



The Site Visit & Accreditation Decision Process

*2011 Annual Conference & Expo
Orlando, FL*

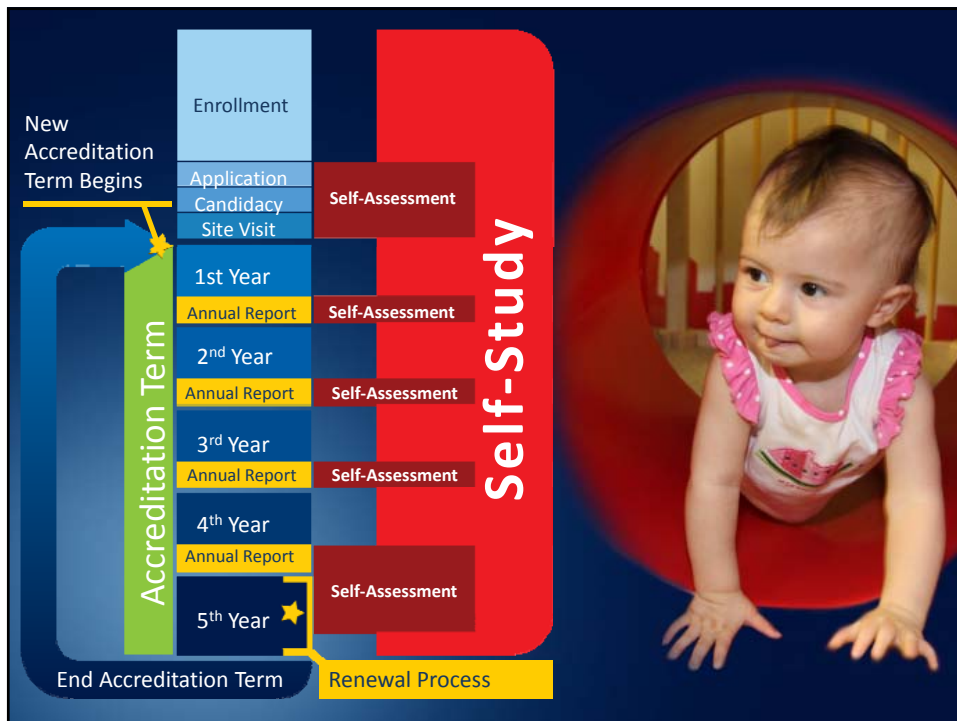
Session Goals

- Identify pre-Visit activities
- Outline Site Visit tasks
- Highlight Site Visit protocols
- Share reliability strategies
- Discuss decision outcomes



Four Steps of NAEYC Accreditation

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





“What is the Site Visit and why do I need one?”

What is the Site Visit?

- Final step to achieving NAEYC Accreditation
- Conducted by specially trained Assessors
- Program required to show how it meets all 10 Program Standards
 - Written & photographic evidence
 - Observable evidence





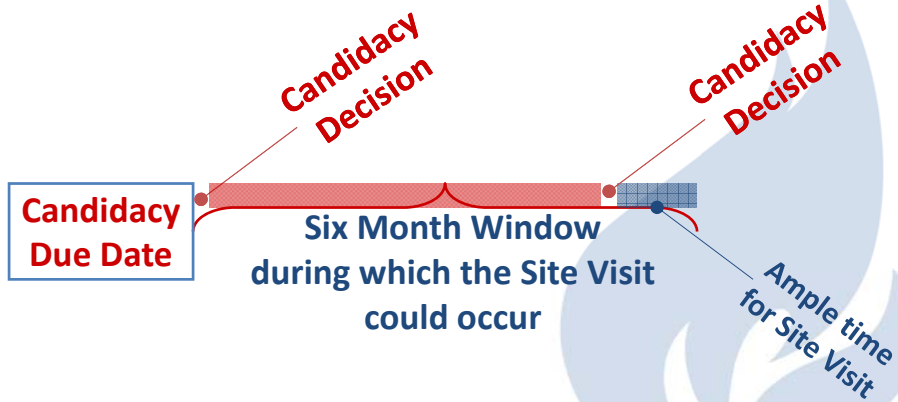
“I’ve been accepted as a Candidate for NAEYC Accreditation. When will my Site Visit occur?”

