

**Employee Compliance Plan Agreement**

**Policy:** NMCAA ensures that all staff members who are engaged in the delivery of program services have sufficient knowledge, training, experience, and competencies to fulfill the roles and responsibilities of their position to ensure high-quality standards are met. The Agency recruiting procedures ensure adequate opportunity for the hiring and advancement of such individuals in Agency programs. Educational qualifications, unless required by a specific State/local regulation or grant/contract, shall not be made a condition of employment or advancement if an individual is otherwise qualified to perform the duties of the position.

**Procedure**: Complete this form with staff members who require additional credentials for their position. A supervisor will review this agreement with staff once a year or more frequently if needed.

|  |  |  |  |
| --- | --- | --- | --- |
| Staff Name:  |  | Site:  |   |
| Position:  |  | Hire Date: |   |
| Certification, Degree, or Credential being attained: |   |
| **Expected Completion Date:** |   |  |
| Additional Information:  |   |
| Date Compliance was Achieved: |   |  |

Check the Source(s) Requesting this Qualification(s) - Attach additional plans if necessary.

[ ]  NMCAA

[ ]  Head Start Program Performance Standards

[ ]  Center Based Preschool Teacher Qualification Waiver Request

[ ]  Great Start Readiness Program

[ ]  ISD Compliance Plan

[ ]  Licensing and Regulatory Affairs

[ ]  Variance Request

**I acknowledge that failure to complete this requirement may lead to a change of employment status. \_\_\_\_\_\_\_\_** (initial)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  |   |  |   |  |   |
| Employee Signature |  | Date |  | Date Reviewed |  | Date Reviewed |
|  |  |   |  |   |  |   |
| Supervisor Signature |  | Date |  | Date Reviewed |  | Date Reviewed |

**Employee Compliance plans will be reviewed during Performance Evaluations and when employee Credentials have changed.**

Distribution: **Original:** Personnel File **Copy:** Supervisor and Employee Center File

References: HSPPS 1302.91, GSRP Program Administration and Staffing, GSQ Staff Qualifications, NMCAA Agency Staff and LARA R 400.8113, 400.8122

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