

Administrator Information Packet

Purpose

The *Administrator Information Packet* provides program administrators with additional information regarding the various forms and procedures that are commonly used during NAEYC visits, as well as helpful information about what to expect after the visit is completed.

NAEYC Assessors will reference and use the following forms throughout the visit as needed. Program administrators are encouraged to carefully review and familiarize themselves with these forms before the visit.

For more information regarding the forms and procedures used by NAEYC Assessors during site visits, refer to the NAEYC Early Learning Programs Accreditation [website](#).

Table of Contents

1. COVID-19 Related Information
2. Process Verification Form Cover Page
3. Process Verification Form
4. Incident Report Form
5. Assessment of Required Best Practices Cover Page
6. Safety Concerns Report Form
7. Visit Signature Form
8. Required Item 10B.16 Information
9. License Exempt Acknowledgment Form
10. First Aid & CPR Staffing Pattern Sample
11. Electronic Portfolio Tip Sheet
12. Next Steps

Note: These materials have been optimized for use on mobile devices. To print this document, set the size options to “fit” or “shrink oversized pages”.

NAEYC Early Learning Program Accreditation

COVID-related Assessment Item Rating Guidance for Programs & Assessors

No assessment items have been added or removed from the assessment due to COVID-19. However, some items may need to be rated taking into account the effect the pandemic has had on program operations.

Some program practices and protocols may have changed to accommodate new health and safety guidelines because of COVID-19. The continuing impact of the pandemic and the emergence of new variants may also continue to alter program operations and the program's ability to address some assessment items.

If there are specific assessment items that the program is currently unable to meet due to public health restrictions and/or requirements, this should be noted in the portfolio evidence or mentioned to the assessor in the orientation meeting for observable items.

As assessors rate the assessment items, if it is unclear if COVID-19 has affected the program's portfolio evidence or observed practices, they will clearly note questions or concerns with their ratings. Our goal is that programs are not disadvantaged in their accreditation assessment as a result of the pandemic.

Process Verification Form Cover Page

Information for the Program Administrator:

The *Process Verification Form* (PVF) is critical to ensuring the reliability and validity of the visit assessment. It is designed to serve as a guide for both Program Administrators and Assessors, detailing the tasks that must occur as part of the visit assessment. This is the mechanism for administrators to confirm that the NAEYC visit protocol was followed.

A blank sample copy of the PVF is included in this information packet. The assessor will complete the form as each task is completed during the Orientation Meeting and the Closing Meeting. The Assessor and Program Administrator will affirm that all tasks have been completed as outlined in the *Process Verification Form* by signing the *Signature Form* during the Closing Meeting. The completed *Process Verification Form* and *Signature Form* will be e-mailed to the Program Administrator following the visit.

Administrators are encouraged to review the *Process Verification Form* before the visit. You may also wish to follow along during the Orientation Meeting and Closing Meeting as each task is completed and checked off by the assessor.

Process Verification Form

Program ID

This form includes Orientation Meeting and Closing Meeting checklists for all types of visits. Checking each box indicates that the item was reviewed; it does not indicate that the program administrator agrees with the item.