Site Visit Timeline

Candidacy/Renewal Due Date:	Site Visit Occurs By:
January 31	June 30
May 31	November 30
September 30	March 31

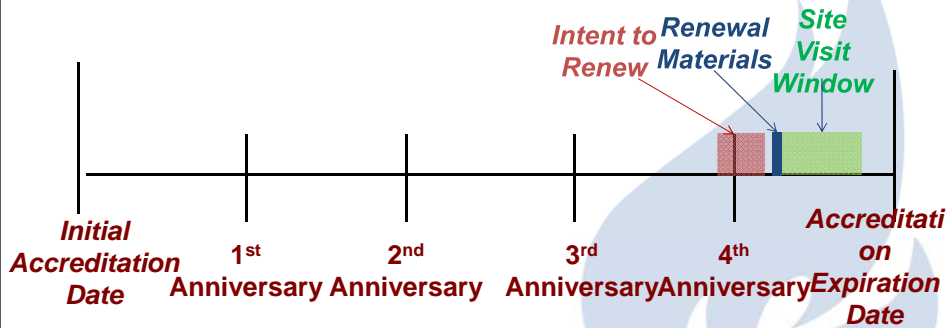


Site Visit Timeline



Renewal Timeline

Preparing for Renewal*



*for programs accredited after September 2006



Site Visit Timeline



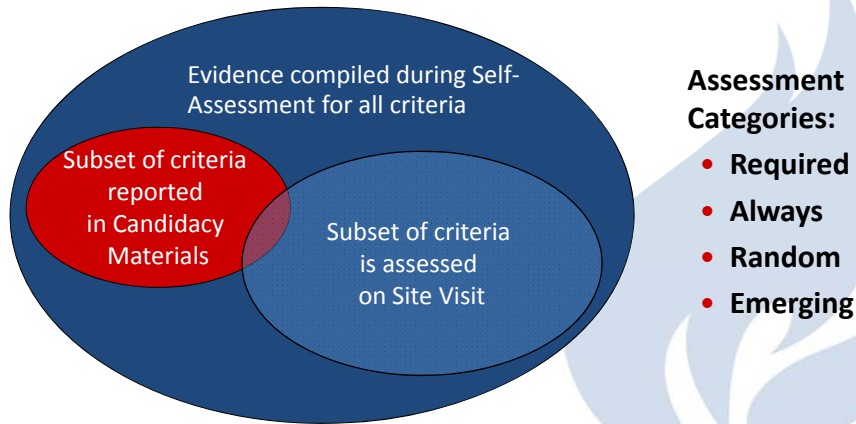
NAEYC Academy
in Washington, DC



“I am waiting for my NAEYC Assessor to make contact. How should I prepare for a Site Visit?”

Preparing for the Site Visit

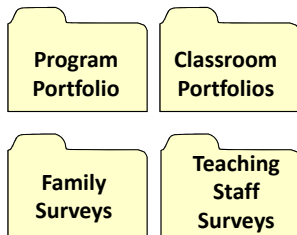
Understand the assessment process



Preparing for the Site Visit

Ensure that all evidence is organized

Written/Photographic Sources of Evidence



Observable Source of Evidence



Observable Criteria



Preparing for the Site Visit

Resources to prepare for Site Visit

The screenshot shows the NAEYC website's 'Step 4: Meeting the Standards' page. The page title is 'Step 4: Meeting the Standards' in yellow. Below the title, there is a 'Get Adobe Reader' icon and a description: 'Step 4: Meeting the Program Standards. Demonstrate to an NAEYC Assessor through Observable, Survey and Portfolio Evidence how your program meets the standards'. A table on the right side of the page lists 'Pre-Visit Protocol' and 'Site Visit Protocol', both with a red 'A' icon next to them. Below the table are links for 'Sample Site Visit Forms' and 'Site Visit FAQs'. The page also features a sidebar with navigation options like 'Interested in Accreditation', 'Pursuing Accreditation', and 'The Four Steps'.

