



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VA 23218-2120

**DATE: May 19, 2023**

**TO: All Child Day Centers and Family Day Homes**

**SUBJECT: VQB5 CLASS Observer Certification Activities as an Approved VDOE Method of Training**

This memo establishes criteria for when CLASS Observer Certification activities are accepted by the Virginia Department of Education Office of Child Care Health and Safety, and may be used to fulfill training requirements for [licensed child day centers](#), [licensed family day homes](#), and [subsidy vendors](#). CLASS Observer Certification Supports that meet the requirements outlined in this memo and are appropriately documented may be used to meet the mandatory annual training hours and required topics. CLASS Observer Certification Supports may not replace the Virginia Preservice Training, Medication Administration Training, Daily Health Observation training, CPR/First Aid certification requirements, or the Department's health and safety update course required by subsidy regulations.

## **Definition of VQB5 CLASS Observer Certification Supports**

In VQB5, local CLASS observations can be conducted by certified CLASS observers from the local community, such as principals, site directors, early childhood coordinators, or instructional specialists. Local CLASS Observations are coordinated by [Ready Regions](#). The following activities provide local CLASS observers with professional development to maintain reliability and to strengthen CLASS observation skills for consistency and accuracy in VQB5.

- **Annual CLASS Recertification:** Completion of annual reliability test
- **Calibration:** Online video coding practice and observer feedback
- **Double-Coding:** Two certified coders complete observation cycles in the same classroom independently, but simultaneously. Double coding also typically includes a debrief session afterwards for observers to compare and discuss scores for consistency.
- **Local Observer Group Meetings:** Training on VQB5 Local Observation protocols and procedures

If appropriately documented, hours spent completing the activities above may be used to meet the training requirements for licensed child day centers, licensed family day homes, and subsidy vendors.

## **Documentation for VQB5 CLASS Observer Certification Supports**

The documentation of activities to support local CLASS Observation Certification should be kept by the facility in a manner that identifies which individual staff member(s) completed the CLASS Observer Certification Support activities, and is considered part of the staff member's record.

<b>Documentation of training shall include:</b>	<b>Example:</b>
<b>Name of Staff</b>	<ul style="list-style-type: none"> <li>Name of the staff member(s) completing the CLASS Observer Certification activity.</li> </ul>
<b>Training Topic</b>	<ul style="list-style-type: none"> <li>Teacher-Child Interactions as measured by the Classroom Assessment Scoring System (CLASS), and</li> <li>Specific age-level of the applicable CLASS tool (Infant, Toddler, and/or Pre-K CLASS)</li> </ul>
<b>Evidence that training has been completed</b>	<p>Completion evidence will vary based on type of activity:</p> <ul style="list-style-type: none"> <li>Recertification evidence – CLASS Observer Certificate/Card and/or email from Teachstone regarding passing the reliability test</li> <li>Calibration evidence – Calibration Completion Report</li> <li>Double Coding evidence – Copy of Observation Scoresheets or score comparison document, and debriefing session notes (if applicable)</li> <li>Local Observer Group Meetings – Meeting attendance log or certificate of meeting completion.</li> </ul>
<b>Training delivery method</b>	<p>Delivery Method will vary based on type of activity:</p> <ul style="list-style-type: none"> <li>Recertifications and Calibrations are completed online</li> <li>Double Coding Sessions are completed in-person, or virtually through use of recorded video or remote-live observation</li> <li>Local Observer Group meetings can be completed in-person or virtually</li> </ul>
<b>Entity or individual providing training</b>	<p>Entity providing training will vary based on type of activity:</p> <ul style="list-style-type: none"> <li>Recertification and Calibrations are provided by <a href="#">Teachstone</a></li> <li>Double Coding Sessions and Local Observer Group meetings are provided by <a href="#">Ready Regions lead agencies</a></li> </ul>
<b>The number of training hours or credit hours received</b>	<p>Hours will vary based on type of activity:</p> <ul style="list-style-type: none"> <li>Recertification – 5 training hours per age-level recertification</li> <li>Calibration – 1 training hour</li> <li>Double Coding – 1-3 hours based on number of observation cycles and length of debrief session</li> <li>Local Observer Group Meetings – Typically 1-3 hours based on purpose of meeting</li> </ul>
<b>Date of training</b>	<ul style="list-style-type: none"> <li>Date of completion for the applicable CLASS Observer Activity</li> </ul>

Questions about CLASS Observer Certification Activities can be directed to [vqb5@doe.virginia.gov](mailto:vqb5@doe.virginia.gov).