Orientation Meeting Checklist	
<input type="checkbox"/>	<p style="margin-left: 20px;"><input type="checkbox"/> Verify that number of observations and age categories follow protocol.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Verify that observation times occur when classes are in session and not napping.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Ask if there are children with disabilities or identified special needs enrolled in each class selected for observation.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Determine teaching staff to be observed and add to schedule.</p>
<input type="checkbox"/>	<p>Ask if there are any staff and/or class changes that are not reflected in the program's Accreditation Portal. The program administrator may update the Staff and/or Class Profiles pages in their Accreditation Portal up to the end of the visit.</p>
<input type="checkbox"/>	<p>Ask if there are physician's notes for infants younger than 12 months permitting them to be placed to sleep in positions other than their back and/or with sleep positioners.</p> <p style="margin-left: 20px;"><input type="checkbox"/> N/A – There are no infants less than 12 months in program.</p> <p style="margin-left: 20px;"><input type="checkbox"/> There are no physician notes on file for any enrolled infants younger than 12 months.</p> <p style="margin-left: 20px;"><input type="checkbox"/> Physician note(s) were presented for the following infant(s):</p> <div style="background-color: #e0ffff; height: 40px; margin-left: 20px;"></div>
<input type="checkbox"/>	<p>Review: <input type="checkbox"/> Safety Concerns Report Form <input type="checkbox"/> Visit Signature Form</p>
<input type="checkbox"/>	<p>Assessors follow the NAEYC Code of Ethical Conduct and must report any situation where there is reason to believe that a child has been abused or neglected. The assessor may take steps to protect children from harmful situations. The visit may be paused or stopped by the assessor in such circumstances following current protocols.</p>
<input type="checkbox"/>	<p>Request permission to access classroom books, materials, closets, drawers, and cupboards</p>
<input type="checkbox"/>	<p>Does the program use tamper resistant outlets? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 20px;"><input type="checkbox"/> Some rooms /halls:</p> <div style="background-color: #e0ffff; height: 40px; margin-left: 20px;"></div>
<input type="checkbox"/>	<p>Show data collection tools: choke tube and tablet computer.</p>

Process Verification Form

Orientation Meeting Checklist Continued		
Portfolio Review (Accreditation Visits) <input type="checkbox"/> N/A		
Are all necessary portfolios present and accounted for? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/>	If no, what portfolio(s) is/are missing? 	
<input type="checkbox"/> The program will be assessed using the 2022 Assessment Tools.		
<input type="checkbox"/> Required assessment items in the Program Portfolio MUST be present. Item 1B.10 (guidance/discipline policy) and Item 10B.16 (licensing/regulatory documents)		
<input type="checkbox"/>	<input type="checkbox"/> The program has prepared electronic portfolios. Review logistics for rating this evidence.	
<input type="checkbox"/>	<input type="checkbox"/> The program has not prepared any electronic portfolios.	
Required Item Documentation (Random Visits, Verification Visits and Provisional Part 2 Visits) <input type="checkbox"/> N/A		
Documentary Evidence of Required Assessment Items	<input type="checkbox"/> Request documentation of program's guidance/discipline policy. <input type="checkbox"/> Request documentation of program's current license/regulatory status. If program is License-Exempt, give the program a copy of the <i>License-Exempt Acknowledgement Form</i> .	
All Visits: Program Tour		
<input type="checkbox"/> Classrooms	<input type="checkbox"/> Grounds	<input type="checkbox"/> Area(s) for nursing mothers
<input type="checkbox"/> Area(s) where staff store their belongings	<input type="checkbox"/> Assessor workspace	
Closing Meeting Checklist		
<input type="checkbox"/> Check this box if the visit was not completed and complete the Halted Visit Closing Meeting Checklist on the Incident Report Form . Do not complete this Closing Meeting Checklist.		
Review	<input type="checkbox"/> Site Visit Schedule <input type="checkbox"/> Final, annotated copy; show the actual time all tasks were performed. <input type="checkbox"/> The Closing Meeting is added to the schedule at the end of the meeting.	
	<input type="checkbox"/> Safety Concerns Report Form	
	<input type="checkbox"/> Next Steps flyer Included in the <i>Administrator Information Packet (AIP)</i> . <input type="checkbox"/> Decisions are issued within three months. <input type="checkbox"/> ELP Quality Assurance Staff will contact the program if any required items were not met within three business days of this closing meeting.	
	<input type="checkbox"/> The Visit Completion Packet email will contain a link to complete the <i>Administrator Evaluation of the Site Visit</i> . Complete within 5 business days of the receipt.	
	<input type="checkbox"/> Confirm program email address(es). If the <i>Visit Completion Packet (VCP)</i> has not been received within two business days, contact the assessor immediately.	
<input type="checkbox"/> The program may contact NAEYC with any questions or concerns after the visit.		
<input type="checkbox"/>	Signature Form Check all boxes and sign the form (both the program administrator and assessor/s) at the end of the Closing Meeting.	

