



Overview of the 4-Step Process

*2011 Annual Conference & Expo
Orlando, FL*

Session Goals

- Develop a general understanding of accreditation process, including:
 - Purpose, scope, and sequence of process
 - Tasks required to complete each step
 - Resources to support completion of each step

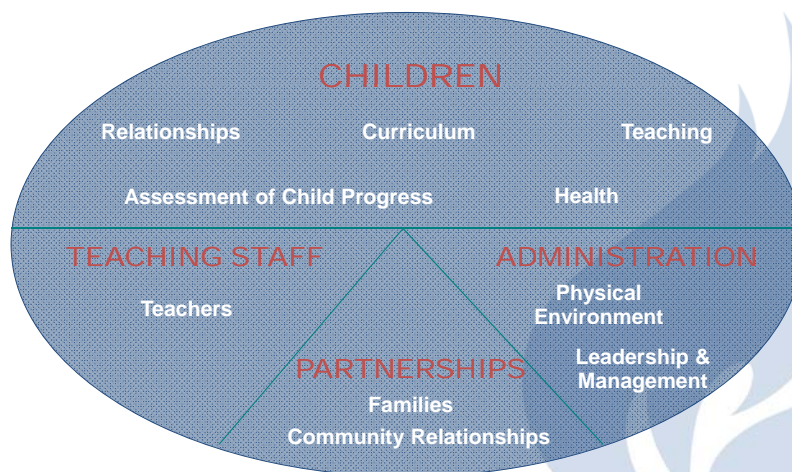


Purpose of NAEYC Accreditation

- Guide program improvement
- Assess how program meets NAEYC standards of quality
- Sustain quality over time



Accreditation Standards



How the Standards are Organized

Standard 1: Relationships

Topic Area 1.E.
Addressing Challenging Behaviors

1.E.04.a

Criterion 1.E.04
Teaching staff respond to a child's challenging behavior, including physical aggression, in a manner that:

Indicator 1.E.04.a
provides for the safety of the child.



How the Standards are Organized

Criterion 3.C.02
Teaching staff supervise infants and toddlers/twos by sight and sound at all times.

Age Category

Universal
Infant
Toddler/Two
Preschool
Kindergarten

Assessment Category

Required
Always Assessed
Randomly Assessed
Emerging Practice



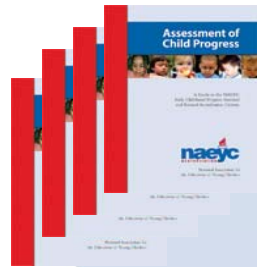
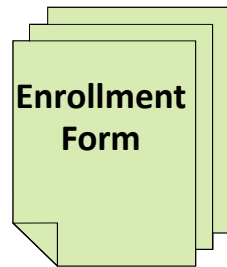
Four Steps of NAEYC Accreditation

- 1 Enrollment in **Self-Study**
- 2 Becoming an **Applicant**
- 3 Becoming a **Candidate**
- 4 **Meet and Maintain** Standards