Preparing for the Site Visit

Review the Site Visit Protocol

The cover page of the 'NAEYC Accreditation Site Visit Protocol' document. It features the NAEYC logo and the title 'Site Visit Protocol'. Below the title is a 'CONTENTS' section with a list of eight items: 1. Introduction, 2. General Protocol, 3. Orientation Meeting with the Program Administrator, 4. Site Visit Tools, 5. Required Criteria Assessment, 6. Site Visit Process Forms, 7. Closing Meeting with the Program Administrator, and 8. After the Visit.

Preparing for the Site Visit

Tips & Reminders

- Be ready for Site Visit anytime within window
- Continue to “fine-tune” portfolios & other evidence
- Report last minute staff and group changes to NAEYC Academy
- Begin thinking about exclusion days



“What should I expect when my NAEYC Assessor calls?”

Contact with Assessor

1.

Initial Phone Call

Introductions

Overview of Process

Confirm Program Specifics

Exclusion Days



Contact with Assessor

Your assessor will not schedule a visit on a Federal Holiday

You may schedule 2 exclusion days a month



Date:

Program ID:
Program Name:
E-Mail Address:
Phone:

The NAEYC Academy is currently working to schedule your site assessment visit between XXXX and XXXX.

Please indicate which days you are not available to have a visit by placing an X over that date(s). You may choose up to 2 **exclusion days per month**. The Academy will not schedule visits on federal holidays (already noted on the calendar) or major religious holidays (please note below).

July 09						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1		X	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	X	22	23	24	25
26	27		29		X	

August 09						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	X	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	X	21	22
23	24	25	26	27	28	29
30	31					



Contact with Assessor

15 Day Scheduling Window

2.

Confirm Exclusion Days

Details of Visit

Confirm Program Specifics

Cancellation Policy



Contact with Assessor

Business Day Prior Call

3.

Notification of Visit

Confirm Arrival Time

Confirm Program Specifics



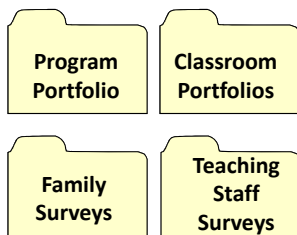


“I just received my business day prior call. What should I expect tomorrow?”

Site Visit Protocol & Procedures

Assessment Tasks

Written/Photographic Sources of Evidence



Observable Source of Evidence



Observable Criteria



Site Visit Protocol & Procedures

During the site visit, the assessor:

- Uses 1 tool for each source
- Records a **Yes, No, N/A, No Opp, or Not Age** rating for each assessed criterion
- May include contextual notes
- Records ratings, but does not score



Site Visit Protocol & Procedures



- Identify a private place for assessor to work
- Adult sized furniture preferred



Site Visit Forms: Required Criteria Form

- Assessor documents possible violations of required criteria
- Administrator provides response:
 - Immediately on Required Criteria Form and/or
 - Within 5 days (via fax or email)



Site Visit Forms: Required Criteria Form

Program ID: _____

Assessor Determination

All Required Criteria Met. Proceed directly to page 4 for signatures.

Possible Violation(s) of Required Criteria. Check all criteria possibly failed AND complete one copy of page 3 for each possible violation Required Criterion:

- 1.B.09** (I-T-P-K) Teaching staff never use physical punishment, such as shaking or hitting and do not engage in psychological abuse or coercion. [GOE, PP]
- 3.C.02** (I-T) Teaching staff supervise infants and toddlers/twos by sight and sound at all times. [GOE, PP]
- 3.C.04** (P-K) Teaching staff supervise children primarily by sight; supervision for short intervals by sound is permissible, as long as teachers check frequently on children who are out of sight. [GOE, PP]
- 5.A.03** (LT-P-K) Presence of at least one staff member successfully trained in pediatric first-aid, including managing a blocked airway and providing rescue breathing for infants and children, at all times with each group of children; and trained in CPR if necessary due to program characteristics. (swimming, wading or particular health needs). [GOE, PP, TS]
 - Program Administrator given *FirstAid CPR Acknowledgment Form* at this time.
- 5.A.12 a.** (I) Infants placed on their backs to sleep on a firm surface that meets the standards of the United States Consumer Product Safety Commission, unless

The assessor will indicate any possibly not met criteria on page 2



Site Visit Forms: Required Criteria Form

The administrator will have an opportunity to respond during the closing meeting on page 3, or may send in a response within 5 business days.

