



## MRTQ Registry Director of Record Access (DoRA) Instruction Guide

Maine Roads to Quality (MRTQ) has enabled the ability to allow authorized program directors/owners/assistants limited access to MRTQ data concerning their programs and staff.

All directors/owners/assistants requesting access privileges must have completed the Director of Record Facility Access Request form, must be full Registry members, have set up a username and password, and either be listed on the Maine State Licensing database as the director/owner, have written permission from that person, or provide additional proof of employment as the director for the program.

Once MRTQ has granted access privileges, you will be able to log into your personal MRTQ record and have access to your facility records. Please refer to this Director of Record Access Instruction Guide to assist you in accessing and updating your facility information.

### Logging In

Log into the Registry using your personal User Name and Password at [mrtq-registry.org/Account/Login](https://mrtq-registry.org/Account/Login) (Fig. 1 below)

# Log in

## Log in to your registry account

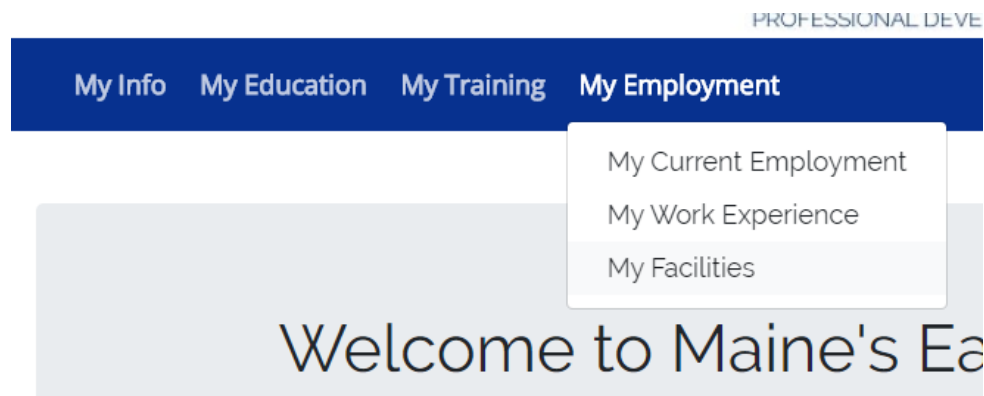
Email

Password

**Fig. 1**

## My Contact Information Page

Once you have logged in, **Click on My Employment**. You will see 3 options. My Current Employment is where you currently work. My Work Experience is your past work experience. My Facilities are the facilities to which you have been given access. **Click on My Facilities** for the list of your facilities. (Fig.2 below)



**Fig. 2**

## Facility Menu and Information

You have now reached the Facility Menu and Information page (Fig 3 below). The menu is located on the left side of your screen. You may click on any menu item that you wish to view, but we strongly encourage you to view all menu items to be sure that the information is current. You can update your Facility Address Information on this page if necessary. All fields in **bold with an asterisk** must be complete to save any changes.

Facility Menu	Facility Information	
Contact Information	Facility	Sample Facility
Facility Description		
Capacity and Enrollment	Resource Address	
Accreditation and QRS Information	Street Address *	34 Bedford St
Employees	City/Town *	Portland
Employees and Age Groups	State *	Maine
Active Staff Training Overview	Zip Code *	04101
Contact MRTQ	County *	Cumberland
Instruction Manual	Telephone	

**Fig. 3**

## Facility Description

This link allows you to provide additional information about your Facility. MRTQ receives facility type and license number from the DHHS licensing department. You may not change this information. If there is an error concerning the license number or facility type, please contact MRTQ at [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu). Please check off or change any of the fields that apply to your program and save the changes. (Fig. 4 below)

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### Facility Description

Facility

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Facility Type: Center  
License Number:

Please click all that apply.

- ☐ Head Start
- ☐ Early Head Start
- ☐ Public Pre-K
- ☐ Small Facility
- ☐ Tribal
- ☐ School-Age Child Care
- ☐ License Exempt
- ☐ Child Care Subsidy

**Fig. 4**

## Capacity and Enrollment

This is information that we would like to capture about your program. Please complete this information based on current enrollment and capacity. (Fig. 5 below)

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### Facility Capacity and Enrollment

Facility

Please complete this information based on current enrollment and capacity.

Age Group	Capacity	Enrollment
Infant	<input type="text" value="0"/> Infant Capacity	<input type="text" value="0"/> Infant Enrollment
Toddler	<input type="text" value="0"/> Toddler Capacity	<input type="text" value="0"/> Toddler Enrollment
Preschool	<input type="text" value="0"/> Pre-School Capacity	<input type="text" value="0"/> Pre-School Enrollment
School Age	<input type="text" value="0"/> School-Age Capacity	<input type="text" value="0"/> School-Age Enrollment
Total	<input type="text"/> Total Capacity	<input type="text"/> Total Enrollment

☐ This facility only serves school-age children

**Fig. 5**

## Accreditation/QRS Information

This page lists the facility's accreditation status and QRS step. You cannot make changes on this page. Please contact the *Rising Stars for ME* program ([risingstarsforme@maine.edu](mailto:risingstarsforme@maine.edu)) if your QRS step is not correct. Please contact MRTQ at [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu) if your accreditation status is not correct. (Fig. 6)

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### Accreditation and QRS Information

Facility

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This facility is not accredited.