Step 1: Enrollment in Self-Study

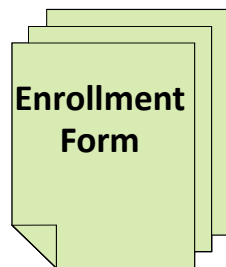
Step 1: Enrollment in Self-Study



Self-Study Kit



Step 1: Enrollment in Self-Study



2 years of
Enrolled
Status

\$100 Enrollment Maintenance fee for each
additional year of enrolled status



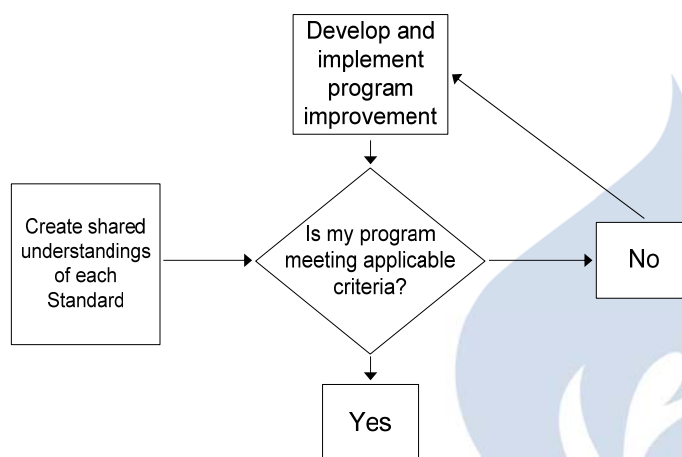
Step 1: Enrollment in Self-Study

Self-Study = Commitment to Program Quality Improvement

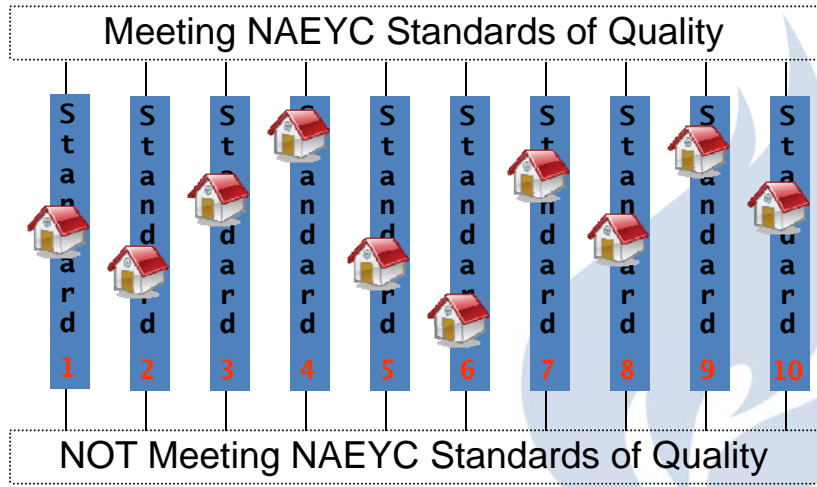
For ALL programs engaged in NAEYC Accreditation.



Step 1: Enrollment in Self-Study



Step 1: Enrollment in Self-Study



Step 1: Enrollment in Self-Study

Resources to Support Self-Study

naeyc Accreditation TORCH
THE ONLINE RESOURCE CENTER HEADQUARTERS

naeyc Accreditation of Programs for Young Children

e-Update

Academy site | TORCH | Help & Resources | NAEYC site

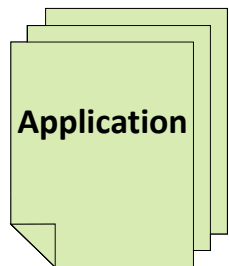




Step 2: Application/ Self-Assessment

Step 2: Application/Self-Assessment

Apply to become a Candidate for NAEYC Accreditation



Meet
Eligibility
Requirements



Select
Candidacy
Due Date



Step 2: Application/Self-Assessment

Understanding the Candidacy due date



Step 2: Application/Self-Assessment

Selecting a Candidacy due date

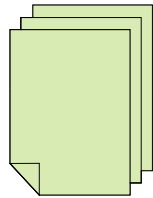
Application Cycle	Available Candidacy Due Dates		
11/01/2011 through 2/28/2012	May 31, 2012	September 30, 2012	January 31, 2013
3/01/2012 through 6/30/2012	September 30, 2012	January 31, 2013	May 31, 2013



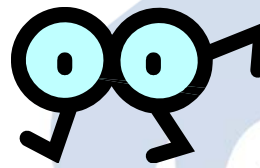
Step 2: Application/Self-Assessment

Collect and prepare evidence

Written/Photographic
Evidence



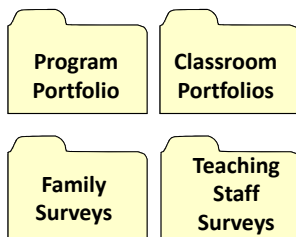
Observable Evidence



Step 2: Application/Self-Assessment

Compile evidence into the 5 Sources of Evidence

Written/Photographic
Sources of Evidence



Observable
Source of Evidence



Tools to prepare each of the 5 Sources of Evidence

4. Tools for Self-Assessment

- a. Guide to Self-Assessment
- b. 2008 Sources of Evidence
- c. Observable Criteria Tools
- d. Survey Tools
 - i. Family Surveys
 - ii. Teaching Staff Surveys
- e. Portfolio Tools
 - i. Classroom Portfolios
 - Classroom Portfolio Instructions
 - Classroom Portfolio Labels
 - Classroom Portfolio Tools
 - Streamlining CP Evidence
 - ii. Program Portfolio Tools

Step 2: Application/Self-Assessment

Sources of Evidence Checklist

Criterion	Assessment Category	Age Group	Observable Criteria	Classroom Portfolio	Family Survey	Teaching Staff Survey	Program Portfolio	Notes
I.A.01	RANDOM	U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I.A.02	RANDOM	U	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
I.A.03	RANDOM	U	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Step 2: Application/Self-Assessment

Preparation for Candidacy

The screenshot shows the NAEYC Accreditation website. The 'Candidacy Requirements' page is highlighted with a red circle. The page content includes a list of requirements for candidates and a table of required educational qualifications for program administrators.

