

NAEYC 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 Accreditation.Information@naeyc.org,
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					
<i>Primary Contact is responsible for receiving written correspondence regarding the on-site training.</i>			<i>Secondary Contact is copied on all correspondence regarding the on-site training.</i>		
Name:			Name:		
Title:			Title:		
Mailing Address:			Mailing Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Fax:	Phone:		Fax:
Email:			Email:		
Person responsible for signing contract: <input type="checkbox"/> Primary contact <input type="checkbox"/> Secondary Contact <input type="checkbox"/> Other					
If other, please provide name:					
2. Billing Address (to be used for invoices)					
Attention:			Program/Organization Name:		
Street Address:				Suite/dept/floor:	
City:		State:	Zip:		
County:			Country:		
Phone:		Ext.	Fax:		

3. Program/Participant Information	
Program/Organization Name:	Organization type:
Audience type (<i>Check all that apply</i>): <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Coach/Technical Assistant <input type="checkbox"/> Families <input type="checkbox"/> Other	
Please describe the knowledge/experience level of the majority of participants. <input type="checkbox"/> Limited knowledge of accreditation <input type="checkbox"/> Working knowledge of accreditation <input type="checkbox"/> Comprehensive knowledge of accreditation	Number of participants: <input type="checkbox"/> 1-10 <input type="checkbox"/> 25-50 <input type="checkbox"/> 10-25 <input type="checkbox"/> 50-100
4. Training Topics:	
Title	Description
<input type="checkbox"/> “Accreditation 101”: Understanding the Accreditation Process and Expectations	This session provides an overview of the four-step process for achieving NAEYC Accreditation. This training is recommended for programs that are not currently accredited and who are embarking on their initial accreditation.
<input type="checkbox"/> Putting it All Together: Portfolio Creation	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.
<input type="checkbox"/> Preparing for Your Site Visit	This session will prepare your program for your site visit by understanding what happens during a site visit. It will also help you identify what assessors look for during a site visit. Review strategies for how to prepare your staff to demonstrate how your program meets the NAEYC standards. This training is recommended for programs preparing for an upcoming site visit.
<input type="checkbox"/> Provisional and COVID Related Updates	As our nation continues to deal with the COVID- 19 pandemic, NAEYC has designed a provisional accreditation for programs that cannot host a standard on-site visit. This session will review the updated site visit protocol guidance and explain our unique opportunity to share your program’s portfolios digitally. This training is recommended for programs preparing for an upcoming site visit.

5. Training Logistics		
Preferred Dates <i>(Please choose three)</i>		Time:
1st choice	2nd choice	3rd choice
Virtual platform being used (ex: Zoom, gotomeeting, etc.):		
All logistics for participants will be handled by the individual/organization requesting this training and are not included in the training fee. This includes access and information on virtual platform being used.		
6. Pricing		
<i><u>Please note: Currently all requests are for virtual trainings only</u></i>		
Pre-recorded session	\$250 standard /\$200 for NAEYC affiliates per session	
Live presentation	\$350 standard /\$300 for NAEYC affiliates per hour	
Conference requests	Price determined based on the request	
7. Additional Information		
Is there any additional information we should be made aware of as we prepare your training? Feel free to share any insights related to your context, state initiatives or participants that should be considered in developing the training content.		