



Understanding Candidacy Requirements and Completing Candidacy Materials

*2011 Annual Conference & Expo
Orlando, FL*

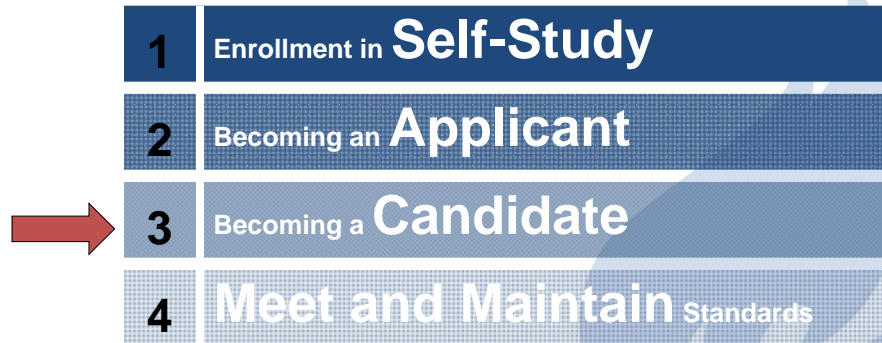
Session Goals

- Understand Candidacy Process
- Identify Staff Qualification Requirements
- Share Candidacy Tips



NAEYC Accreditation

Four steps to achieving accreditation



Step 2: Application

Making a reservation in the accreditation system

- Formal entry into NAEYC Accreditation
- Programs choose Candidacy due date
 - choices linked to application cycle
- Download Candidacy Materials
 - Located online in program record
 - Available 8 weeks prior to 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 3: Candidacy

The gateway to NAEYC Accreditation



Step 3: Candidacy

Requirements to become a candidate

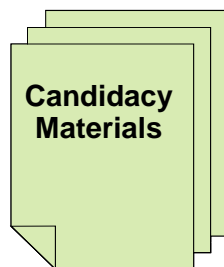
To become a candidate, a program must:

- Submit completed Candidacy Materials
- Maintain good standing with licensing/regulation
- Meet Administrator & Staff Qualifications
- Document collaborative process
- Believe it can meet the 10 Program Standards



Step 3: Candidacy

Demonstrate quality and preparedness for Site Visit



Meet Candidacy Requirements

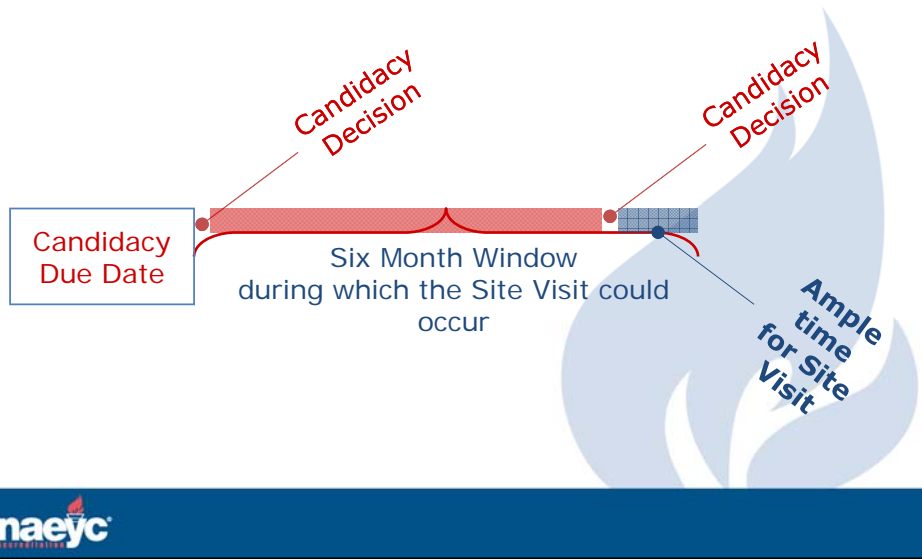


Show Preparedness for Site Visit



Step 3: Candidacy

Receiving the Candidacy decision



Step 3: Candidacy

Organization of the Candidacy Materials

1. Program Information
- 2. Licensing/Regulation**
3. Program Schedule
- 4. Group Information**
- 5. Program Administrator**
- 6. Teaching Staff Qualifications**
- 7. Collaborative Process for Self-Assessment**
- 8. Program Self-Assessment Report**
9. Rights & Responsibilities
10. Fees for NAEYC Accreditation
11. Payment Information
12. Submission Instructions