Documentation of Evidence:
 Assessor, provide the following details for ONE possible violation of a Required Criterion. Make multiple copies of this page if more than one failure is being documented. Page 1 of 1.

Criterion #: 3.C.04

Source of Evidence: GOE PP N/A (observed outside of a classroom observation period)

If Observational Evidence of a Possible Violation of a Required Criterion:

Assessor Completing this Page (Name, ID#): Maria Assessor

Group Name: <u>Orange Group</u>	Age(s) of Child(ren): <u>3 years old</u>
Adult(s) Present: <u>AB (teacher)</u>	Time/Duration of Incident: <u>10 Minutes</u>

Setting (playground, classroom, hallway, etc.): Bathroom

Specific Description of Incident:
 Children C.B. and E.G. left the group to go to the bathroom and were in the bathroom (about 30 feet down the hall from the classroom) from 9:53-10:03, out of sight and sound supervision. The classroom door to the hall was closed. AB (teacher) did not go to check on the children, nor send someone with them. No adult was in the bathroom with the children.

If Program Portfolio Evidence of a Possible Violation of a Required Criterion:
 Description of Evidence:

Administrator Response:
 If, the Administrator, choose not to provide a response at this time.
 (Or write response here.)



Site Visit Forms: Missing Evidence Request Form (MERF)

- Applies to Program Portfolio & Surveys ONLY
- Lists missing evidence by criterion number
- Required and/or Emerging Criteria will be highlighted
- 1 hour to return evidence



Site Visit Forms: MERF

Criterion	Description of Evidence Not Found
5.A.03	1 st Aid certificates: T.S., C.W., G.C. (staff initials)
5.A.08	Diaper changing policy
5.B.10	Infant food and formula
9.C.03	ADA accessibility
10.D.09	Medical and dental emergency procedures



Site Visit Forms: Pediatric First Aid/CPR Acknowledgement Form

naeyc NAEYC Academy for Early Childhood Program Accreditation
1215 Connecticut Ave., Suite 100, Washington, DC 20036-5402 | 202.462.7000 | www.naeyc.org/accreditation | ac@naeyc.org/childcare

First Aid/CPR Acknowledgment

I acknowledge that _____, CPE Program, has met the requirements of the NAEYC Standard 5.A.03, which requires that all staff who are responsible for the care of children have current certification in pediatric first aid and CPR. I have reviewed the program's policies and procedures regarding first aid and CPR, and I have observed the program's staff performing first aid and CPR. I have also reviewed the program's policies and procedures regarding first aid and CPR, and I have observed the program's staff performing first aid and CPR.

I acknowledge and understand it is my responsibility to report to the NAEYC Academy any failure to meet this required criterion (5.A.03) or program NAEYC Accreditation. I understand that failure to report this and other required criteria at any time throughout the 3-year accreditation cycle may result in the withdrawal of the Program's NAEYC Accreditation. Further, I understand that if conditions or conditions of the Program do not comply in compliance with NAEYC's accreditation policies and procedures and meet immediately necessary all use of the NAEYC name, logo, and trademark, and promptly receive all references to NAEYC and NAEYC accreditation from program materials and website.

In consideration of the provisions of this agreement, I hereby release, discharge, and agree to hold harmless NAEYC, its affiliates, directors, officers, members, and staff respective agents and employees from and against any and all claims, including demands, suits, costs, expenses (including attorney's fees) and judgments of arbitrators, damages and attorneys' fees which may result thereon or on any way related to this official act in connection of the Program's accreditation.

I hereby represent to NAEYC that I am a duly authorized representative of the Program and have full right to make this acknowledgment. I have read carefully the Acknowledgment of Required criterion 5.A.03 and am signing voluntarily, with full knowledge of the consequences.

