



## Maine Roads to Quality Registry Director of Record (DOR) Access Verification

### General Information

In order to access the facility information section(s) of the Maine Roads to Quality (MRTQ) Registry secure website, you must complete the **Director of Record Facility Access Request Form** verifying that you are the official Director of Record (DOR) or acting in that capacity according to the Maine Center for Disease Control and Prevention, Division of Environmental and Community Health, Children's Licensing and Investigation Services. You must also sign the Director of Record **Memorandum of Understanding** (MOU) which outlines your rights and responsibilities. This MOU will remain on file at MRTQ and is subject to annual renewal.

### Director of Record (DOR)

Once you have submitted the Director of Record Facility Access Request Form and the MOU, MRTQ PDN will verify that you are the Director of Record as listed in the licensing data available to MRTQ PDN. **In some cases, you may not be listed as the holder of the license issued by Children's Licensing and Investigation Services. In that case, you must provide verification that you are employed by the agency/program and that you are employed in either the capacity of the director or in the capacity of Human Resources as defined in the Rules for the Licensing of Child Care Facilities.** If MRTQ PDN is not able to verify that you are the Director of Record, we will contact you for further documentation.

### Director of Record Assistant (DORA)

Agency/Program Directors may need to have an additional staff person(s) granted access to the MRTQ Registry facility where he/she has supervisory responsibilities. All staff serving in this capacity must complete the **Director of Record Facility Access Request form** and must sign the **Memorandum of Understanding** to be granted access to the MRTQ Registry.

Regardless of your position in the program, all Directors of Record and Director of Record Assistants must be full members of the MRTQ Registry and have set up a user name and password to access your personal Registry record. If you or your Director of Record Assistant(s) are not yet members of the Registry, please complete the MRTQ Registry application process prior to submitting a request for the Director of Record Access form and Director of Access Memorandum of Understanding.

Please contact Pamela Prevost ([pamela.prevost@maine.edu](mailto:pamela.prevost@maine.edu)) or Eric Norgaard ([eric.norgaard@maine.edu](mailto:eric.norgaard@maine.edu)) for additional information.

Mail forms to: Maine Roads to Quality  
PO Box 9300  
34 Bedford Street  
Portland, ME 04104-9300

OR scan and email a copy to:  
[mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu)

Effective 2011



## Director of Record (DOR) Facility Access Request Form

Please complete a copy of this form for each facility for which you are requesting access. **All Director of Record Assistant (DORA) requests must also be signed by the Director of Record (DOR).**

**Please print legibly.**

Name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Social Security Number (last 5 digits): \_\_\_\_\_

- I am the Director of Record (DOR) or
- I am the Director of Record Assistant (DORA) \*

Phone number where you may be reached: \_\_\_\_\_

Agency Name (if applicable): \_\_\_\_\_

Facility Name (as it appears on child care license) \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

ME Child Care License # \_\_\_\_\_ Program Phone # \_\_\_\_\_

Please sign and date.

DOR: \_\_\_\_\_ DORA\*: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please return to:  
Maine Roads to Quality Professional Development Network  
PO Box 9300  
34 Bedford Street  
Portland, ME 04104-9300

or scan and email to:  
[mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu)

\*This form must also be signed by the Director of Record if you are requesting access as a Director of Record Assistant.

Effective 2011



## Director of Record Memorandum of Understanding

This Memorandum of Understanding delineates the access privileges and limitations for the Director of Record (DOR) and Director of Record Assistant (DORA) to the Maine Roads to Quality Registry.

- I understand that I must be a full Registry member and set up a user name and password with the Registry, which will be unique to me. This user name and password may not be shared with any other employee of the organization or any other individual outside of the organization.
- I understand that I am given time-limited permissions and must confirm my status as a DOR or DORA with MRTQ Registry staff annually.
- I understand that I will inform MRTQ PDN if I leave my current employment or if a change in my current responsibilities requires termination of my access.
- I understand that MRTQ PDN will attempt to contact me annually to renew my permissions, but I am responsible to ensure that MRTQ PDN has a current Director of Record Facility Access Request Form and MOU on file. Additionally, I understand that my access will expire automatically if I do not contact MRTQ PDN to continue my permissions.
- I understand that my permissions will be revoked if I abuse Director of Record or Director of Record Assistant privileges.

### Director of Record Access Privileges:

- I understand that I can access my facility employee page and print out my facility employee report.
- I understand that I am able to revise my staff's teaching responsibilities.
- I understand that I am able to enter a termination date of employment for a staff member who has left my employment.
- I understand that I am not able to add staff to my program. I will ensure that all direct care staff will join the Registry and update current employment.
- I understand that I will have access to any staff member's Professional Development Profile only if MRTQ PDN has a signed Professional Development Profile (PDP) Release Agreement waiver on file.
- I understand that all facility reports generated from the MRTQ Registry are based upon data currently available in the Registry and are subject to revision.
- I understand that access to my facility reports is to ensure that staffing data is current, and that this data is shared with the *Quality for ME* data system.

Name: \_\_\_\_\_ Date \_\_\_\_\_

Title (DOR or DORA): \_\_\_\_\_

Program Name: \_\_\_\_\_

### Please return to:

Maine Roads to Quality Professional Development Network  
PO Box 9300, 34 Bedford Street  
Portland, ME 04104-9300

### or scan and email to:

[mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu)

Please note: We cannot process this application unless your name matches the official designee on your license. Please refer to page 1, General Information.

Effective 2011