Candidacy Requirements

To be accepted as a candidate for NAEYC Accreditation, [Step 2: Candidacy](#), a program must:

- Maintain good standing in its licensing or regulatory status within the last year or since its last inspection
- Provide a description of the collaborative process used to complete its Candidacy Materials, which has actively engaged the program administrator, the teaching staff, families, and the program's governing body (when applicable)
- Believe that it can meet each of the 10 NAEYC Early Childhood Program Standards and that it can document satisfactory performance on at least 80 percent of the NAEYC Accreditation Criteria for each standard
- Demonstrate necessary early childhood, management and leadership expertise among members of its teaching and leadership staff by meeting the **Candidacy Requirements for Educational Qualifications of Program Administrators and Teaching Staff** as listed below:

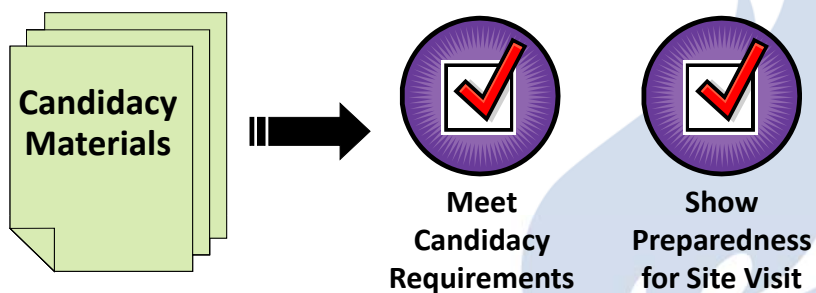
Position	Required Educational Qualifications
Program Administrator	<p>The designated program administrator must demonstrate ONE of the following:</p> <ul style="list-style-type: none">• Have at least a baccalaureate degree AND at least 9 credit-bearing hours of specialized college-level courses in administration, leadership, or management AND at least 24 credit-bearing hours of specialized college-level courses in early childhood education, child development, elementary education or early childhood special education that addresses child development and learning from birth through kindergarten

naeyc
Accreditation

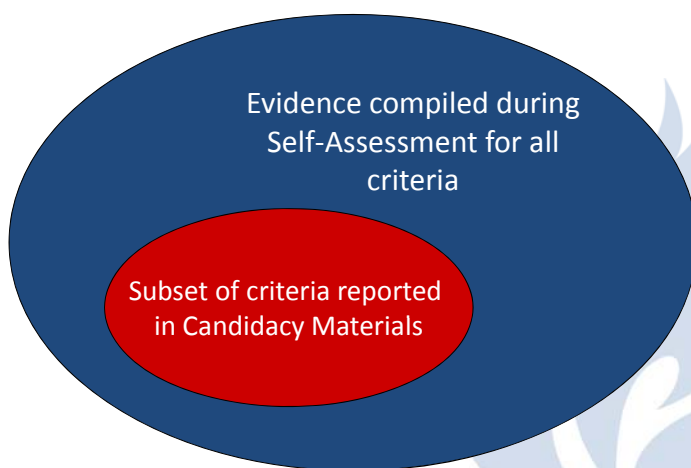
Step 3: Candidacy

Step 3: Candidacy

Show key elements of quality and Site Visit readiness



Step 3: Candidacy



Step 3: Candidacy

Accessing the Sample Candidacy Materials

naeyc®

NAEYC Accreditation | Join NAEYC | Online Store | Call Us Today |

Find Accredited Programs | Log In | Standards and Criteria | Forms | Fees | Get Help & Resources | Compliments & Complaints | About Us | Contact Us

Home » Pursuing Accreditation or Reaccreditation » The Four Steps

Step 3: Candidacy

Overview || [Step 1: Enrollment / Self-Study](#) || [Step 2: Application / Self-Assessment](#) || **Step 3: Candidacy** || [Step 4: Meeting the Standards](#)

Step 3: Candidacy

Demonstrate key components of high quality programming and preparedness for site visit

Once a program submits the Candidacy Materials, an NAEYC Accreditation Coordinator reviews them to determine the program's readiness for a site visit. Programs that successfully complete this step are considered Candidates for NAEYC Accreditation and can expect a site visit within six months of the Candidacy due date.

