

Clarification on Keystone STARS Designation and Annual Renewal Process for Head Start and Early Head Start Federal Recipients



Attention Head Start and Early Head Start (HS/EHS) Federal Recipients!

HS/EHS Federal recipients are currently exempt from using Pennsylvania's Professional Development (PD) Registry to apply for and renew their STAR 4 reciprocal designation. However, because non-HS/EHS programs do use the Registry to apply for and renew their Keystone STARS designation, the Keystone STARS/Grant tab will appear as active to HS/EHS federal recipients as well.

The Keystone STARS/Grant tab contains the Keystone STARS Designation and Annual Renewal applications.

HS/EHS Federal recipients should follow the guidance outlined in the [ELRC Announcement 21-03: Eligibility and Process for Extending Keystone STAR 4 Reciprocity to Head Start and Early Head Start Federal Grant Locations](#) to apply for and maintain their STAR 4 reciprocal designation.

HS/EHS federal recipients and locations may receive autogenerated system email(s) from the PD Registry. HS/EHS federal recipients and locations can disregard any automated emails that are specific to Keystone STARS Designation and Annual Renewals. An example subject line in PD Registry autogenerated emails may read:

- **ACTION REQUIRED: Time to submit your Keystone STARS Annual Renewal application**

Questions? Contact your Early Learning Resource Center (ELRC).

There are steps that **HS/EHS federal recipients and each of their locations** can complete now in the PD Registry System including:

1) Ensure that all leadership team members and teaching staff at **each HS/EHS location** have completed their personal profile and applied for placement on Pennsylvania's Early Childhood Education (ECE) Career Pathway. Ongoing, this requirement must be met by any newly hired staff within 60 days of hire. Learn how: bit.ly/3KIu13z

2) Ensure that the HS/EHS administrator and **all HS/EHS locations** claim their Organization's Profile. Learn how: bit.ly/3pTj1Xb

3) Ensure that **all HS/EHS locations** complete the information in their Organization Profile. This is completed by clicking on and completing the following tabs on the Organization Profile page:

- Organization Details
- Program Information
- Classrooms
- Employees – make sure to verify the employment status of all program employees. Learn how: <https://www.pakeys.org/verify-staff-employment/>

