



## Maine Roads to Quality Professional Development Network Director of Record (DoR) Access Requirements

### General Information

Director of Record access enables Directors/Owners (DoR) or designated personnel (DoRA) to access your facility's staffing information section on the Maine Roads to Quality (MRTQ) Registry. Attached is 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 Department of Health and Human Services (DHHS), Division of Licensing and Regulatory Services. You must also sign the Director of Record **Memorandum of Understanding (MOU)**, also attached here) which outlines your rights and responsibilities. This MOU will remain on file at MRTQ.

### Director of Record (DOR)

Once you have submitted the Facility Access Request and MOU, MRTQ Registry staff will verify that you are the Director of Record as listed in the licensing data available to MRTQ. **If you are not listed as the holder of the license issued by DHHS, you must provide documentation from the license holder that you are authorized to use Director of Record Access.** If MRTQ is not able to verify that you are the Director of Record listed on your facility's license, we will contact you for further documentation. DoR facility access is subject to annual renewal.

### Director of Record Assistant (DoRA)

Agency/Program Directors may need to have an additional staff person(s) granted access to the Facility record where they have supervisory and/or administrative responsibilities. All staff serving in this capacity must complete the DoR Facility Access Request form and must sign the MOU to be granted access to the facility's staffing information on the MRTQ Registry. DoRA facility access is subject to annual renewal. DoRA's **must provide documentation from the license holder that you are authorized to use Director of Record Access.**

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 username (email) 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 (at [mrtq-registry.org](http://mrtq-registry.org)) 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)

OR fax to (207) 780-4511



## Director of Record (DoR) Facility Access Request form

**Please print legibly**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

I am the Director of Record (DoR) or

I am the Director of Record Assistant (DoRA) \*

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

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

\_\_\_\_\_

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

ME Child Care License # (you may list more than one) \_\_\_\_\_

\_\_\_\_\_

Please sign and date: \_\_\_\_\_

DoR \_\_\_\_\_

DoRA\* \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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Portland, ME 04104-9300

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



## 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 username (email) and password with MRTQ, which will be unique to me. This username 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 status with MRTQ Registry staff annually.
- I understand that I will inform MRTQ if I leave my current employment or if a change in my current responsibilities requires termination of my access.
- I understand that MRTQ will email me annually to renew my permissions, and that I am responsible to ensure that MRTQ has a current Director of Record Facility Access Request form on file. Additionally, I understand that my access will expire automatically if I do not contact MRTQ 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 and print 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 through their individual Registry accounts.
- 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 accurate data is shared with the Quality for ME data system.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

Program Name(s) \_\_\_\_\_

Please return to:  
Maine Roads to Quality  
PO Box 9300  
34 Bedford Street

Portland, ME 04104-9300

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

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