☐ In Process of Accreditation      ☐ In Process of Reaccreditation

☐ Candidacy Met              
Date      Type

QRS Certificate Number     

QRS Step     

QRS Decision Date     

If the information displayed is incorrect, please contact MRTQ

**Fig. 6**

## Employees

All the employees who are Registry members or have pending applications will be listed here along with their status and unique Member ID number (Fig.7 below). In the following sections (Fig. 7-11 below), you may terminate a staff person's employment, update job titles and responsibilities, change their full- or part-time status, and ensure that the ages of children with whom an individual staff person works is correct. **Please note the "Status" column.** If the employee has a status other than "Active," they are not yet a Registry member. Please have the employee contact us if they are unclear as to why they are not yet a member.

## Facility Employees

Facility

Sample Facility

Your access to this facility expires on 03/19/2026.

[Print-friendly employees report](#)

[Active Staff Training Overview](#)

Update	Member ID	Status	Start Date	Career Path	Level	Position	Education	Responsibility
Sample Director	42176	NonMember	01/01/2018	Center Based Direct Care Professional	0	Program Director/ Coordinator	Master Degree in ECE, Soc. Serv. or related field	Direct Care, Administrative & Supervisory
Scout Finch	31566	Active	01/01/2023	Center Based Direct Care Professional	0	Lead Teacher	No credential recorded	Direct Care & Supervisory
Sandy Sim	48531	Active	02/14/2025	Center Based Direct Care Professional	3	Administrative Staff	Associate Degree	Administrative
Kilgore Trout	42177	NonMember	02/02/2022	Center Based Direct Care Professional	0	Assistant Teacher/ Teacher Aide	High School Diploma/ GED/ HISET	Direct Care

**Fig. 7**

To make changes to any employee, click on the employee's name. This will bring you to the Update Employee page. (Fig. 8)

Please note: You are not able to add new employees. If you have a new employee who is already on the Registry, they can update their employment online or you can contact Registry staff for assistance at [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu) or (888) 900-0055.

### Employee Job Title

On this page (Fig. 8 below), you can update job title using the drop down box. Please use the title that is closest to the job titles used at your facility. If you do not see an appropriate title, choose "Other" and enter the actual job title in the field below.

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## Update Employee

Facility

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Scout Finch

Start Date *	<input type="text" value="1/1/2019"/>
Position *	<input type="text" value="Teacher"/>
Please specify other	<input type="text"/>
Responsibility *	<input type="text" value="Direct Care"/>
Works full/part-time	<input type="text" value="Not Answered"/>
Works full/part year	<input type="text" value="Not Answered"/>

**Fig. 8**

## Ending Employment

If a staff person listed no longer work for you, click on the End Current Employment button. (Fig.8 previous page). This will bring you to the screen that will allow you to end employment for that staff person. (Fig. 9 below) Enter the End date and click on the Finish button.

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### Update Employee

Facility

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Scout Finch

Start Date \*

End Date \*

Please enter the last date of employment at this facility and click the 'Finish' button.

**Fig. 9**



## Employees and Age Groups

This page lists the ages of children that your employee has indicated they work with. (Fig.10 below) Please take a moment to review this information and make any necessary changes. We send this data to the QRIS program so it is **essential** that it is correct. To make changes, click on the employee's name. This will bring up the screen that will allow you to make changes. **Please click all that apply but be sure to check *only* the specific ages that the employee works with, not the ages that the program serves. (Figs. 10 and 11 below)**

### Employee Age Groups

Facility	Sample Facility								
Update	Infant	Toddler	Preschool	Kindergarten	School Age 7-9	School Age 10-12	School Age 13-15	Providers	Families
Sample Director	No	No	Yes	No	No	No	No	No	No
Scout Finch	No	No	Yes	No	No	No	No	No	No
Sandy Sim	No	Yes	Yes	Yes	Yes	No	No	No	No
Kilgore Trout	No	No	Yes	No	No	No	No	No	No

Fig. 10

### Employee Age Group Edit

Facility	Sample Facility
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Scout Finch

Please select the group or groups with whom this provider works on a typical day.

