The Site Visit & Accreditation Decision Process

2009 NAEYC Annual Conference & Expo

Session Goals

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

<table>
<thead>
<tr>
<th>Candidacy Due Date:</th>
<th>Site Visit Occurs By:</th>
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<tbody>
<tr>
<td>January 31</td>
<td>June 30</td>
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<td>May 31</td>
<td>November 30</td>
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<td>September 30</td>
<td>March 31</td>
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**Site Visit Timeline**

- **Candidacy Due Date**: Six Month Window during which the Site Visit could occur
- **Site Visit Occurs By**: Ample time for Site Visit
Site Visit Timeline

“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**

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

Preparing for the Site Visit

**Ensure that all evidence is organized**

<table>
<thead>
<tr>
<th>Written/Photographic Sources of Evidence</th>
<th>Observable Source of Evidence</th>
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<tbody>
<tr>
<td>Program Portfolio</td>
<td>Classroom Portfolios</td>
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<tr>
<td>Family Surveys</td>
<td>Teaching Staff Surveys</td>
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Observables Criteria
Preparing for the Site Visit

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)

Preparing for the Site Visit

Review the Site Visit Protocol

Site Visit Protocol

CONTENTS
1. Introduction
2. General Protocol
3. Order of Tasks during the Site Visit
4. Orientation Meeting with the Program Administrator
5. Site Visit Tools
6. Missing Evidence Request Form
7. Required Criteria Site Visit Documentation Form
8. Closing Meeting with the Program Administrator
9. Completing 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 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

Your assessor will not schedule a visit on a Federal Holiday.

You may schedule 2 exclusion days a month.

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2. Contact with Assessor

- 15 Day Scheduling Window
  - Confirm Exclusion Days
  - Details of Visit
  - Confirm Program Specifics
  - Cancellation Policy

3. Contact with Assessor

- Business Day Prior Call
  - Notification of Visit
  - Confirm Arrival Time
  - Confirm Program Specifics
“I just received my business day prior call. What should I expect tomorrow?”

Site Visit

Assessment Tasks

<table>
<thead>
<tr>
<th>Written/Photographic Sources of Evidence</th>
<th>Observable Source of Evidence</th>
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Observable Criteria
Site Visit

- Assessor arrives 10 minutes after program opens
- Orientation with administrator
- Assessor notes actual assessment times
- Administrator & Assessor sign-off

Site Visit Schedule

Time frames for assessment tasks:
- Observation - 1 hour (10 min exception)
- Program Portfolio – 2 ½ hours
- Classroom Portfolios – 30 minutes (each)
- Surveys – 15 minutes (each)
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

• Identify a private place for assessor to work
• Adult sized furniture preferred
Site Visit

- Assessor documents possible violations of required criteria
- Administrator provides response:
  - Immediately on Required Criteria Form
  - Within 5 days on the Administrator Evaluation

### Required Criteria Form

### Site Visit

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

### Missing Evidence Request Form
### Site Visit

<table>
<thead>
<tr>
<th>Criterion</th>
<th>Description of Evidence Not Found</th>
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<tbody>
<tr>
<td>5.A.03</td>
<td>1st Aid certificates: T.S., C.W., G.C. (staff initials)</td>
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<tr>
<td>5.A.08</td>
<td>Diaper changing policy</td>
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<td>5.B.10</td>
<td>Infant food and formula</td>
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<tr>
<td>9.C.03</td>
<td>ADA accessibility</td>
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<tr>
<td>10.D.08</td>
<td>Disaster preparedness plan – evidence of drills</td>
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### Site Visit

- Provided if Assessor cannot verify on-site that 5.A.03 is met
- Program has 30 days to respond

**1st Aid/CPR Acknowledgement**
Site Visit

Review & Copy “Green Forms” at Closing Meeting

- Modified Schedule
- Site Visit Process Verification
- Required Criteria
- Program Administrator Evaluation
- Staff Changes
- Missing Evidence Request
- 5.A.03 First Aid/CPR letter
- 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

• 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. Deferred
   • Submit new Candidacy materials
3. Denied
   • Submit new application
Pass Rates For 10 Standards

<table>
<thead>
<tr>
<th>Group Observed</th>
<th>Percentage of Met Criteria For Each Classroom Observed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Relationships</td>
<td>100% Class A</td>
</tr>
<tr>
<td>2. Curriculum</td>
<td>81% Class B</td>
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</table>

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 focused on individual children, a well-articulated curriculum guides teachers so they can foster children’s growth across a broad range of developmental and content areas. Ensure that the teacher is intentional in planning a daily schedule that (a) maximizes knowledge and skills through the effective use of time and materials; (b) supports children to learn through play and structured activities individually and in group; (c) meets developmental needs and interests.

Topic area(s) for ongoing improvement:
- 2.B Areas of Development: Social-Emotional Development

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

Meeting NAEYC Standards of Quality

80% 80%

1 2 3 4 5 6 7 8 9 10

NOT Meeting NAEYC Standards of Quality

Accreditation Decision Report

70% or more

70% or more

70% or more
Accreditation Decision Reports include a qualitative statement about the Program and Classroom Portfolios evidence. The program’s percentage pass rate compared to other programs determines the statement used.

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<tr>
<th>Thorough</th>
<th>Adequate</th>
<th>Inadequate</th>
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“How do I know that my Site Visit and Accreditation Decision are fair and reliable?”
Were all documents included?  
Were all the ratings made?  
Were there any Required Criteria not met?  
Did the visit include any special circumstances?

NAEYC Staff

Assessors are ECE professionals who meet or exceed the educational requirements for administrators
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?”

Appeals

- Programs may appeal deferred/denied decisions
- Two written pages may be submitted detailing procedural errors
- Reviewed by independent committee comprised of Council for NAEYC Accreditation members
"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