Incident Report Form

This form is used to document any incidents or circumstances that impacted the ability of the assessor to conduct and/or complete an accreditation site visit.

Before completing this form document that the following steps have been taken:

- You have taken appropriate steps to ensure that the child(ren) involved in the incident are not in imminent danger to their health, safety, or well-being.

- The program administrator, or their designee, has been informed of the situation and your requirement to make a report to the appropriate emergency services and local authorities.

- The appropriate emergency services and local authorities (licensing/regulatory bodies, child protective services) have been contacted and have all necessary information from you.

- The NAEYC ELP leadership (Senior Assessor, Manager of Accreditation, Quality Assurance Manager, and/or Director of Quality Assessment & Assurance) has been notified of the situation and the need to terminate the site visit.

Incident Report Form

Program ID: Program Name:

Date of Incident: Name of Assessor Completing This Form:

Other Individuals/Entities Involved:

Assessor's description of the incident and resulting actions/decisions:

Be specific, detailed, factual, and include any relevant events immediately preceding or following the incident.

- *Provide the full names of any involved staff members and/or children.*
- *Provide birthdates or approximate ages of children, if possible.*
- *Be as clear as possible about the timeline of events.*
- *If authorities were called, provide agency/department, contact names, contact telephone numbers.*

Incident Report Form

Program administrators, or their designee, is encouraged to provide an immediate written response to the described incident.

Name of Program Administrator (or designee) Completing This Form:

Program Administrator (or designee) Response:

Be specific, detailed, factual, and include any relevant events immediately preceding or following the incident. Note this is not your only opportunity to provide a response, and you are not required to do so. A member of the Quality Assurance team will reach out to you within 24 hours to provide additional information on submitting a 72-Hour Report.

Halted Visit Closing Meeting Checklist	
<input type="checkbox"/>	<p><i>Site Visit Schedule</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the final, annotated copy. <input type="checkbox"/> Show the actual time all completed tasks were performed. <input type="checkbox"/> Indicate which tasks were not completed and the time at which the visit was halted. <input type="checkbox"/> The Closing Meeting is added to the schedule at the end of the meeting.
<input type="checkbox"/>	<p><i>Safety Concerns Report Form</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Review any safety concerns that were noted prior to the visit being halted.
<input type="checkbox"/>	<p><i>Next Steps</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> ELP Quality Assurance Staff will contact the program. <input type="checkbox"/> The program must submit a 72-Hour Report Form and respond to all requests for additional information.
<input type="checkbox"/>	<p><i>Signature Form</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Check all boxes and sign the form (both the program administrator and assessor/s) at the end of the Closing Meeting.
<input type="checkbox"/>	<p>Confirm program email address(es).</p>
<input type="checkbox"/>	<p>The program may contact NAEYC Quality Assurance with any questions or concerns after the visit.</p>

Halted Visit Closing Meeting Checklist

Program Administrator, or designee:

- I understand that NAEYC Early Learning Programs reserves the right to contact the appropriate authorities if anything is observed that could jeopardize the health and safety of any child enrolled at this program.
- I understand that the NAEYC ELP Accreditation site visit has been halted as the result of an incident the NAEYC Assessor(s) observed that could jeopardize the health and safety of children enrolled in the program and that an accreditation decision will not be issued.
- I verify that I have been given an opportunity to provide a written response to the incident which has resulted in the accreditation visit being halted.
- I understand that I will be contacted by NAEYC ELP Quality Assurance and will need to respond to requests for additional information to remain in the NAEYC ELP Accreditation process.
- I verify that I have reviewed the *Visit Schedule* as amended during the visit and that it reflects the times and tasks of the actual visit to the best of my knowledge.
- I verify that I have reviewed the *Safety Concerns Report*. I agree on behalf of the program to take immediate corrective action to address any safety concerns noted and/or notify any responsible third parties. I understand that evidence has already been rated and therefore no further documentation or follow-up will be accepted by NAEYC Early Learning Programs.
- I affirm that all visit procedures as described in the *Orientation Meeting Checklist* and the *Halted Visit Closing Meeting Checklist* were complete.
- I affirm that no conflict of interest exists between myself and the NAEYC Assessor(s).