Signature of authorized administrator _____
Name (please print) _____
Title _____ Date _____
Program Name _____ Program ID _____

The documentation must be filed to CECI (5.A.03) or by sending an e-mail with an electronic signature to accreditation.administrator@naeyc.org with a subject line of First Aid/CPR Acknowledgment Form of (A.A.E.) Be sure to include the Program ID number. To look forward to receiving your documentation and completing the processing of the visit, in preparation for an accreditation visit. If you have any questions after reviewing this acknowledgment form, you may contact the Academy at 202.462.7000 and refer option 1 or visit us online at accreditation.administrator@naeyc.org.

NAEYC Accreditation: The Mark of Quality
November 3, 2016

- Provided if Assessor cannot verify on-site that 5.A.03 is met.
- Sometimes can be completed during visit, OR
- Program has 30 days to respond



Site Visit Forms: Safety Concerns Report

- The Safety Concerns Report includes environmental concerns both indoors and outdoors
- Assessor will note concerns that s/he is aware of throughout the day and present at the end of the visit
- The PA will sign off on the bottom of page 2
- No follow-up with the Academy is necessary



Site Visit Forms: Safety Concerns Report

Program ID 123456

Outdoor Safety Concerns:	Location	Location	Location
Cushioning:	Preschool Playground	Toddler Playground	
Fall Zone:		The mulch was less than 6" deep (it was 2 1/4" deep).	
Equipment Height:	Equipment was 7.5" high		
Hazardous Items Accessible:			
Bodies of water:			
Entrapment Hazards:			
Tripping Hazards:			
Environmental (poisonous plants, cigarettes, etc):			

A copy of this form will be returned along with the Site Visit materials to the NAEYC Academy. Evidence has already been rated and therefore no further documentation of follow-up by programs with the NAEYC Academy will be accepted.
However, NAEYC requests that your program take immediate corrective action to address noted safety concerns, including, if applicable, notifying any third parties responsible for listed safety concerns by providing them with a copy of this form with a request that they take immediate action.

I, _____, have received this form and agree, on behalf of _____
Program Administrator Name Program Name

to take immediate corrective action to address any safety concerns noted above and/or notify any responsible third parties.



Site Visit Forms

Review & Copy “Green Forms” at Closing Meeting

Modified
Schedule

Site Visit
Process
Verification

Playground
Verification
Form

Safety
Concerns
Report

Missing
Evidence
Request

5.A.03 First
Aid/CPR
Acknowl-
edgment

72-Hour
Notification
Form

Program
Admin
Evaluation

Required
Criteria
Form

Accreditation
Decisions &
Next Steps



“My Site Visit is complete. What happens next and when will I receive my accreditation decision?”

After the Site Visit



- Visit materials returned to NAEYC
- Data reviewed and scored
- Accreditation decision rendered within 3 months



After the Site Visit

naeyc
NATIONAL ASSOCIATION OF EARLY CHILDHOOD EDUCATORS

Administrator Evaluation of the Site Visit

To be completed by the lead assessor after the program administrator's site visit.

Site Name: _____
Lead Assessor Name: _____
Date: _____

Disclaimer: This feedback will be confidentially reviewed to help the NAEYC in quality assurance activities and to help with accreditation process. This form should not be shared with other program personnel. This may constitute the final assessment. If you need the NAEYC in addition to respond to your feedback or need assistance with the accreditation process, please contact the NAEYC office.

Indicate whether you agree or disagree with each of these statements. For any item other than "a", if all the indicators are met, please check the "completely agree" box. If not, check the "partially agree" box.

