**System-Wide Program Portfolio Evidence Review:**

**Initial Application – V2024**

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| **System User Identification***A “system” is an entity comprising multiple early childhood programs, operating under the same policies and procedures.* |
| System Name: | Number of programs in your system: |
| **System Contacts** |
| ***Primary Contact*** *is responsible for receiving written correspondence regarding the System-Wide Program Portfolio Evidence Review.* | ***Secondary Contact*** *is copied on all correspondence regarding the System-Wide Program Portfolio Evidence Review.* |
| Name:  | Name:  |
| Title:  | Title:   |
| Phone:  | Phone:   |
| Email:  | Email:   |
| **Mailing Address** |
| Street Address:        | Suite/ dept. /floor:   |
| City:        | State:        | Zip:        |
| Country:     | Website:  |
| Email:        | Phone:        |
| **Billing Contact Information *(person NAEYC Staff will contact to arrange invoicing / payment)*** |
| Attention:  |
| System Name:  |
| Street Address:  | Suite/dept/floor:   |
| City:   | State:  | Zip:   |
| Email: | Phone:  |

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| **System-wide Program Portfolio Evidence Review Process** |
| **Overview.** The purpose of the System-wide Program Portfolio (SWPP) evidence review is to reduce preparation time for NAEYC site visits among programs that are part of a system with shared policies and procedures. NAEYC has identified PP items for which system-level evidence is acceptable; the item list is shared with interested systems. If the system does address those items on a system-wide basis, they submit the evidence to NAEYC and receive ratings for those items that are applied to all site visit evaluations of programs in their system. Determinations of compliance with NAEYC site visit assessment items are honored until the next SWPP annual reviews date for all participating systems. Individual programs in participating systems are responsible for maintaining program-specific PP evidence to be made available to NAEYC assessors for on-site review.**Plan to Ensure Site Managers’ Shared Understanding of NAEYC Quality Practices.** The creation of a program portfolio by a program director or site manager is a process intended to promote the administrator’s understanding of how program policies and practices reflect NAEYC’s standards and recommended practices. The SWPP evidence review eliminates this process for system-level policies and practices. Therefore, NAEYC requires participating systems to submit a plan describing how your system will promote an understanding among your site managers of your system-wide practices’ relation to NAEYC’s recommended quality practices. **Submitting Initial Evidence for Review.** Once an SWPP application is approved and the invoice is paid, organizations will be invited to submit SWPP evidence by email. Organizations have up to 30 days to send their initial evidence to NAEYC. The Manager’s Training Plan should also be submitted by email.**Steps in the Review Process.** The SWPP evidence review is a three-step process taking at most 90 days to complete. * Step 1: Initial Review (up to 30 days): After receipt of this application with payment, system users submit to NAEYC
	+ Evidence related to SWPP items (in digital form).
	+ Written Training Plan to ensure site visit managers’ shared understanding of NAEYC quality practices.

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	+ NAEYC Assessment staff review the managers’ Training Plan.
	+ An **SWPP evidence initial report** and a **SWPP Initial Rating Response Form**is sent to the system contacts, showing initial ratings (Yes, No, N/A) for each item. If an item has been rated No, the report states why the evidence was inadequate. The report also includes NAEYC staff’s review of the system’s Training Plan, indicating if the plan is acceptable as submitted, or whether additions or revisions to the plan are requested.
* Step 2: System Response (up to 30 days): Once the report is received, the system has 30 days to respond. Submit a signed and completed *SWPP Initial Rating Response Form,* indicating for any items that were rated *No* whether you will (1) submit revised evidence for an item; (2) accept the *No* rating as a system-wide rating; or (3) you wish the item to be left unrated on the system-wide level, to be evaluated during the site visit with program-specific evidence.

If no additional evidence is received within 30 days, initial ratings become final.If additions or revisions were requested for the managers’ Training Plan, these must be submitted at this time as well.* Step 3: Final review (up to 30 days): NAEYC Assessors rate revised evidence using the same process as that of the initial rating. New ratings are combined with prior ratings to produce an **SWPP evidence final report**. The report also includes a final determination for the system’s site manager/ program administrator plan.

The participating system is responsible for communicating to its programs which evidence has been rated on a system-level basis and which must be addressed on a program-specific basis.NAEYC creates a Program Portfolio rating tool specific to your system, with all system-wide items pre-rated as determined above. During a site visit, programs within the system provide the assessor with a program portfolio containing program-specific evidence to be rated on-site. The **SWPP Annual Renewal** process requires systems to submit new evidence if the system has updated policies and procedures related to SWPP items. Systems will also be asked to review NAEYC item changes and submit evidence if item changes require it for your system. There is a fee associated with the Annual Review fee process. Systems that do not submit the annual fee (with or without updated evidence) are withdrawn from the system-wide PP evidence program. All information and evidence within the SWPP will remain confidential and only shared internally to support the assessment process. NAEYC will not share contents of any SWPP without the approval and signature of program leadership. |
| **SWPP Submission Steps** |
| **In order to take part in the SWPP evidence review, systems must:**1. Submit this application by emailing the completed form as an attachment to accreditation.information@naeyc.org.
2. Submit payment based on the size of the system:

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| 5 -100 programs = $2,875 | 101-500 programs =$4,600  | 501+ programs price negotiated for initial review process *(through Final Report)* |

**Annual reviews** of updated evidence based on the size of the system and the date of the annual review are specific to each system.

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| 5 -100 programs = $500 | 100-500 programs = $700  | 500+ programs = 900 |

1. Submit relevant SWPP evidence to NAEYC Accreditation of Early Learning Programs. ***Evidence must be submitted in digital form using a ShareFile link that will be given to you.***
2. Submit the system’s managers Training Plan for assuring that program administrators develop an understanding of how program policies and practices relate to NAEYC standards and best practice recommendations.
3. Provide programs within their system with the **SWPP evidence final report** for the on-site visit.
4. Provide programs within their system with a list of items that must be addressed in a program portfolio with program-specific evidence.
5. Submit annual SWPP evidence updates and pay an annual fee.
6. Instruct programs within the system to self-identify to the Assessor that they are part of a system with an approved SWPP.
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| Signature |
| ☐ I have read and understood my program’s obligations.☐ I verify that evidence submitted on behalf of my system will accurately reflect our system’s current policies, procedures, and practices. If false or misleading information is provided to NAEYC Early Learning Programs, I understand that my system’s pursuit of System-Wide Program Portfolio review and use will cease, and/or my program’s current use of System-Wide Program Portfolio evidence may be revoked. *Print name Title* *Signature Date* |