

ANNOUNCEMENT: ELRC-18 #04

Office of Child Development and Early Learning
Bureau of Policy and Professional Development
Bureau of Operations and Monitoring

Issue Date: October 10, 2018

Effective Date: October 10, 2018

SUBJECT: Certification Referrals to Early Learning Resource Centers

TO: Early Learning Resource Center Grantees

FROM: Suzann L. Morris, MPA


Deputy Secretary, Office of Child Development & Early Learning

PURPOSE:

This Announcement contains the revised procedures and documents for Certification Referrals to the Early Learning Resource Centers (ELRC). This announcement replaces ELS-KS-10 #16 titled "Certification Referral to the Key." The following documents are attached to this announcement:

- Certification Referral to Early Learning Resource Center Process Document (updated)
- Certification Referral to Early Learning Resource Center Form (updated)
- Early Learning Resource Center Contact Persons for Referrals from Regional Certification Offices (new)

BACKGROUND:

Professional Development (PD) and Technical Assistance (TA) are available through Statewide PD and TA Network in coordination with the ELRC to assist regulated providers who present certification difficulties. This announcement and accompanying documents outline the Certification Referral process and provide guidance in tracking the progress of the referrals.

DISCUSSION:

This Announcement and accompanying documents have been updated to reflect the transition from Regional Keys to ELRCs. In addition, with the creation of the Statewide PD and TA Network, a new protocol is in place for the Certification Referrals that require more intensive TA.

The **Certification Referral to Early Learning Resource Center Process** document outlines the steps that should be followed when Certification makes a referral to the ELRC. The **Certification Referral to Early Learning Resource Center Form** is the official form to be used by Certification staff when making a referral to an ELRC. The **Early Learning Resource Center Contact Persons for Referrals from Regional Certification Offices** document is a

resource. It is imperative that ELRCs update their OCDEL Program Representative as changes occur to their points of contact.

Assistance with entering TA requests into PELICAN can be found on the ELRC Portal at (www.elrcportal.dhs.pa.gov) or by clicking [here](#).

NEXT STEPS:

1. Early Learning Resource Centers will distribute and review this announcement with appropriate staff.
2. This announcement replaces ELS-KS-10 #06 and its accompanying documents immediately and in their entirety.
3. This announcement and accompanying documents will be posted to the ELRC Portal at www.elrcportal.dhs.pa.gov within 5 days of being distributed to ELRCs.
4. Comments and questions regarding this announcement should be directed to RA-ocdearlylearning@pa.gov

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