Candidacy Materials

Section 2: Licensing/Regulation



Licensing/Regulation

Definition of maintaining good standing

A program is in good standing if in the past 12 months the program has not experienced the suspension/revocation of its license or regulatory status and has not experienced any critical incidents involving a failure to adhere to the NAEYC Required Criteria.



Licensing/Regulation

Scope & Severity Screen of Potentially unmet Required Criteria

- the specific **nature** of the incident(s),
- the **context** in which the incident(s) occurred,
- the program's **response** to the incident(s),
- the status and results of any **investigations** by licensing, regulatory, medical examiner, police or other authorities regarding the incident(s);
- the process and timeframe by which the **notification** of the incident(s) was received by NAEYC; and
- the nature and frequency of other such incident(s) that may indicate a **pattern of failure** to meet required criteria over time.



Candidacy Materials

Section 4: Group Information



Section 4: Group Information

Count the number of groups in your program. The number of observations the assessor will conduct during the site visit is determined based on the total number of groups reported by the program in the Candidacy Materials.

Age Categories Served			
Complete the following chart with information about each of the groups your program serves. A program must include all eligible groups it serves every day it is in operation throughout all hours of operation. This includes groups within the program that operate during the summer and after-school care groups. For more information regarding eligible groups refer to the <i>Clarification On Groups</i> in TORCH (see www.naeyc.org/torchinfo for instructions on how to register).			
Age Categories	# of Part Day Groups (meet for <5 hrs)	# of Full Day Groups (meet for ≥5 hrs)	Total # of Groups
Infant Group(s)	1	1	1
Toddler/Two Group(s)	2	2	2
Preschool Group(s)	4	2	6
Kindergarten Group(s)	1	1	1
Mixed Age Group(s) If a group includes children from more than one age category, then the group is a mixed-age group. Only report on mixed age groups that include at least 50% children of eligible age (birth through kindergarten).			
Total of all Groups:			10



Section 4: Group Information

Tips for Classrooms/Groups:

- AM/PM classrooms = two separate groups
- Meets 2 consecutive hours = eligible group for observation
- Children change by 50% or more = new eligible group for observation
- Each group eligible for observation needs to have a Classroom Portfolio
- **NEW Resource:** *Clarification on Groups Activity Packet*, available in the TORCH Resource Library (www.naeyc.org/torch)



Section 4: Group Information

- **Mixed-Age Group = more than one age category**
 - I.e. Infant/Toddler, Toddler/Preschool, Preschool/Kindergarten, Infant/ Toddler/ Preschool
 - NOT 4 & 5 year olds
- **Mixed-Age: Assessor will assess group based on criteria for both age groups**
 - I.e. Infant and Toddler criteria

Infant =
birth to 15 months
Toddler/Two =
12 to 36 months
Preschool =
30 months to 5 years
Kindergarten =
public/private kindergarten

I.e. A group of children ages 9 to 24 months would be considered a Mixed-Age group of Infants and Toddler Twos.



Section 4: Group Information

The following are **NOT** considered to have a separate public identity:

- Summer Camp Program
- After-School Care
- Before-School Care
- Drop-In Care
- Sick Rooms
- Special Programs – music, art, gymnastics, etc.

Separate Public Identity is established through a different:

- Budget
- Administrator
- License

Strong consideration of a family's perspective and understanding of the program's identity will be considered.