Site Visit Promoters	YES	NO
a. The assessor(s) conducted a pre-visit meeting with the program administrator.	<input type="checkbox"/>	<input type="checkbox"/>
b. Before the visit, the assessor(s) contacted the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>
c. Before the visit, the assessor(s) received and reviewed any existing program information, including any accreditation information.	<input type="checkbox"/>	<input type="checkbox"/>
d. Before the visit, the assessor(s) met with the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>
e. Before the visit, the assessor(s) met with the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>
f. The assessor(s) contacted the program administrator to discuss the purpose of the visit.	<input type="checkbox"/>	<input type="checkbox"/>
g. The assessor(s) contacted the program administrator to discuss the purpose of the visit.	<input type="checkbox"/>	<input type="checkbox"/>
h. The assessor(s) contacted the program administrator to discuss the purpose of the visit.	<input type="checkbox"/>	<input type="checkbox"/>

Site Visit Promoters	YES	NO
i. All the staff of the visit, the assessor(s) conducted a pre-visit meeting with the program administrator and other designated staff personnel.	<input type="checkbox"/>	<input type="checkbox"/>
j. All the staff of the visit, the assessor(s) provided a written visit schedule.	<input type="checkbox"/>	<input type="checkbox"/>
k. The assessor(s) met with the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>
l. The assessor(s) met with the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>
m. The assessor(s) met with the program administrator to discuss the purpose of the visit, the assessor(s) role, and the assessor(s) schedule.	<input type="checkbox"/>	<input type="checkbox"/>

Page 1 of 2 Effective March 1, 2009

Administrator Evaluation

- Feedback used to evaluate assessors and system
- Return within 5 business days
- Confidentially reviewed by Quality Assurance
- Responses will NOT affect accreditation decision





“What can I expect from my Accreditation Decision Report?”

Accreditation Decision Report

1. Accredited: Five year term
2. Accredited with Additional Verification Required
 - Required criterion compliance concern
 - Agree to an unannounced verification visit within 6 months of decision
3. Deferred: Submit new Candidacy materials
4. Denied: Submit new application



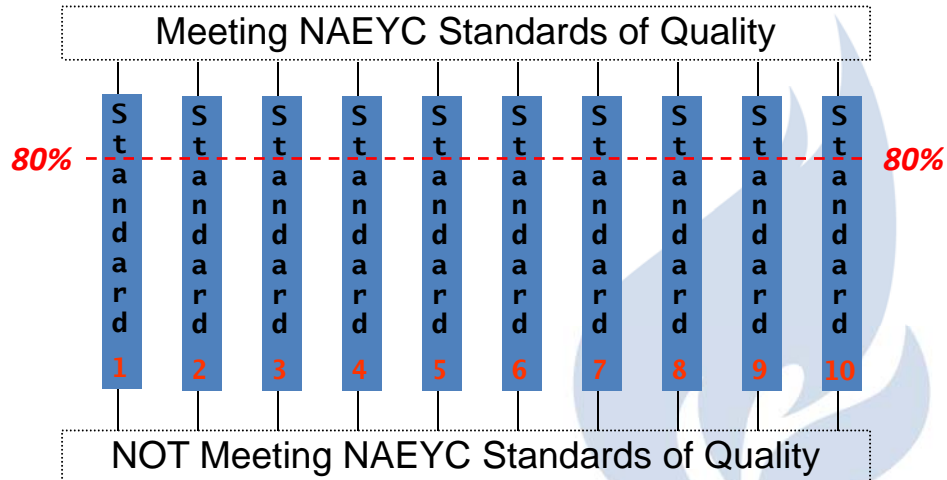
Accreditation Decision Report

- No physical punishment, psychological abuse or coercion (1.B.09)
- Pediatric 1st aid (5.A.03)
- Supervision (3.C.02 and 3.C.04)
- Infants Back to Sleep (one indicator of 5.A.12)
- Administrator Qualifications (10.A.02)
- Program is licensed/regulated and in good standing (10.B.04)

**Must meet
100%**



Accreditation Decision Report



Accreditation Decision Report



70% or more



70% or more



70% or more



Accreditation Decision Report

Accreditation Decision Reports include a qualitative statement about the Program and Classroom Portfolios evidence

Thorough

Adequate

Inadequate

The program's percentage pass rate compared to other programs determines the statement used.



