

Tri-County Community Council  
Head Start/Early Head Start

**Part: 1302 Program Operations**

**Subpart: I-Human Resources Management**

**Section: 1302.91 Staff Qualification and Competency Requirements**

**Subject: CLASS Reliability**

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**Policy:**

Tri-County Community Council will use the Classroom Assessment Scoring System (CLASS) observation instrument to assess the quality of teacher-child interactions in the infant, toddler, and preschool classrooms. The education coordinator, coach specialist, and education specialists are required to be certified CLASS observers. Certification must be maintained.

**Procedure:**

1. The education coordinator, coach specialist, and education specialists are required to be certified CLASS observers.
2. Those required to be certified CLASS observers will complete a two-day CLASS Observation training. After completing training, they must complete the online reliability test within eight weeks.
3. Upon successfully completing the reliability test the CLASS Observer will print the CLASS Observer Reliability certificate. The certificate is valid for one year from the date the reliability test was passed. A copy of the CLASS Observer Reliability certificate will be sent to the director.
4. CLASS certification has to be recertified annually through passing the reliability test. Recertifying ensures that the classrooms are being observed and coded accurately. The recertification process can begin up to eight weeks prior to the expiration of certification.
5. Recertification must be completed prior to expiration of current CLASS Observer certification. A copy of the CLASS Observer Reliability certificate will be sent to the director. If unable to pass the CLASS Observer certification then it must be reported to the director for a plan to be worked out to provide assistance.
6. If the staff required to be certified fails during the recertification period they must attend a CLASS training. Upon completing the CLASS training they must prepare to test again, at their own expense.