potential. This goal is accomplished through a framework of supports and systems that help ensure that children and their families have access to high quality services. Included in this office are the following Bureaus: Certification, Early Intervention, Early Learning Services, Subsidy Child Care Services, and Regional Certification Offices.
- 6.2. **PQAS:** Pennsylvania Quality Assurance System. The PQAS is a state system for approving individuals to provide professional development and technical assistance to early learning and school-age programs. Individuals are approved for specific content areas (topic codes) based on qualifications and demonstrated expertise. This system is managed by the PA Key.
- 6.3. **PQAS Review Council:** representatives will include the Chief/Division of Operations Bureau of Early Learning Services (OCDEL), staff from the PA Key, a Regional Key Director, and a STARS Advisory Committee member.

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