(Print Full Name)

(Title)

Signature _____

Date: _____

Halted Visit Closing Meeting Checklist

Assessor(s):

I (we) affirm that I (we) have provided a factual and accurate accounting of the observed incident in which I (we) believe the essential health, safety, or well-being of children enrolled in the program may have been jeopardized.

I (we) affirm that the program administrator, or their designee, has been given an opportunity to provide a written response to the observed incident which has result in the visit being halted.

I (we) verify that I (we) have reviewed and provided the program administrator a copy of the **Visit Schedule** as amended during the visit and that it reflects the times and tasks of the actual visit to the best of my (our) knowledge.

I (we) verify that I (we) have reviewed the **Safety Concerns Report**, with the program administrator, and discussed any noted safety concerns on the **Safety Concerns Report**.

I (we) affirm that all visit procedures as described in the **Orientation Meeting Checklist** and the **Halted Visit Closing Meeting Checklist** were properly followed and completed during the visit.

I (we) affirm that my (our) commitment to maintaining confidentiality regarding all information about this program during the visit, except as required by law.

Lead Assessor: _____

(Print Full Name)

Assessor ID # _____

Signature _____

Date: _____

Additional Assessor(s): _____

(Print Full Name)

Assessor ID #(s) _____

Signature(s): _____

Date: _____

Required Assessment Items:

NAEYC required assessment items related to best practices are listed below. Required assessment items must be met by programs in order to earn NAEYC Accreditation. The assessor evaluates observational required assessment items by making *class observation ratings* [CO rating tool] regardless of visit type. During Accreditation Visits the documentary required items are evaluated by making *program portfolio ratings* [PP rating tool]. During Verification Visits, Random Visits, and Provisional Part 2 Visits the documentary evidence is requested and rated on a Required Item rating tool specifically designed for these visit types.

It is imperative that programs understand and properly document the required assessment items. Programs rated “No” on any one of the required assessment items during the accreditation site visit will automatically receive an accreditation decision of “Defer” regardless of the program’s performance in relation to all other assessment items and best practices.

If the assessor determines one or more required assessment item has not been met during the course of the site visit, a detailed description and accounting of the failure(s) will be provided to NAEYC Early Learning Programs staff immediately following the visit, up to 24 hours. A representative of NAEYC Early Learning Programs Quality Assurance staff will notify the program of the failure(s) within three business days of the conclusion of the site visit and will provide the contact information for the program’s assigned regional specialist. Consultations may be scheduled with the assigned regional specialist once the complete Accreditation Decision Report has been issued. Critical Incidents: If an assessor observes any child in immediate risk for harm or abuse, the assessor will notify the program staff immediately and may be required to directly contact the appropriate authorities as well as NAEYC Early Learning Programs. An observation may be terminated, and the entire visit may be terminated.

