TIMELINE: ACCREDITATION TASKS AND TIMELINES

This timeline was created by the Accreditation Facilitation Project to help programs plan their journey through the four steps of NAEYC accreditation.

Early Childhood Education

Quality Counts

Child Care Quality Rating and Improvement System for Santa Barbara County

This timeline was developed by the Accreditation Facilitation Project to assist programs to plan their journey through the four steps of NAEYC Accreditation. It is intended to outline some of the major tasks of the process. It is in no way meant to delineate every action that a program might take as they seek NAEYC Accreditation. An important addition to this document would be a program's individual plans for improvement within each of NAEYC's ten Standards and Criteria.

NAEYC Accreditation Task and Timeline

NAEYC Steps	Task	Responsible Party	Date	Comments
Before self-study				
	Review NAEYC Early Childhood Program Standards and Accreditation Criteria. Begin to strategize ways to share with staff.	Administrator		Resource: *NAEYC Early Childhood Program Standards and Accreditation Criteria*
	Check eligibility requirements (page 91 in *NAEYC Early Childhood Program Standards and Accreditation Criteria*)	Administrator		Go to TORCH (http://www.naeyc.org/academy/primary/loginoverview) – Click Resource Library; Overview; Program Requirements
	Gather and assess educational qualifications for staff.	Administrator		
	Assess dates for application and candidacy as you consider a timeline for the process.	Administrator		http://www.naeyc.org/academy/pursuing/timelines
	Enroll to receive the *Self-Study Kit for Program Quality Improvement through NAEYC Early Childhood Program Accreditation.*	Administrator		http://www.naeyc.org/academy/primary/forms
	Identify cost; resources for funding enrollment fee.			Visit http://www.naeyc.org/academy/primary/scholarships for information on support for NAEYC fees.
	Join a study group to discuss the meaning and implementation of the Standards and Criteria.	Administrator		Learning Community Meetings

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Self Study				
Step 1 Enrollment				
	Give each classroom the *NAEYC Early Childhood Program Standards and Accreditation Criteria.* Read/review criteria with staff.	Administrator and staff		
	Read *Getting Started* the first book in the self-study kit.	Administrator		
	Take Readiness quiz, page 24 in *Getting Started*	Administrator Self-study Team		
	Seek support for accreditation from available resources	Administrator and Staff		Contact First 5 AFP lead for information on workshops, study groups, and resources.
	Review the resources available on the NAEYC website and TORCH http://www.naeyc.org/academy/primary/loginoverview	Administrator and staff and self study team		
	Establish monthly meetings for your self-study team and/or your full staff to discuss accreditation, to develop program improvement plans, and to ensure continued progress is made, documented and celebrated.	Administrator		
	Download and review the tools for self-study from TORCH.	Administrator and Staff		http://www.naeyc.org/academy/primary/loginoverview
	Assess candidacy requirements for NAEYC Accreditation, page 41 in "Getting Started" Create plans to achieve necessary qualifications.	Administrator and staff and self study team		
	Assess candidacy requirements for teaching staff and administration, page 47 in *Getting Started* Create plans to achieve necessary qualifications.			Contact First 5 CARES Plus Project for information on career stipends and scholarships
	Conduct classroom observations using the Observable Criteria tool to gather information.	Staff		See Summary forms for Observable Criteria on TORCH
	Distribute preliminary Family Survey; tabulate. Hold meeting with team to evaluate findings.	Self-study team		See spreadsheet for Family Survey results on TORCH
	Distribute preliminary Teaching Staff Survey; tabulate. Hold meeting with team to evaluate findings.	Self Study team		See spreadsheet for Teaching Staff Survey results on TORCH
	Conduct a tour using NAEYC's Program Tour form	Self Study Team		See Program Tour form on TORCH
	Develop a program improvement plan	Staff		
	Review Program Portfolio guidance	Administrator and self study team		See Portfolio Tools on TORCH.

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	Review Classroom Portfolio Guidance	Administrator and staff and self study team		See Portfolio Tools on TORCH.
	Check progress on program improvement	Administrator and self study team		

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<tr><td colspan="5" align="center">Self Assessment</td></tr>
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Step 2 Application

	Complete application and select identify candidacy date	Administrator		http://www.naeyc.org/academy/primary/forms
	Identify cost; resources for funding application fee	Self study team		First 5 Grant or Visit http://www.naeyc.org/academy/primary/scholarships for information on support for NAEYC fees.
	Ensure 100% compliance in all classrooms on the five required criteria, page 42 in *Getting Started*	Administrator and staff and self study team		
	Engage in formal self-assessment using the Tools for Self-Assessment to evaluate the program's ability to meet 80% of each Program Standard: Observable Criteria Tool Staff Surveys Family Surveys	Administrator and staff and self study team		
	Gather documents to demonstrate compliance with candidacy requirements for administrator, teachers, and assistant teachers.	Administrator and staff and self study team		
	Prepare timeline with goal dates for completion of each standard in Program and Classroom Portfolios.	Administrator and staff		
	Document evidence of meeting Program Standards by organizing and assembling program portfolio and classroom portfolios	Administrator and staff		Access portfolio checklists from TORCH.
	Receive program candidacy materials (self-assessment report) 8 weeks in advance of candidacy due date.	Administrator		Access your program's materials online at http://www.naeyc.org/academy/primary/loginprogramrecord

Step 3 Candidacy

	Complete and submit Candidacy Packet (program self-assessment) by selected candidacy date	Administrator and self study team		
	Identify cost; resources for funding candidacy/onsite visit costs.	Administrator and self study team		First 5 grant or Visit http://www.naeyc.org/academy/primary/scholarships for information on support for NAEYC fees.
	Review all program documentation to ensure it thoroughly documents criteria and is current within 12 months.	Administrator and staff and self study team		

Step 4 Accreditation Decision
Maintaining Quality

	Celebrate your achievement!	Administrator and staff and self study team		
	Report any changes in program to NAEYC according to 72 hour and 90 day deadlines.	Administrator		Resource: TORCH; Click Resource Library ; Self Report Form

	Maintain program's records:
	    Program Portfolio
	    Classroom Portfolio
		Administrator and staff		

	Update and check your NAEYC Program Record as necessary.	Administrator		http://www.naeyc.org/academy/primary/loginprogramrecord
	Submit annual reports on 1st, 2nd, 3rd, 4th anniversary of accreditation.	Administrator		http://www.naeyc.org/academy/primary/forms
	Identify cost; resources for funding annual report and renewal	Administrator		First 5 Grant or Visit http://www.naeyc.org/academy/primary/scholarships for information on support for NAEYC fees.
	Submit an intent to renew form and applicable fee along with, but not before, the submission of the 4th Anniversary Annual Report	Administrator		

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