

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,

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 (Check all that apply): <input type="checkbox"/> Teacher <input type="checkbox"/> Administrator <input type="checkbox"/> Coach/Technical Assistant <input type="checkbox"/> Parent <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"/> 51-100+ <i>*Requires two presenters at additional cost.</i>

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.

4. The training should focus on: *Check up to 3*

	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 session is recommended for programs that are not currently accredited and who are embarking on their initial accreditation.
<input type="checkbox"/>	How Are We Doing? Measuring Your Program’s Progress Through Self-Assessment	This session examines how to approach rating and analyzing data for all elements of your program’s 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.
<input type="checkbox"/>	Preparing for Your Site Visit	Prepare your program for your site visit by understanding what happens during a site visit. This session will also help you identify what assessors look for during a site visit and review strategies for how to prepare your staff to demonstrate how your program meets the NAEYC standards on the day of your visit.
<input type="checkbox"/>	Introduction to NAEYC Accreditation Decision Reports	Understand the components of the Accreditation Decision Report and learn how to utilize the results for continuous quality improve throughout your accreditation journey. This session is designed for programs who have a working knowledge of accreditation
<input type="checkbox"/>	Putting it All Together: Portfolio Creation 101	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"/>	Navigating the Accreditation Portal* 30 minute add on session	This mini session provides information on navigating the online Accreditation Portal.