NAEYC Required Assessment Items:		
Item Number	Item Language	Source of Evidence
1B.4	Staff never use physical punishment and do not engage in psychological abuse or coercion.	CO
1B.10	Show that your guidance/discipline policy does not include any circumstances when it is permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.	PP
3C.2	If one or more infant, toddler, or young two year old cannot be easily heard and seen at all times by at least one member of the staff, the child(ren) is/are in a safe environment.	CO
3C.3	If one or more infant, toddler, or young two year old is out of the direct sight or sound supervision of all staff while in a safe environment, it is for no more than five minutes.	CO
3C.6	If a preschooler is out of the direct sight AND sound supervision of all staff, it is for no more than 1 minute, and the child is in a safe environment.	CO
3C.7	If a preschooler is out of direct sight OR sound supervision of all staff, it is for no more than ten minutes and the child is in a safe environment.	CO
3C.8	Kindergartners and school-age children are kept within sight and/or hearing most of the time. Staff may allow kindergartners and school-agers to leave their supervision (out of sight AND sound) for up to 10 minutes so long as they are in a safe environment (e.g., go to hall bathroom; report to school nurse office).	CO
5A.10	Staff place infants on their backs to sleep, without the use of infant sleep positioners, unless ordered by a physician.	CO
10B.16	Show that your program and your facility has a license to operate or is regulated by an applicable public regulatory system. Your license or regulatory documentation indicates your program is in good standing with your regulatory body. If your program is license-exempt, provide a signed copy of NAEYC's License-Exempt Acknowledgement Form.	PP

Safety Concerns Report Form

Program ID _____

NO ENVIRONMENTAL SAFETY CONCERNS WERE NOTED.

THE FOLLOWING ENVIRONMENTAL SAFETY CONCERNS WERE NOTED:

Please note that the following environmental safety concerns were observed during your program's visit. The items listed may have been considered in the rating of assessment items. If children were found to be at risk of immediate harm assessors would have intervened.

Choking/Strangulation Hazards:		
<input type="checkbox"/> Pom-Pom(s)	<input type="checkbox"/> Chalk/Crayon(s)	<input type="checkbox"/> Small toy(s)
<input type="checkbox"/> Accessible cord(s)	<input type="checkbox"/> Other	<input type="checkbox"/> Other
Location(s) & Explanation(s):		
Accessibility to Hazardous Items:		
<input type="checkbox"/> Adult bag	<input type="checkbox"/> Keep out of reach items	<input type="checkbox"/> Other
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
Location(s) & Explanation(s):		
Tripping:		
<input type="checkbox"/> Unsecured rug/carpet(s)	<input type="checkbox"/> Outside trip hazard (not tree roots)	<input type="checkbox"/> Other
Location(s) & Explanation(s):		
Electrical Safety:		
<input type="checkbox"/> Uncovered outlets	<input type="checkbox"/> Access to electrical cord(s)	<input type="checkbox"/> Other
Location(s) & Explanation(s):		
Outdoor Safety Concerns:		
<input type="checkbox"/> Broken furniture	<input type="checkbox"/> Obstructive item on play area	<input type="checkbox"/> Fence opening
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
Location(s) & Explanation(s):		

A copy of this form will be returned to the NAEYC Accreditation of Early Learning Programs along with other visit materials. Evidence has already been rated; therefore, no documentation or follow-up by programs is requested nor will be accepted. However, NAEYC requests that your program take immediate corrective action to address the environmental safety concerns noted. This includes, if applicable, notifying any third parties responsible for listed safety concerns by providing them with a copy of this form with a request that they take immediate action.

Visit Signature Form

Program ID _____

Org. ID _____

Check this box if the visit was not completed and complete the **Halted Visit Signature Form** on the **Incident Report Form**. Do not complete this Visit Signature Form.

Program Administrator:

I verify that I have reviewed the **Visit Schedule** (as hand-amended during the visit) and that it reflects the times and tasks of the actual visit to the best of my knowledge.

I verify that I have reviewed the **Safety Concerns Report**. I agree on behalf of the program to take immediate corrective action to address any safety concerns noted and/or notify any responsible third parties. I understand that evidence has already been rated and therefore no further documentation or follow-up will be accepted by NAEYC Early Learning Programs.

I affirm that all visit procedures as described in the **Process Verification Form** were completed.

I affirm that no conflict of interest exists between myself and the NAEYC Assessor(s).

