

## 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](mailto:Accreditation.Information@naeyc.org).

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:		
<b>Person responsible for signing contract:</b> Primary contact    Secondary Contact    Other					
If other, please provide name:					
Signee's email address:					
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		
<b>Program/Organization Name:</b>	<b>Organization type:</b>	
<b>Audience type</b> <i>(Check all that apply):</i>		
Teacher	Administrator	
Coach/Technical Assistant	Families	
	Other	
Please describe the knowledge/experience level of most participants.		
Limited knowledge of accreditation	<b>Number of participants:</b>	
Working knowledge of accreditation	<b>1-10</b> <b>25-50</b>	
Comprehensive knowledge of accreditation	<b>10-25</b> <b>50-100</b>	
4. Training Topics:		
	Title	Description
<input type="checkbox"/>	<b>“Accreditation 101”: Understanding the Accreditation Process and Expectations</b>	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"/>	<b>Putting it All Together: Portfolio Creation</b>	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"/>	<b>Preparing for Your Site Visit</b>	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"/>	<b>Frequently Missed Assessment Items</b> (Only available as a <b>virtual</b> or <b>onsite</b> session)	This session will guide you through the assessment items that are most frequently missed by programs during an accreditation site visit. During this training, you will get a deeper understanding of the assessment items to better prepare your program for success. This training is recommended for programs new to accreditation or renewing their NAEYC accreditation.

5. Training Logistics		
Preferred dates for live or onsite training <i>(Please choose three)</i>		Time:
Preferred date to receive prerecorded session(s)		
1 <sup>st</sup> choice	2 <sup>nd</sup> choice	3 <sup>rd</sup> choice
Virtual platform being used (ex: Zoom, gotomeeting, Microsoft Teams, 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 and Training Type: <i>Please check to indicate how the training should be delivered.</i>		
Pre-recorded session	<b>\$300</b> standard / <b>\$250</b> for NAEYC affiliate and AFP support organizations <b>per session.</b> <i>Prerecorded sessions are accessible for six months. However, the organization/individual must remain aware of any NAEYC updates not included in the sessions.</i> <b><i>The link to prerecordings can only be opened by people contracting the training.</i></b>	
Live presentation	<b>\$400</b> standard / <b>\$350</b> for NAEYC affiliates and AFP support organizations <b>per hour.</b>	
Conference/onsite presentation	The training price is determined <b>based on the request.</b> Travel costs are covered by the individual/organization purchasing the training.	
<b>Select how the training should be delivered:</b>		
<input type="checkbox"/> Live virtual session(s) <input type="checkbox"/> Prerecorded sessions(s) <input type="checkbox"/> Conference or onsite training		
Payment Options (payment must be received prior to training)		
Check: (allow up to three weeks for checks to be received)		
Check Number:	Name on Checking Account:	
Credit Card (to make a credit card payment, please call us at 800-424-2460, option 3)		
International ACH	International Wire Transfer	
International ACH Number:	I acknowledge that a \$20 fee is included with the payment for processing.	
Name on International ACH:	International Wire Transfer Number:	
	Name on International Wire Transfer:	
<b>NAEYC Information for Wire Transfer:</b>		
Account Number: 4319787531	Routing Number: 054001725	Swift Code: NRTHU33XX
TD Bank, N.A.		
1753 Connecticut Avenue, Washington, DC 20009		
For remittance advice email <a href="mailto:accounting@naeyc.org">accounting@naeyc.org</a>		
Signature:		

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.