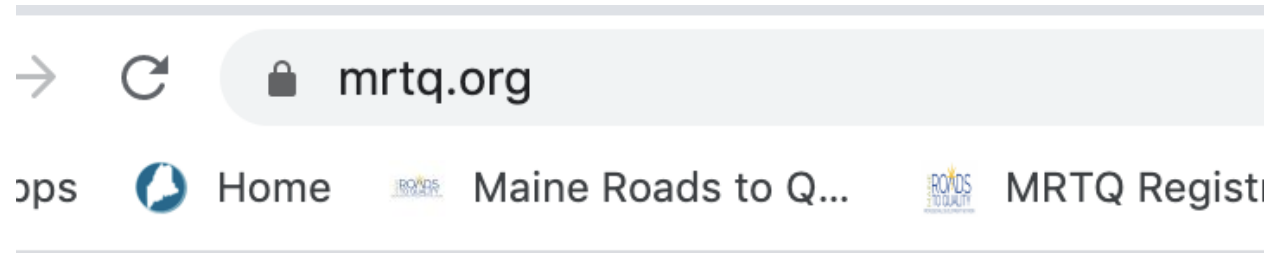


Creating an Onsite Consultation Request:

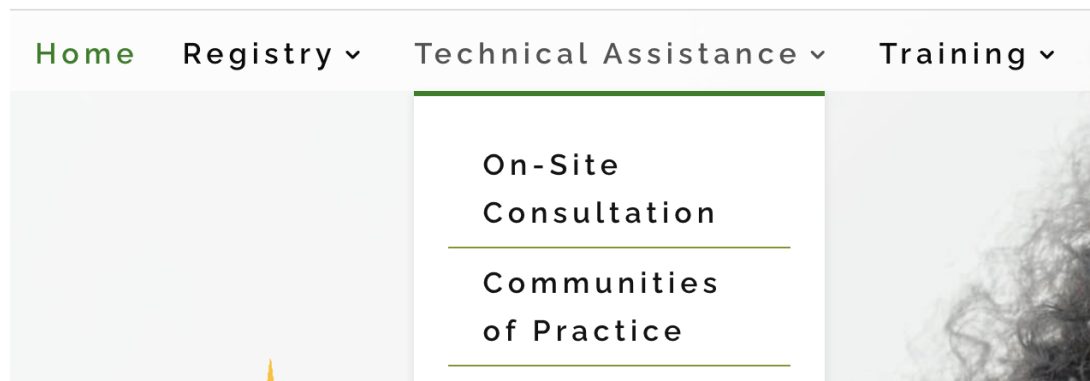
It will be helpful to have the following information available (if applicable) while creating your request for consultation:

- Child Care Licensing Number
- Name of a MRTQ-PDN staff member you have discussed this consultation with
- Quality for ME Rating