I understand that NAEYC Early Learning Programs reserves the right to contact the appropriate authorities if anything is observed that could jeopardize the health and safety of any child enrolled at this program.

(Print Full Name)

(Title)

Signature _____

Date: _____

Assessor(s):

I (we) verify that I (we) have reviewed and provided the program administrator a copy of the **Visit Schedule** (as hand-amended during the visit) and that it reflects the times and tasks of the actual visit to the best of my (our) knowledge.

I (we) verify that I (we) have reviewed the **Safety Concerns Report**, with the program administrator, and discussed any noted safety concerns on the **Safety Concerns Report**.

I (we) affirm that all visit procedures as described in the **Process Verification Form** were properly followed and completed during the visit.

I (we) affirm that my (our) commitment to maintaining confidentiality regarding all information about this program during the visit, except as required by law.

Lead Assessor: _____
(Print Full Name)

Assessor ID # _____

Signature _____

Date: _____

Additional Assessor(s): _____
(Print Full Name)

Assessor ID #(s) _____

Signature(s): _____

Date: _____

About Required Item 10B.16 and the *License Exempt Acknowledgement Form*

A requirement to achieve and maintain NAEYC Early Learning Program Accreditation is that programs must show they are:

- *licensed* by their state child care/early education licensing body, OR
- *regulated* by some other public agency such as Department of Defense, Board of Education; or Head Start; OR
- Exempt from licensing or regulatory oversight but *voluntarily in compliance* with applicable licensing regulations.

This requirement is assessed by Required Item 10B.16 during a site visit. The assessor rates documentary evidence for 10B.16 in the Program Portfolio.

“Good Standing”: Licensed or regulated programs must also demonstrate they are in “*good standing*” with the applicable public regulatory system in their location. A program is considered to be in good standing if they present a fully valid and current license or regulatory certification on the day of their site visit. If the program’s license is expired, temporary, probationary, provisional or suspended on the day of the visit, it will not be considered in good standing unless the program can document that the status is due only to an administrative delay, and is not the result of a citation or ongoing investigation for abuse, neglect, or lack of supervision.

Examples of acceptable licensing/regulatory evidence in the Program Portfolio:

- Full and current license or regulatory certificate.
 - “Current” means not expired.
 - “Full” means the license does not include the words “temporary”, “provisional”, “probationary”, or suspended”.
- A web link to state public licensing reports of current program status.
- If license is expired, temporary, or some other than full status, evidence must also include correspondence from the licensing or regulatory body indicating the program’s licensing has been administratively extended and is not due to cause.
- For programs that are exempt from licensure or regulation, a signed NAEYC *License-Exempt Acknowledgement Form*.

If your program is not licensed or regulated, the *License Exempt Acknowledgement Form* documents your program’s voluntary compliance with your state or local licensing requirements, local fire and health inspections, and criminal background check requirements.

A blank copy of the *License Exempt Acknowledgement Form* is included in this information packet. If applicable to your program, ensure that a completed copy of this form is provided in your Program Portfolio and available upon request during a Random Visit or Verification Visit.

If you have any questions or concerns about your program’s licensing status please contact your licensing or regulatory authority. Questions about how your licensing/regulatory documentation will be assessed on your site visit can be directed to Program Support at 800-424-2460, Option 3.

Program ID: _____

Organization ID: _____

License-Exempt Acknowledgment Form

I acknowledge that _____ (the "Program") on this _____ day of _____, 20____ is exempt from licensing and regulation requirements for early childhood care and education programs in the state of _____, and is not currently licensed or regulated.