Candidacy Materials

Section 5:
Program Administrator

Section 6:
Teaching Staff Qualifications



Program Administrator

Qualifications

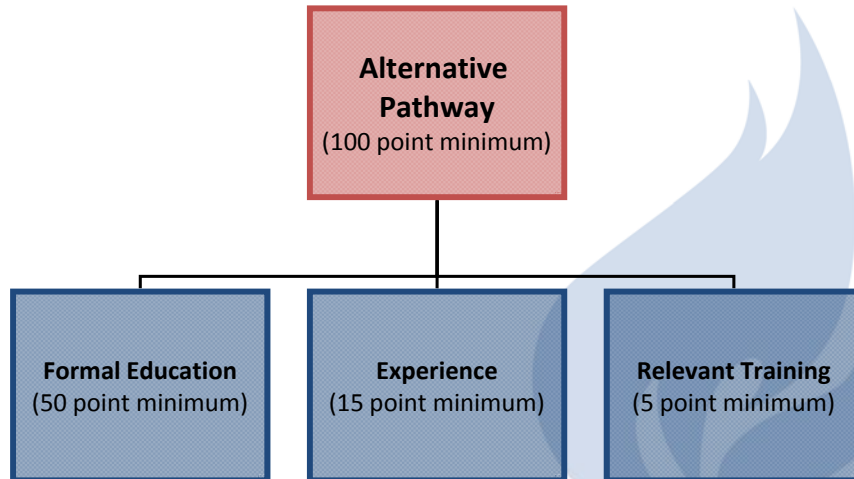
Program Administrator must meet one:

- Bachelor's degree with at least **24** college credits in ECE or related field and at least **9** college credits in administration, leadership, or management;
- Meet Alternative Pathway; OR
- 5 year plan to obtain a bachelor's degree with at least **24** college credits in ECE or related field and at least **9** college credits in administration, leadership, or management.



Program Administrator

Qualifications



Teaching Staff

Candidacy Versus Criteria

Staff qualifications are assessed according to the following measures:

1. Candidacy requirements (must be met), and
2. Criteria 6.A.05 and 6.A.06 (always assessed, but not required)



Teaching Staff

Requirement

- Program must have professional development plan
 - ensures ECE expertise guides curriculum
 - program-wide
 - inclusive of all teaching staff



Teaching Staff

Teacher Qualifications

75% of teachers must meet one:

- Have a CDA or 12 ECE or related credits
- Working on an AA or higher in ECE or related field
- Unrelated degree + 3 yr acc program exp
- Unrelated degree + 3 yr non-acc program exp + 30 hours training



Teaching Staff

Assistant Teacher Qualifications

50% of assistant teachers must meet one:

- Have or working on a CDA or 12 ECE or related credits
- Any of the Teacher Requirements



Teaching Staff

Other Adults

Other adults are not considered part of the teaching staff and include:

- cooks, bus drivers, janitorial, or administrative support staff
- special subject teachers (music or art)
- individuals who assist with routine tasks only



Teaching Staff

Definitions

ECE or related: early childhood education, child development, early childhood special education, or elementary education

Working on: enrolled within one year before or after Candidacy due date



Activity: Meeting Staff Quals

1. Does Administrator meet?
2. Do 75% of Teachers meet?
3. Do 50% of Assistant Teachers meet?
4. Does program meet Qualifications?



Administrator:

- ✔ BA in EC Special Ed and 15 credits in leadership

Teachers:

- ✘ Renewing expired CDA
- ✔ BA Child Development
- ✔ MS Social Work, 3 yrs exp in acc program
- ✔ AA Home Economics, 3 yrs exp in non acc program, 120 clock hours

Assistant Teachers-Teachers Aides:

- ✔ Working on AA in ECE
- ✘ Certificate for State's Child Care Assistant program



Administrator:

- ✘ CDA, 5 yrs exp, plan in place to get AA in ECE

Teachers:

- ✔ National CDA
- ✔ BA Elementary Ed
- ✘ 3 yrs exp in acc program + 45 hours training
- ✘ 11 ECE credits

Assistant Teachers-Teachers Aides:

- ✔ Renewing expired CDA
- ✘ Working on AA in Sociology



Staff Qualification Documents

CDA or Equivalent

- *Current* CDA (Child Development Associate) Credential from the Council for Professional Recognition
- College transcripts indicating at least 12 college credits in ECE, CD, Elem ED or EC Spec Ed
- Military training modules certificate = to 12 college credits
- Documentation from a college/university indicating that a training program = at least 12 college credits