- ☐ Infant (6 weeks to 12 months)
- ☐ Toddler (12 months to 30 months)
- ☒ Preschool (30 months up to Kindergarten)
- ☐ Kindergarten
- ☐ School Age (7-9)
- ☐ School Age (10-12)
- ☐ School Age (13-15)
- ☐ Families
- ☐ Providers

Save

Fig. 11

### Print-friendly employees report (on Employees page)

When you click on this link, it will bring up a pdf/adobe acrobat document prompt. Click "OK" to Open/Save your facility report. (Figs. 12 and 13 below)

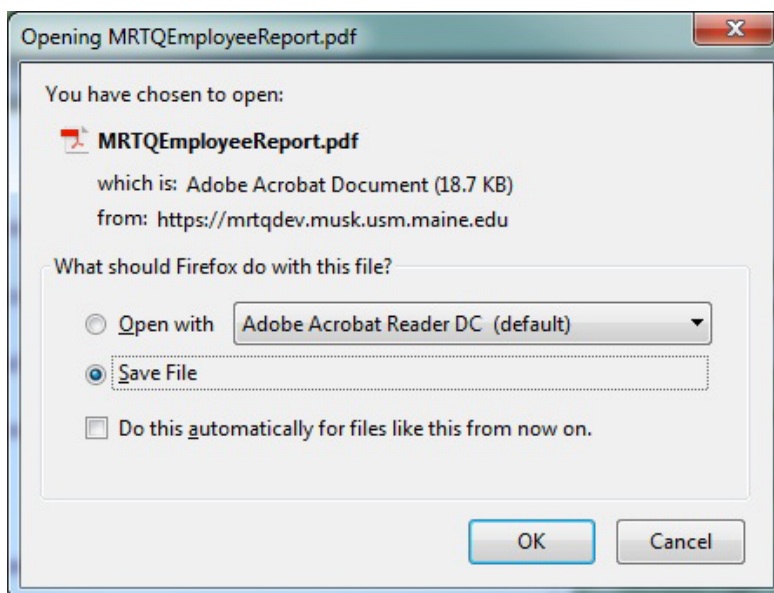


Fig. 12

### Maine Roads to Quality Registry Facility Report

#### Sample Facility

PO Box 9300  
Portland, ME 04101

License Number: 000001

Name	Member ID	Status	Career Path	Education	Position	Level
Sample Director	42176	NonMember	Center Based	Master Degree in ECE, Soc. Serv. or related field	Program Director/Coordinator	Level 0
Scout Finch	31566	Active	Center Based	No credential recorded	Lead Teacher	Level 0
Sandy Sim	48531	Active	Center Based	Associate Degree	Program Director/Coordinator	Level 3
Kilgore Trout	42177	NonMember	Center Based	High School Diploma/GED/HiSET	Assistant Teacher/Teacher Aide	Level 0

#### Summary Information

Career Path	# of Providers	Average Level
Center Based Direct Care Professional	4	0.750000

Fig. 13

**Please note the Status column.** If the status is anything other than Active, the employee listed is not yet a Registry member. They would need to log back in and follow prompts to Become a Member.

## Active Staff Training Overview

This page shows limited training information for Active status Registry members listed under the facility (Fig. 14 below). This shows whether each employee:

Has taken the 6-hour Health and Safety Orientation

When they last completed a Health and Safety Orientation or Annual Renewal of CCDF Health and Safety

Is listed on the Registry as working with Preschool-aged children

Has completed the Preschool-level MELDS (Maine Early Learning and Development Standards)

Is listed on the Registry as working with Infants and/or Toddlers

Has completed the Infant Toddler MELDS (Maine Early Learning and Development Standards)

## Active Staff Training Overview

Facility

Sample Facility

Your access to this facility expires on 03/19/2026.

Print-friendly staff training overview

Provider	Member ID	Level	Position	6-hour H&S Orientation	Most Recent H&S Completion	Works with Preschool	MELDS/ PMELDS	Works with Infant/ Toddler	IT MELDS	Highest Ed Level
Scout Finch	31566	0	Lead Teacher	No		Yes	No	No	No	Less than High School Diploma or GED or HiSET
Sandy Sim	48531	3	Program Director/ Coordinator	Yes	08/31/2024	Yes	Yes	Yes	Yes	Associate Degree (AA/AS)

**Fig. 14**

This page also shows Member ID, career lattice level, job title, and highest education level.

**Please note:** Highest education level is determined by education documentation that has been received and verified by Registry staff. If highest education level shows "Less than High School Diploma or GED or HiSET," this likely means we have either not received any

education documentation for this employee or have received it but have not verified it yet. If you are unsure of an employee's documentation status, please reach out to us at [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu) or (888) 900-0055.

### Contact MRTQ

The Contact MRTQ link can be used if you need assistance. Please describe your problem in detail so we may best assist you in resolving your problems and then click Send. Please allow up to two business day for us to respond. (Fig. 15 below)

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## Contact MRTQ

**Facility**

Your access to this facility expires on 03/19/2026.

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Please enter your message to MRTQ and click the Send button.

**Send**

**Fig. 15**