



Quality Improvement Awards for New Registry Members: Frequently Asked Questions

Maine Roads to Quality Professional Development Network (MRTQ PDN) is partnering with the Maine Department of Health and Human Services, Office of Child and Family Services (DHHS, OCFS) to offer Quality Improvement Awards (QIA) to early childhood and out-of-school time practitioners in Maine. First-time Registry members who complete the requirements listed below are eligible for this one-time \$100 award. ***These awards will be given on a first-come, first-served basis until funds are expended.***

Am I eligible for a Quality Improvement Award (QIA) for New Registry Members?

To be eligible to apply for this Quality Improvement Award you must:

- Have never been a member of the Maine Roads to Quality Registry.

The following requirements must be completed within 14 calendar days of the initial application (Step 1):

1. Complete the online Registry Application at <https://mrtq-registry.org> (click "Join") between the dates of 3/1/21 and 8/31/22.
2. Submit all required documentation, **including documentation of educational level**, to mrtq.registry@maine.edu.
3. Complete the on-demand six-hour training "Health and Safety Orientation." Follow the [login instructions](#) to access this training.
4. Complete the online application for the Quality Improvement Award New Registry Member. The QIA award application will be available once you have logged into your Registry record at <https://mrtq-registry.org>.
5. Already have or create vendor status in the University of Maine System. The form is available at: <http://www.maine.edu/umsvendor>.

What is the award amount?

This is one-time award of \$100.

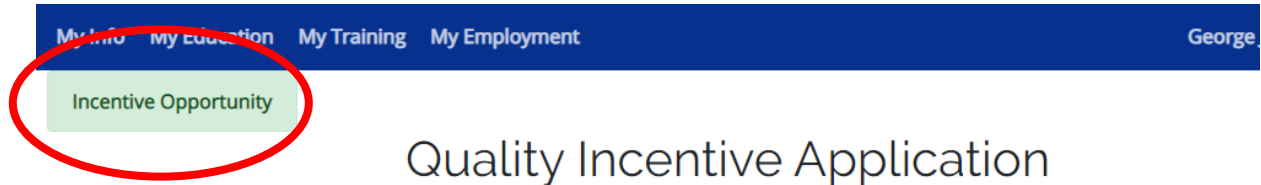
Are there requirements for how the QIA can be spent?

No! These funds are awarded as a one-time payment to you to be used as you choose.

How can I apply for a QIA?

You can log in to your Registry account at <https://mrtq-registry.org>. If you are eligible for a QIA, you will see a green notification in the top-left corner:

Clicking on the "Incentive Opportunity" link will bring you to the application page:



Quality Incentive Application

1. I have not been a MRTQ registry member before
 2. I have completed the MRTQ PDN registry application
 3. I have forwarded my Education Documentation (High School Diploma, transcript of college coursework/degree completion) and any certifications (CDA, First Aid, CPR, etc.) to the MRTQ Registry via email within 14 days of completing my online Registry Application to mrtq.registry@maine.edu
 4. I have completed the Maine Roads to Quality on-demand 6 hour Health and Safety Orientation training at <https://mrtq-registry.org>
 5. In order to receive payment, I have completed the required vendor form for USM/MRTQ PDN at <http://www.maine.edu/umsvendor> within 14 days of completing the online Registry Application
- I have read the above and agree to these terms and conditions.
I understand it is my responsibility to complete all sections for verification by Registry staff.

The final section of the application requires your contact information, date of birth (for verifying the correct Registry account), agreeing to the Terms and Conditions, and an electronic signature. Be sure to click the green "submit" button at the bottom of the screen.

A screenshot of the application form. At the top, there is a dark blue navigation bar with "My Info", "My Education", "My Training", and "My Employment" in white. On the right, it says "James Williams" and "Log off". Below the navigation bar, there is a checkbox with the text "I have read the above and agree to these terms and conditions." Below this are four input fields: "First Name*" with "James", "Middle Name/Initial" (empty), "Last Name*" with "Williams", and "Date of Birth*" with "10/9/1955". Below these fields is a text area labeled "Sign in the box below:" which is currently empty. At the bottom of the form, there are two green buttons: "Reset" and "Submit". The "Submit" button is circled in red.



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Please note this vital step - you must be listed as a “vendor” with the University of Southern Maine for MRTQ PDN to issue a check to you. The form is available at: <http://www.maine.edu/umsvendor>. Contact Eric at eric.norgaard@maine.edu or 207-780-4367 if you feel you have previously been established as a vendor in the University of Maine System. **Checks cannot be processed unless this step is completed within 14 days of applying for this award!**

How and when will I receive my QIA?

Upon completion of the application and confirmation of current vendor status, MRTQ PDN will process payment requests. A check will be mailed to your mailing address within 30-45 days. You can check the status of your QIA by contacting Eric Norgaard at eric.norgaard@maine.edu or 207-780-4367.

Is there a deadline to apply for a QIA?

The program period for the QIAs ends on August 31, 2022. **However, these awards are first-come, first-serve and will be awarded until funds are expended.**

I have another question not covered here. Who can I contact?

The initial point of contact for QIAs is Eric Norgaard, who can be reached at eric.norgaard@maine.edu or 207-780-4367.