Sample Candidacy Materials

Additional Copies of pages 17-18: Group Information

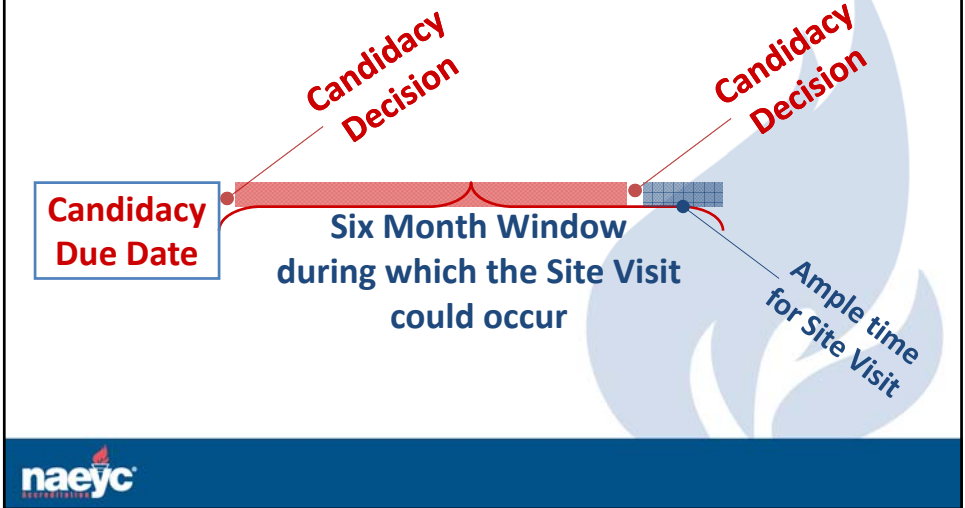
Additional Copies of pages 19-20: Teaching Staff Qualifications

[Candidacy FAQs](#)