Pass Rates For 10 Standards

Pass Rates for Each Group Observed

Sample Accreditation Decision Report

Percentage of Met Criteria By Program Standard		Percentage of Met Criteria For Each Classroom Observed:	
1. Relationships	100%	Class A	75%
2. Curriculum	81%	Class B	88%

AREAS FOR ONGOING IMPROVEMENT BY PROGRAM STANDARD

2. CURRICULUM

A curriculum that draws on research assists teachers in identifying important effective methods for fostering children’s learning and development. When information about individual children, a well-articulated curriculum guides teachers so they can foster children’s growth across a broad range of developmental and content areas. Teachers ensure that the teacher is intentional in planning a daily schedule that (a) meets the desired knowledge and skills through the effective use of time and materials and (b) allows children to learn through play and structured activities individually and in groups that meet developmental needs and interests.

Topic area(s) for ongoing improvement:

2.A Curriculum: Essential Characteristics

2.B Areas of Development: Social-Emotional Development

Topic areas where at least one criteria was marked not met

Accreditation Decision Report (ADR)

Using Example Feedback to Inform Improvements

Example Standard Scores	Topic Area Feedback	Primary Source(s) of Evidence (SOE)
2. Curriculum: 100%	All Topics Areas are Commendable	Classroom Portfolio Observation
7. Families: 88%	Topic Areas for Improvement: 7.A. and 7.C	Program Portfolio
Portfolio Feedback		
Program Portfolio	Adequate	
Classroom Portfolio	Commendable	

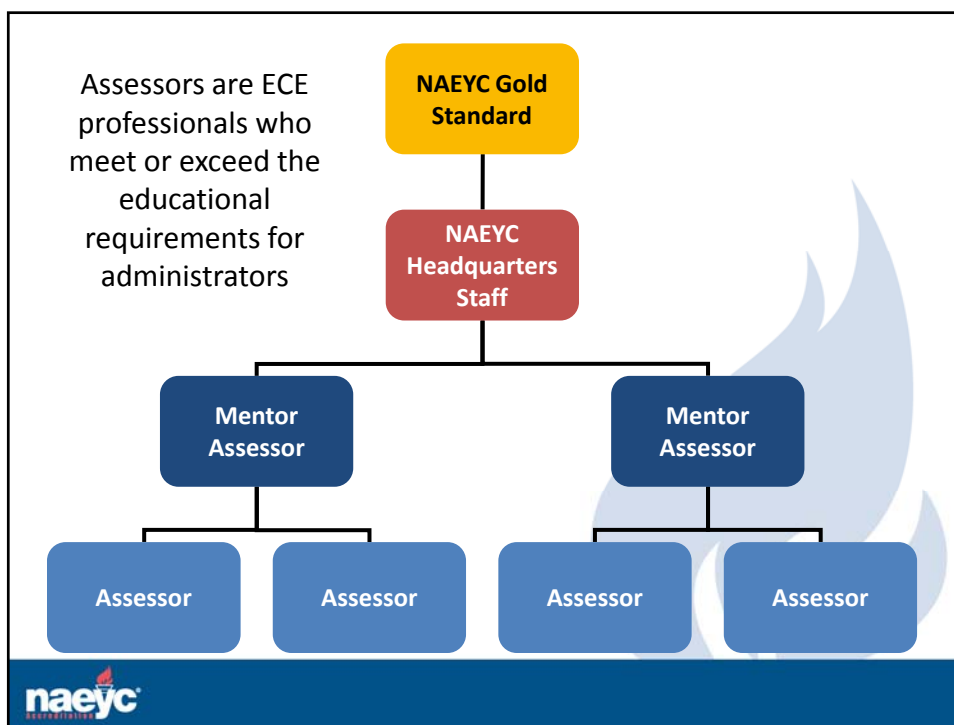
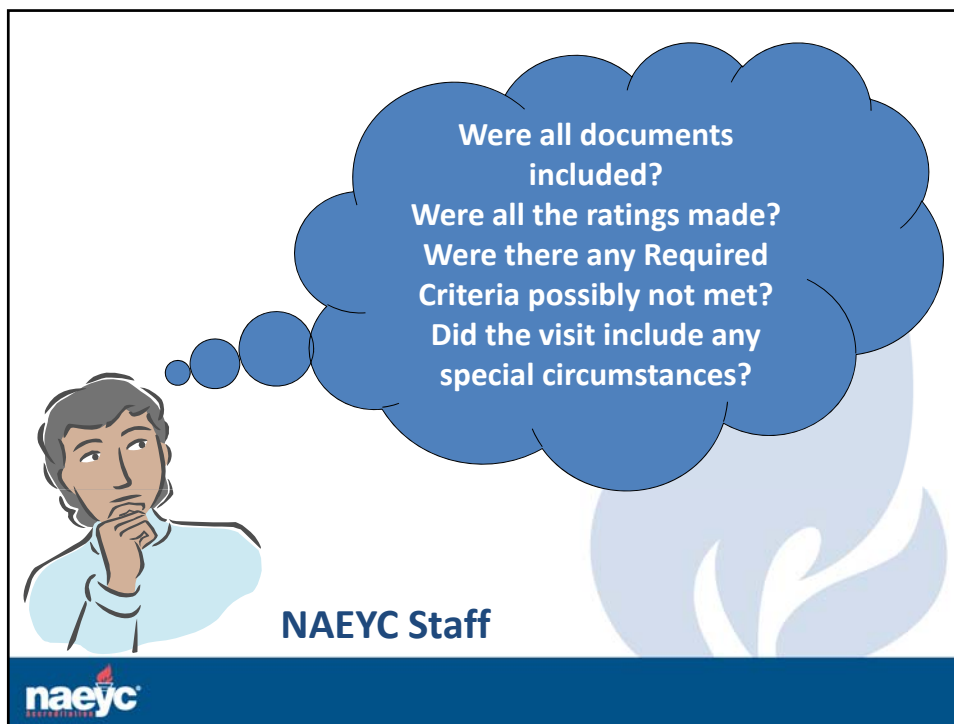
Accreditation Decision Report (ADR)

