Applying for QAR

Prior To Application

1. **Establish your program's MOPD organization account.** Your program must have an established MOPD organization and you must be an authorized organization profile user for your program.
2. **Be an eligible program.** Programs that may apply for QAR include: School Districts/Local Education Agencies, Licensed Child Care Programs (child care centers, family child care homes, and group child care homes), and license-exempt or exempt child care programs contracted to accept child care subsidy.
3. **Ensure registry organization profile is current.** Prior to QAR application, access the registry organization profile and ensure all information in the "Org Details," "Classrooms," and "Employees" tabs are current. To expedite application processing and to ensure a successful start to QAR, please ensure all this information is completed.

Need Help?

If you are unsure about eligibility or organization profile access and updating, contact:

MOPD Navigators

573-526-8273

To Apply

1. Log on the MOPD system.
2. Select your organization from the drop-down menu on the upper right corner.
3. On the blue navigation menu on the left, select "Quality Assurance Report."
4. Click the blue box "Apply for QAR."
5. The next screen will prompt you to review two items: general information and enrollment.
    a. General Information: Ensure all contact information is current. If another staff member will be the designated contact for QAR, such as an assistant director, indicate that here.
    b. Enrollment: Ensure all fields are current.
6. Once both portions have been reviewed, click "Submit Application."
7. QAR "Terms and Conditions" will pop-up. Review and check the "I agree to the terms and conditions" box and click continue.

Congratulations! Your program has applied to QAR. When an opening is available, you will receive notification of QAR next steps. If you have questions, please contact QAR at qar@dese.mo.gov