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Step 3: Candidacy

Receiving the Candidacy decision



Step 3: Candidacy

Receiving the Candidacy decision



Move on to
Step 4 and
receive a
Site Visit



**Step 4:
Meet & Maintain the
Standards**

Step 4: Meet & Maintain

Scheduling the Site Visit



NAEYC Academy
in Washington, DC



Step 4: Meet & Maintain

Scheduling the Site Visit



**Candidacy
Due Date**

**Candidacy
Decision**

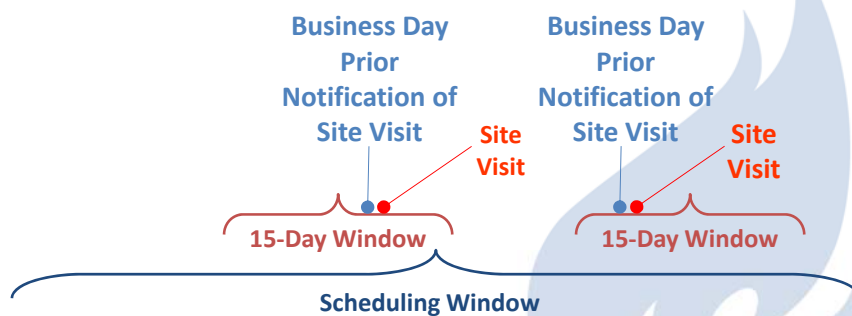
**Scheduling
Window**

**Six Month Window
during which the Site Visit
could occur**



Step 4: Meet & Maintain

Notification of the Site Visit

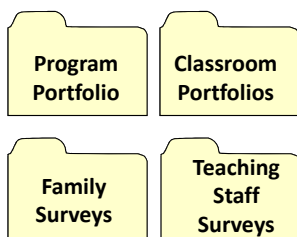


Step 4: Meet & Maintain

Demonstrate how Standards are met during Site Visit

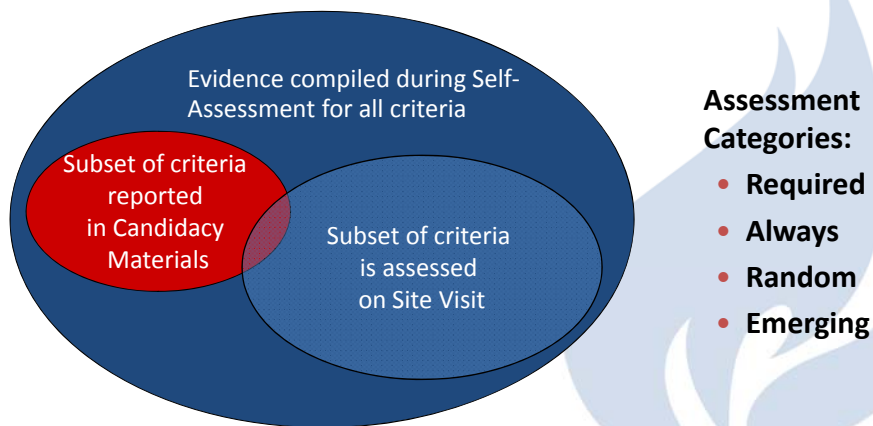
Written/Photographic
Sources of Evidence