Using Example Feedback to Inform Improvements

Example Standard Scores	Topic Area Feedback	Primary Source(s) of Evidence (SOE)
5. Health: 100%*	Topic Areas for Improvement: Topic Area 5.A	Program Portfolio Observation
2. Curriculum: 86%	Topic Areas for Improvement: Topic Area 2.F, 2.G, and 2.L	Classroom Portfolio
Portfolio Feedback		
Program Portfolio	Commendable	
Classroom Portfolio	Adequate	



“How do I know that my Site Visit and Accreditation Decision are fair and reliable?”



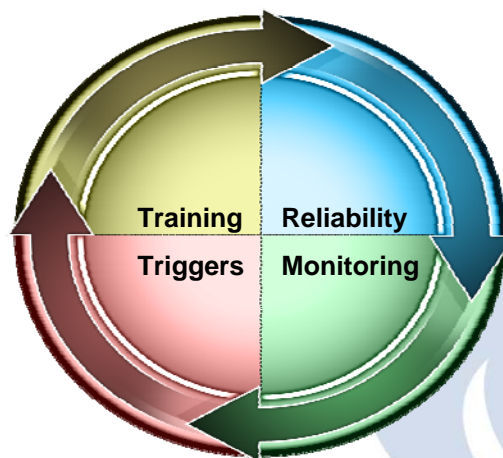
Inter-Rater Reliability

“The process of checking practical observation scores against other trained evaluators to ensure consistency in rating.”

- Reliability is a fluid process
- Requires continuous maintenance
- Relies on a clear definition of criteria along with continuous clarification



Reliability Process





“What can I do if I believe my Site Visit did not follow protocol?”

Decision Appeals

- Programs may appeal “Defer” or “Deny” decisions
 - Not “Accredit with Additional Verification Required”
- Grounds for appeal:
 - Policies and/or procedures were not followed
 - There was a substantive error, such as a factual error, mistake, or misinterpretation.
 - This affected the outcome of the decision.
- Dissatisfaction with the decision is not sufficient grounds for an appeal.



Decision Appeals

- Five written pages may be submitted
 - Cannot include new evidence that could have been submitted during the visit
- Reviewed by independent committee comprised of Council for NAEYC Accreditation members
- Accreditation status maintained during appeal
- Appeal outcome: Decision upheld; Decision reversed; Revisit is ordered
- Appeal outcome is final.



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