Staff Qualification Documents

AA or higher in an ECE-Related Field or Equivalent

- Copy of diploma listing ECE-related major field of study (i.e. AA in ECE)
- Unofficial college transcripts specifying ECE-related major
- Transcripts documenting college/university credits meeting requirements to equivalent of AA or BA/BS degree



Staff Qualification Documents

AA or higher degree in Any field Plus Experience

- Copy of diploma or transcripts indicating that at least an AA was earned in any field, AND
- Copy of Resume indicating at least 3 years of experience in a NAEYC Accredited Field, OR
- Copy of Resume indicating at least 3 years of experience in a non-accredited programs, AND documentation of 30 contact hours of training within the last 3 years.



Staff Qualification Documents

Documentation Related to “Working On” CDA or degree

- Copies of an application, OR
- Grade report, OR
- Transcript, OR
- Letter from an advisor, OR
- CDA preparation Course flyer, OR
- Copy of a course description from course catalogue in which the individual will enroll, OR
- Receipt of tuition payment .

Documentation must be dated within **1 year** of the program's Candidacy due date.

*Working on a CDA or equivalent only meets for Assistant Teachers-Teacher Aides (*not* Teachers).



Staff Qualification Documents

What is not accepted?

- Letter from individual staff
- Letter from administrator
- State Teaching Licenses/Certificates without documentation of the coursework and/or degree conferred
- Diplomas without a course of study indicated



Staff Qualification Documents

Tips for Submission

- Submit educational documentation with Candidacy Materials
- Organize educational documentation behind corresponding staff's qualification sheet
- Submit transcripts with staff name, name of college, major, dates



Staff Qualification Documents

Tips for Submission

- Transcripts do not need to include SS numbers
- Transcripts do not need to be official
- Transcripts from regionally accredited institutions of higher education (www.ed.gov)
- Circle or highlight relevant course work
- Circle or highlight a degree confer date
- If major is not specific to CD, ECE, Elem Ed or EC Spec ED, then include transcript



Staff Qualification Documents

Tips for Submission

- Ensure majors are circled or highlighted
- Diplomas must include major
- Do not staple, bind, paperclip, or double-side materials
- Provide legible photocopies
- Indicate maiden/married names (if applicable)
- CEUs and training hours do NOT equal college credits



Staff Qualification Documents

Foreign Degrees

- International degrees must be evaluated and verified
- Equivalent to US degree
- Evaluation must be completed by a company or US institution of higher education that shows equivalency to a US degree
- www.ed.gov



Candidacy Materials

Section 7:

Collaborative Process for Self-Assessment



Collaborative Process

Definition

- Process of engaging families, leadership, and teaching staff in the NAEYC Accreditation process as seen through surveys and program improvement planning
- Survey results must be within 12 months of Candidacy due date



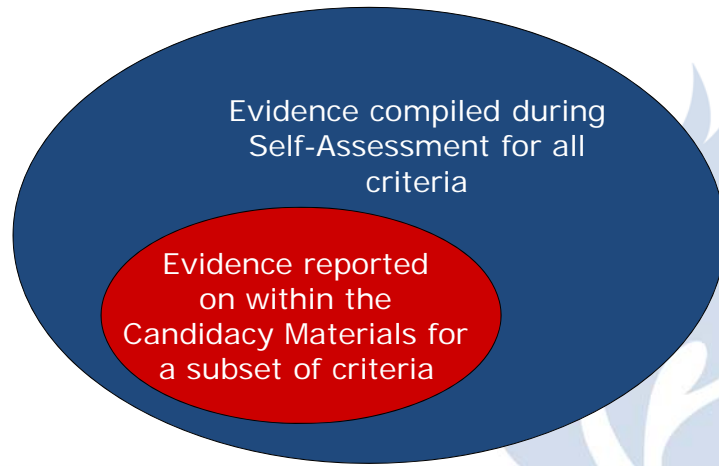
Candidacy Materials

Section 8:

Program Self-Assessment Report



Program Self-Assessment Report



Program Self-Assessment Report

Section 8: PROGRAM SELF-ASSESSMENT REPORT

SOURCES OF EVIDENCE INFORMATION
 The Sources of Evidence for all Criteria have been updated as of September 16, 2008. Programs that submit Candidacy Materials on the September 30, 2009 Candidacy due date must organize their evidence according to the 2008 Sources of Evidence as listed below.