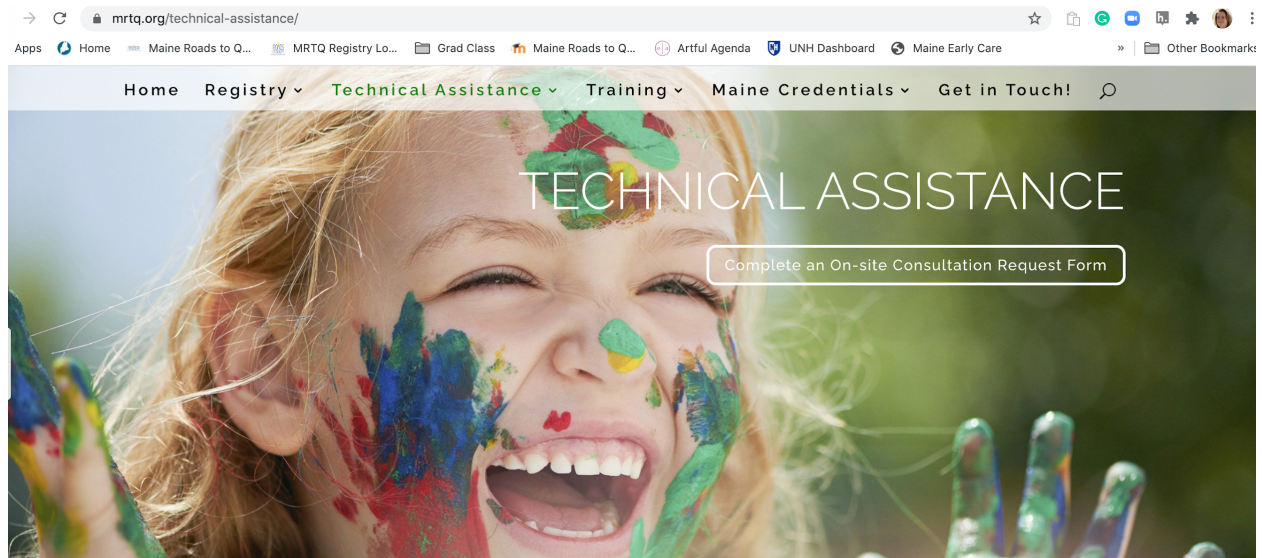
Step 1: Navigate to the MRTQ-PDN website: <https://mrtq.org/>



Step 2: Click on the Technical Assistance tab



Step 3: Under the word Technical Assistance you will note the words: Complete an On-Site Consultation Request Form, click this long oval.



Step 4: Read through the information about what Onsite Consultation is.



On-site Consultation Request

What is Consultation?

A collaborative, problem-solving process between an external consultant with specific expertise and adult learning knowledge and skills, and an individual or group from one program or organization. Consultation facilitates the assessment and resolution of an issue-specific concern - a program-/organizational-, staff-, or child-/family-related issue - or addresses a specific topic.

On-site Consultation (OC):

On-site consultation is provided for up to six on-site visits with an option for renewal based on mutual agreement that ongoing support is required to meet quality improvement goals.

The focus and goals of all on-site consultation must align with the *Quality for ME* standards:

1. Administrative Policies and Procedures
2. Family Resources and/or Authentic Assessment
3. Learning Environments/Developmentally Appropriate Practice
4. Licensing Compliance
5. Parent and Family Involvement
6. Program Evaluation
7. Staffing and Professional Development

On-site Consultation includes the following activities through mutual agreement between the Consultant (Technical Assistance Professional) and Consultee (Technical Assistance Partner):

- Meeting with owner/director/individual staff;
- Development and implementation of an On-site Consultation (OC) Plan;
- Tour of facility;
- Resource/information sharing;

Step 5: Read through the Memorandum of Agreement (MOA). You will have to scroll down on the side to read the whole MOA.

Memorandum of Agreement

program staff and determine next steps. MRTQ PDN will distribute the Consultation Evaluation to the primary contact for the program.

8. Abide by the [NAEYC Code of Ethical Conduct](#).
9. As mandated reporters, adhere to all applicable state requirements pertaining to child abuse and neglect.
10. Adhere to applicable federal and state confidentiality laws pertaining to family/child rights to privacy.
11. Child care licensing violations will be brought to the attention of the program administrator/owner. This may also include a report to child care licensing if the concern is not addressed and/or persists.

Jill Downs, Technical Assistance Manager, will serve as the initial point of contact at MRTQ PDN for all OC requests. Jill can be reached at 207-780-5845 or jdowns@maine.edu

This MOA will be in effect from the date when signed and continue until the OC is completed.

☐ I have read the above and agree to these terms and conditions.

Click I have read the above and agree to these terms and conditions if you agree.

**Step 6: Fill out information specific to you and the program that you work in.
After you complete all the information you will submit your request for review.**

☐ I have read the above and agree to these terms and conditions.

First Name

Middle Name/Initial

Last Name

Title

Agree and Continue

Once you have submitted your request you will receive a link to a Program Profile to complete. This gives us more information about the setting you work in so we can best support you.