

## 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](mailto: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.

#### **The Streamlined Accreditation Model**

**Session description:** This session provides an in-depth look at the new streamlined accreditation model. Participants will learn about the streamlined tools, resources, and methods for conducting accreditation site visits. This training is recommended for programs that want to Opt-in and use the Streamlined Accreditation Model.

**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.