2008 Sources of Evidence

- Program Portfolio
- Classroom Portfolios
- Teaching Staff Survey
- Family Survey
- Observations

INSTRUCTIONS
 To complete Section 8, P, complete with evidence for the following questions:
Notes:

- Not all criteria are appropriate for all programs.
- Do not exceed Candidacy Materials.
- Do not attach evidence for criteria that your program does not serve.

Criterion 1.B.02: Teaching staff express warmth through behaviors such as physical affection, eye contact, tone of voice, and smiles.

Complete the chart below with observation data for criterion 1.B.02 based on the results from the **Observable Criteria Tool**. If your program does not serve groups that include an age category listed below, mark NA for "not applicable."

INFANT	Total # Groups	1
	# Groups that Fully Meet	1
	# Groups that do NOT Fully Meet	0
TODDLER/TWO	Total # Groups	
	# Groups that Fully Meet	
	# Groups that do NOT Fully Meet	
PRESCHOOL	Total # Groups	
	# Groups that Fully Meet	
	# Groups that do NOT Fully Meet	
KINDERGARTEN	Total # Groups	
	# Groups that Fully Meet	
	# Groups that do NOT Fully Meet	
MIXED AGE <small>If a group includes children whose ages range beyond the overlapping portion of two age categories, then the group is a mixed-age group.</small>	Total # Groups	
	# Groups that Fully Meet	
	# Groups that do NOT Fully Meet	



Program Self-Assessment Report

Criterion 2.J.04: Children are provided varied opportunities to learn new concepts and vocabulary related to a. art, b. music, c. drama, and d. dance.
Reference one piece of evidence for criterion 2.J.04 from the Classroom Portfolio . Complete the chart below to describe the piece of evidence. Do not attach evidence to these materials. Do not attach evidence to these materials. Do not hesitate to utilize the "Other" choice in which you can describe a type of evidence that is not included on the list.
<input type="checkbox"/> My program does not serve groups that include toddlers/twos, preschoolers, or kindergartners. This criterion is not applicable.
<input checked="" type="checkbox"/> Lessons Plans
<input type="checkbox"/> Photos
<input type="checkbox"/> Other:
Description of Evidence: <i>Describe the evidence and how it shows the criterion is met.</i>



Step 3: Candidacy

Next steps

- Candidacy Materials reviewed by the NAEYC Academy
- Programs notified of Candidacy Decision
 - Accepted
 - Denied
- Changes after becoming a Candidate are report to the NAEYC Academy immediately
- Programs continues preparation for site visit



Step 3: Candidacy

Resources

- Sample Candidacy Materials available at www.naeyc.org/academy
- Searchable criteria database available in TORCH at www.naeyc.org/torch
- Assistance is available via phone or email



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/torchinfo
- 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



Criteria vs. Candidacy

- Criteria represent “best practices” in the early childhood field
- Criteria 6.A.05 and 6.A.06 should be seen as goals for ECE teaching staff, but are **NOT** required to achieve accreditation
- Candidacy Requirements must be met to receive a site visit



Criterion 6.A.05 - 2010

- 1 Teacher – has an Associate’s (AA) or higher in ECE
- 2 Teachers – both have AA or higher in ECE and at least 1 enrolled in Bachelor’s (BA/BS)
- 3 Teachers – all have AA or higher in ECE and at least 1 enrolled in BA/BS
- 4 or more Teachers – all have CDA and 50% have AA and 25% have BA/BS and all must have or be enrolled in AA



Criterion 6.A.06

- All Assistant Teachers must have a high school diploma or GED
- AND
- 50% have a CDA or 12 college credits
- AND
- 50% are enrolled in CDA or 12 college credits