Conference Presentation Request Form

Please complete all sections of this form and return via e-mail to AccreditationTraining@naeyc.org. This request will be reviewed by the NAEYC Accreditation Training Center. Each request will receive an email response within 30 days regarding NAEYC's availability to fulfill the request. NOTE: NAEYC will provide workshop titles and descriptions for use in publications. Any other description of training content used to promote the workshop must be submitted to NAEYC for prior approval.

1. **Contact Information**

Organization Name: _____

Conference Name: _____

Name and title of contact person: _____

Contact person's phone number: _____

Contact person's email address: _____

Contact Name & Shipping Address for Handouts: _____

Who will be responsible for signing the training contract?
- ☐ Contact person and organization listed above
- ☐ Other (please provide a name and email address) _____

2. **Presentation Content**

Please select the session of your interest.

☐ **Understanding the accreditation process and expectations – "Accreditation 101"**

Session description: This session provides an overview of the 4 step-process for achieving NAEYC Accreditation of Early Learning Programs. This presentation is relevant for programs that are not currently accredited and for programs embarking on their initial accreditation.

☐ **Introduction to Preparing Program & Classroom Portfolios**

Session description: This session provides an overview of classroom and program portfolio creation. It will highlight the types of documentation commonly found in portfolios and share tips for building an authentic portfolio representing the high quality found in your program and classroom.

☐ **Understanding Staff Qualifications for NAEYC Accreditation**

Session description: This session will debunk some of the common misconceptions about meeting staff qualifications, and review necessary documentation required for NAEYC Accreditation of Programs for Young Children. (Spoiler Alert: You don't need to have BAs to get accredited!)

☐ **Through the Assessors Eyes- How Classrooms are observed during the NAEYC Site Visit**

Session description: This session discovers how assessors approach the process of rating all elements of the group environment including: teaching practices; relationships; curriculum & play; materials & equipment; displays; transitions; health & safety practices. Includes tips about common errors and must-see practices.

☐ **Maintaining NAEYC Accreditation**

Session description: This session will discuss the communications process that ensures high quality is maintained throughout your five-year term of accreditation. Come to find answers to questions like "What is an Annual Report and when do I complete it?", "If my program moves, do I have to report it to NAEYC?", and "Will NAEYC visit my program during my five-year term?"

☐ **The Streamlined Accreditation Model**

Session description: This session provides an in-depth look at the new streamlined accreditation model. Participants will learn about the streamlined tools, resources, and methods for conducting accreditation site visits. This training is recommended for programs that want to Opt-in and use the Streamlined Accreditation Model.

3. Presentation Context and Logistics

Ideally, this training could take place during (select one):
☐ Spring ☐ Summer ☐ Fall 20_____
Do you have a specific date(s) in mind?
  ☐ No, the date is flexible
  ☐ Yes, the preferred date(s) is (are) _____

Is this presentation part of a larger event or conference?	☐ Yes ☐ No
Is your organization collaborating with another group to host this event?	☐ Yes ☐ No
If yes, which group?	
How many attendees do you anticipate for the entire event/conference?	
Are there other events you would like the NAEYC trainers to attend?	☐ Yes ☐ No
If yes, what events?	
Note: NAEYC trainers will need a laptop computer, LCD projector, projection screen and microphone. Internet access is optional.	

Comments
Please explain the purpose of this presentation: Other information you wish to share with NAEYC: