

On-Site Training Request Form

We are delighted to offer a variety of support services to help programs and agencies learn more about NAEYC Accreditation of Early Learning Programs. These sessions are designed to help administrators, coaches, technical assistance providers, and teachers learn more about how to prepare for accreditation.

Please complete this form and return it via e-mail to AccreditationTraining@naeyc.org, so that we can work with you to identify how best to meet your needs. *Please note that once your request has been received you will receive a price quote for the requested training. Once your training has been completed you will receive a final invoice.*

1. Contact Information

Name and title of contact person: _____

Contact person's phone number: _____

Contact person's mailing address: _____

Contact person's email address: _____

Organization the contact person represents: _____

Who will be responsible for signing the training contract?

Contact person and organization listed above

Other (please provide a name and address) _____

2. Training Participants

Approximate number of individuals expected to participate: _____

Participants' knowledge and experience with NAEYC accreditation:

Majority of participants have limited knowledge of accreditation

Majority of participants have a working knowledge of accreditation (for example, participants from a program in self-study)

Majority of participants have an understanding of accreditation but could use some focused training (for example, participants from an accredited program)

3. Training Content

Note: While this training can be designed for an audience with varying needs, selecting more than one topic will require the trainer to focus on the breadth, not depth of the topic. Multiple training days can also be scheduled.

The training should focus on:

“Accreditation 101”: Understanding the Accreditation Process and Expectations

Session description: This session provides an overview of the four-step process for achieving NAEYC Accreditation. This training session is recommended for programs that are not currently accredited and who are embarking on their initial accreditation.

Preparing for a Site Visit: The Assessor’s Perspective

Session description: This session examines how assessors approach rating all elements of the group environment including: teaching practices, relationships, curriculum and play, materials and equipment, displays, transitions, and health and safety practices. This training is designed for programs that are in the preparation stage for their initial or renewal site visit.

Continuous Program Quality Improvement Through Program Portfolio Creation

Session description: This session provides strategies on how to streamline your program and classroom portfolios to be able to focus on what matters most. This training is recommended for programs that understand the accreditation process and are ready to begin pursuing accreditation, but are looking for guidance on the portfolio assembly process.

Are you looking for in-person guidance on a topic not addressed above? Please describe your request below for a customized training.

Customized training on _____

4. Training Logistics

Note: All trainings are full day and will require 6 hours.

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) _____

Do you have a specific venue in mind?

No

Yes, the preferred venue is _____ (please include the address)

All logistics for participants will be handled by the individual/organization requesting this training and are not included in the training fee.

The quoted training fee covers the cost of the workshop only. All logistics for NAEYC trainer(s), including hotel, transportation, meals, parking, and other incidentals are complimentary as part of the support benefits included in NAEYC Accreditation.

Other

What else should we know as we begin to think about this training opportunity? Feel free to share any insights related to your context, state initiatives or participants that should be considered in developing the training content.