Overview of the 4-Step Process

2009 NAEYC Annual Conference & Expo

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

- CHILDREN
  - Relationships
  - Curriculum
  - Teaching
  - Assessment of Child Progress
  - Health

- TEACHING STAFF
  - Teachers

- ADMINISTRATION
  - Physical Environment
  - Leadership & Management

- PARTNERSHIPS
  - Families
  - Community Relationships
How the Standards are Organized

- **Standards** - essential elements of quality (1 through 10)
- **Topic Areas** - big ideas within standards (A, B, C...)
- **Criteria** - specific details within topic area (01, 02, 03...)
- **Indicators** - parts of criteria (a, b, c...)

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**Standard 1: Relationships**

**Topic Area 1.E.**

**Addressing Challenging Behaviors**

**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.*

<table>
<thead>
<tr>
<th>Age Category</th>
<th>Assessment Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Universal</td>
<td>Required</td>
</tr>
<tr>
<td>Infant</td>
<td>Always Assessed</td>
</tr>
<tr>
<td>Toddler/Two</td>
<td>Randomly Assessed</td>
</tr>
<tr>
<td>Preschool</td>
<td>Emerging Practice</td>
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<td>Kindergarten</td>
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</table>

**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/Self-Study

Enroll in the accreditation process

Enrollment Form ➔ Self-Study Kit
Step 1: Enrollment/Self-Study

Align your Program to the Ten Standards

Create shared understandings of each Standard

Is my program meeting applicable criteria?

Yes

No

Develop and implement program improvement

Resources to Support Self-Study

TORCH
The Online Resource Center Headquarters

NAEYC Accreditation: The Mark of Quality
Step 1: Enrollment/Self-Study

Meeting NAEYC Standards of Quality

1
2
3
4
5
6
7
8
9
10

NOT Meeting NAEYC Standards of Quality

Step 2: Application/ Self-Assessment
Step 2: Application/Self-Assessment

Apply to become a Candidate for NAEYC Accreditation

- Application
- Meet Eligibility Requirements
- Select Candidacy Due Date

Understanding the Candidacy due date

CLOSED 3 MONTHS
June 15-Sept 15
TIME FOR SITE VISIT

6 Month Window during which the Site Visit could occur
Step 2: Application/Self-Assessment

Understanding the Candidacy due date (Example)

- Candidacy Due Date: May 31, 2010
- Your Site Visit could occur between June 1, 2010 and November 30, 2010

Step 2: Application/Self-Assessment

Selecting a Candidacy due date

<table>
<thead>
<tr>
<th>Application Cycle</th>
<th>Available Candidacy Due Dates</th>
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<tbody>
<tr>
<td></td>
<td>September 30, 2010</td>
</tr>
<tr>
<td></td>
<td>January 31, 2011</td>
</tr>
<tr>
<td>3/01/2010 through 6/30/2010</td>
<td>September 30, 2010</td>
</tr>
<tr>
<td></td>
<td>January 31, 2011</td>
</tr>
<tr>
<td></td>
<td>May 31, 2011</td>
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</tbody>
</table>
Step 2: Application/Self-Assessment

Locate Self-Assessment tools in TORCH

Tools to create each Source of Evidence

4. Tools for Self-Assessment
   
   a. Guide to Self-Assessment (1)
   b. 2006 Sources of Evidence (1)
   c. Observable Criteria Tools (2)
   d. Survey Tools
      1. Family Surveys (3)
      2. Teaching Staff Surveys (2)
   e. Portfolio Tools
      1. Classroom Portfolio Tools (2)
      2. Program Portfolio Tools (1)
   f. Preparation for Candidacy (9)

Step 2: Application/Self-Assessment

Collect and prepare evidence

<table>
<thead>
<tr>
<th>Written/Photographic Evidence</th>
<th>Observable Evidence</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>![Observable Evidence Icon]</td>
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</tbody>
</table>
Step 2: Application/Self-Assessment

Compile evidence into 2008 Sources of Evidence

Written/Photographic Sources of Evidence
- Program Portfolio
- Classroom Portfolios
- Family Surveys
- Teaching Staff Surveys

Observable Source of Evidence
- Observable Criteria

Step 2: Application/Self-Assessment

Sources of Evidence Checklist

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Assessment Category</th>
<th>Age Group</th>
<th>Observable Criteria</th>
<th>Classroom Portfolio</th>
<th>Family Survey</th>
<th>Teaching Staff Survey</th>
<th>Program Portfolio</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
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<td>RANDOM</td>
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</tr>
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<td>RANDOM</td>
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<td>✓</td>
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</tr>
</tbody>
</table>
Step 3: Candidacy

Show key elements of quality and Site Visit readiness

Candidacy Materials

Meet Candidacy Requirements

Show Preparedness for Site Visit
Step 3: Candidacy

Evidence compiled during Self-Assessment for all criteria

Subset of criteria reported in Candidacy Materials

Step 3: Candidacy

Accessing the Candidacy Materials
Step 3: Candidacy

Accessing the Sample Candidacy Materials

Step 3: Candidacy

Receiving the Candidacy decision

Six Month Window during which the Site Visit could occur

Candidacy Due Date

Ample time for Site Visit
Step 3: Candidacy

Receiving the Candidacy decision

Accepted as a Candidate for NAEYC Accreditation

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

Business Day Prior Notification of Site Visit

Site Visit

15-Day Window

Business Day Prior Notification of Site Visit

Site Visit

15-Day Window

Scheduling Window

Step 4: Meet & Maintain

Demonstrate how Standards are met during Site Visit

Written/Photographic Sources of Evidence

Observable Source of Evidence

<table>
<thead>
<tr>
<th>Program Portfolio</th>
<th>Classroom Portfolios</th>
<th>Family Surveys</th>
<th>Teaching Staff Surveys</th>
</tr>
</thead>
</table>

Observable Criteria
Step 4: Meet & Maintain

Demonstrate how Standards are met during Site Visit

- Evidence compiled during Self-Assessment for all criteria
- Subset of criteria reported in Candidacy Materials
- Subset of criteria is assessed on Site Visit

Assessment Categories:
- Required
- Always
- Random
- Emerging

Step 4: Meet & Maintain

Resources to prepare for Site Visit

6. Site Visit
   a. Pre-Visit Protocol (1)
   b. Site Visit Protocol (1)
   c. Sample Site Visit Forms (9)
Step 4: Meet & Maintain

Site Visit Requirements

Required Criteria = 100% met

Meeting NAEYC Standards of Quality

Not Meeting NAEYC Standards of Quality
Step 4: Meet & Maintain

Site Visit Requirements

70% or more 70% or more 70% or more

Step 4: Meet & Maintain

Annual Reports and Self Reports

Initial Accreditation Date

1st Annual Report Due 2nd Annual Report Due 3rd Annual Report Due 4th Annual Report Due

Accreditation Expiration Date

Self Reports submitted if major changes occur when Annual Report is not due
Step 4: Meet & Maintain

**Additional Verification**

Written Documentation  
Phone Interviews  
Verification Visits

**Preparing for Reaccreditation**

Initial Accreditation Date  
1st Anniversary  
2nd Anniversary  
3rd Anniversary  
4th Anniversary  
Plan and pursue reaccreditation  
Accreditation Expiration Date
"The focus on “quality” in early care and education is given flesh and bones in the NAEYC Accreditation system. Programs that comply with the accreditation standards not only have the opportunity to be recognized for their excellence; they are also able to learn more about themselves by going through the process and more about what it is that brings quality alive so that children and families are better served."

-Samuel J. Meisels, President
Erikson Institute