Observable Source of Evidence



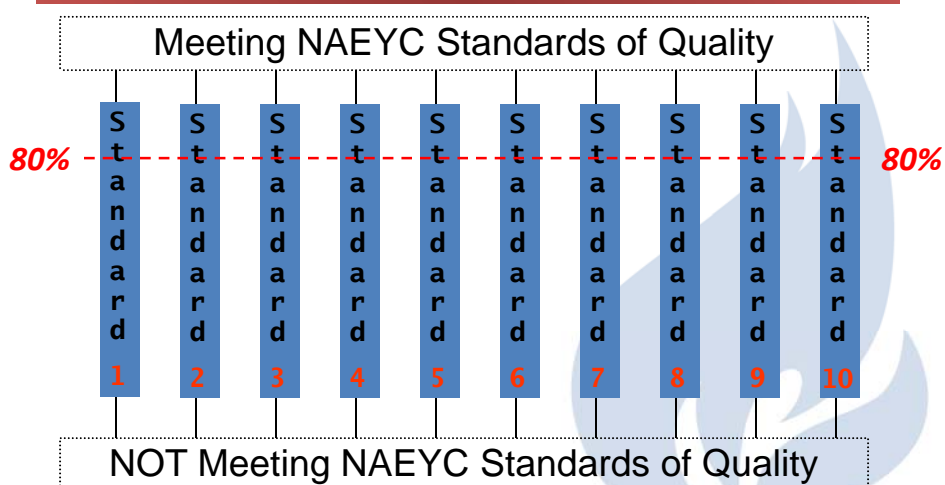
Step 4: Meet & Maintain

Demonstrate how Standards are met during Site Visit



Step 4: Meet & Maintain

Site Visit Requirements



Required Criteria = 100% met

Step 4: Meet & Maintain

Site Visit Requirements



70% or more



70% or more



70% or more

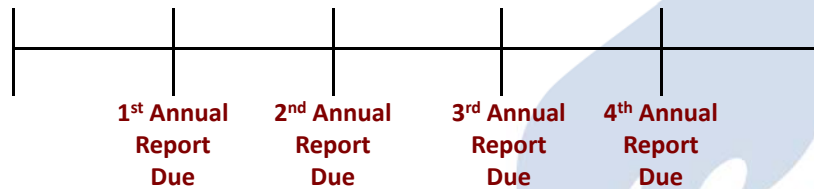


Step 4: Meet & Maintain

Annual Reports

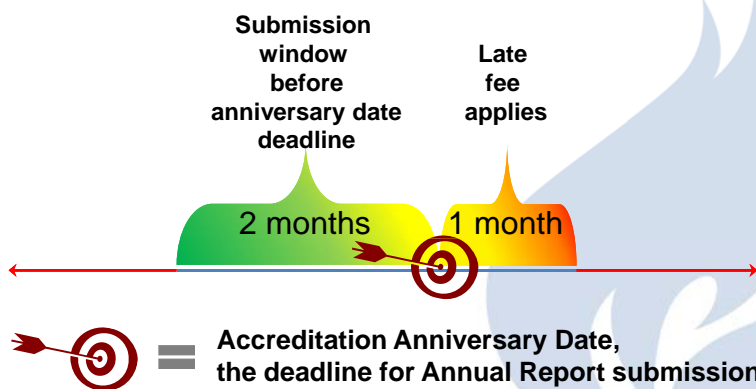
*Initial
Accreditation
Date*

*Accreditation
Expiration
Date*



Step 4: Meet and Maintain

Annual Report Submission Window



Step 4: Meet & Maintain

Update NAEYC



Major Changes

- Report within 30 days
- Self Report Form



Critical Incidents

- Notify within 72 hours
- 72-Hour Notification Form



Step 4: Meet & Maintain

Additional Verification



Written Documentation



Phone Interviews

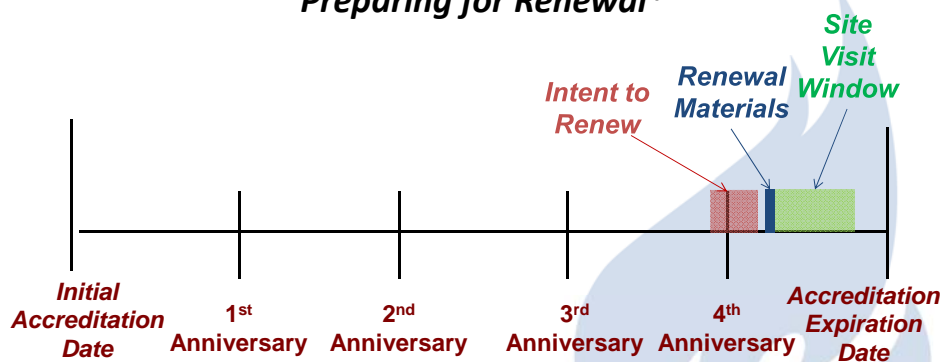


Verification Visits



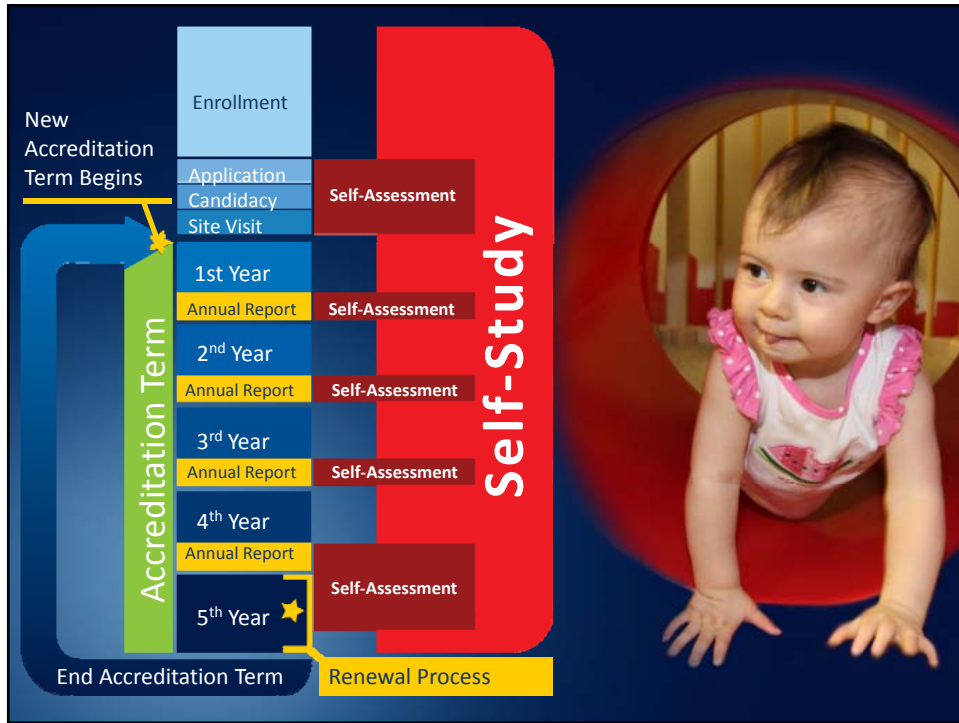
Streamlined Renewal Process

Preparing for Renewal*



*for programs that have already completed the 4-Step process





We're here to help...

- **Contact the NAEYC Academy**
1-800-424-2460, option 3, option 1
accreditation.information@naeyc.org
 - **Website**
www.naeyc.org/academy
 - **TORCH**
www.naeyc.org/torch
- Scholarships to assist with fees
 - Conference sessions, seminars, & webinars
 - E-Updates
 - Affiliates and Accreditation Facilitation Projects (AFPs)

“I think one of the greatest advances to child care was the creation of NAEYC’s accreditation system, which has helped so much to raise the quality of programs.”

T. Berry Brazelton



Fees

- Vary based on enrollment & step
- Amortized across the five-year term
- New structure being phased in to create consistent annual accreditation fee
- Get specific details at:
- www.naeyc.org/academy then click on Fees