I acknowledge compliance with the following:

- The Program's administrator has reviewed the state's licensing requirements.
- The board chair, president or owner of the Program has reviewed the state's licensing requirements.
- The Program is voluntarily in compliance with the state's licensing requirements.
- Upon registration of children in the Program, my program provides families with a copy of the state's licensing requirements, informs families that the Program is license-exempt, and informs families that the Program is voluntarily in compliance with the state's licensing requirements.
- The Program has documentation of fire and health inspections.
- The Program has completed a criminal background check on all staff and has complied with state and federal law concerning background checks. In addition, the Program employs no individual convicted of a crime involving sexual abuse or child abuse or neglect in compliance with the Program's local, state and federal laws.

If I qualify as being licensed-exempt, I acknowledge and understand that it is my responsibility to maintain evidence documenting full compliance with the statements above for the Program to be in compliance with NAEYC Required Item 10B.16. If granted accreditation, I acknowledge and understand that it is the Program's responsibility to remain in full compliance with NAEYC Required Item 10B.16, and to maintain evidence documenting full compliance if applicable. It is also the Program's responsibility to report to NAEYC any failure to meet this required item throughout any term of accreditation. I understand that failure to meet this required item throughout any term of accreditation will result in the deferral of the Program's NAEYC Accreditation. I further understand that if accreditation is deferred, the Program is no longer in compliance with NAEYC's accreditation policies and procedures and must immediately terminate all use of the NAEYC name, logo, and trademarks, and promptly remove all references to NAEYC and NAEYC accreditation from Program materials and websites.

The Program shall indemnify, defend and hold harmless, and hereby releases and discharges, NAEYC, its affiliates, directors, officers, members, and their respective agents and employees from and against any and all claims, liabilities, demands, suits, costs, expenses (including attorney's fees) and judgments of whatever nature and description which may result from or are in any way related to this refusal and/or deferral of the Program's accreditation.

I hereby represent to NAEYC that I am a duly authorized representative of the Program and have full right to make this Acknowledgment. I have read carefully this License-Exempt Acknowledgment Form and am signing voluntarily, intending to be legally bound.

Name of authorized administrator (please write)

Title

Signature of authorized administrator

Date

Program Name

NAEYC Program/Organization ID Number(s)

If this acknowledgment form is not collected on the day of the visit, required item 10B.16 will be rated NO and the program will automatically be deferred accreditation. Questions or concerns about completing this form may be directed to the NAEYC Early Learning Programs Program Support staff at 800-424-2460, Option 3.

Class Staffing Pattern for First Aid & CPR Coverage Assessment (Assessment Item 5A.15)

Note: This information applies to NAEYC Accreditation site visits (initial accreditation or 5-yr renewal). It does not apply to programs receiving a Random Visit, Verification Visit, Provisional Part 2 Visits.

To meet Item 5A.15 programs must provide the following information:

- Staffing pattern that shows the typical daily scheduled staff for each class in the program – specifically, which staff members work at which times in each class. *See template below.*
- Individual First Aid & pediatric CPR certification cards for each certified staff member listed on the schedule. If no certification cards are available, NAEYC will accept a document from the training organization showing date, topic, and a roster of trainees who were certified. Generic training evidence that does not identify specific dates or staff members is not sufficient.

The staffing pattern worksheet on the following pages has been provided as an optional resource for programs preparing for an NAEYC Accreditation site visit. You may wish to complete the worksheet as is, create a revised version that better represents your program's operations, or use some other method of documenting your staffing schedules. To request a version of this worksheet compatible with Microsoft Word, please send an e-mail to accinfo@naeyc.org.

No matter how you choose to organize and present your evidence for assessment item 5A.15, please ensure that it includes all of the following information. Doing so will enable your NAEYC Assessor to efficiently and accurately complete their review of your evidence.

- List all classes currently in operation at your program.
 - Include the hours that each class meets.
 - If classes meet part-day or part-week, make sure this is indicated.
- Provide the names of the teaching staff assigned to each class.
 - Indicate the time of day each teaching staff member is assigned to each class.
 - If teaching staff work in multiple classrooms (assistant teachers, floaters), list them in all the appropriate classes.
- Indicate which staff have first aid and pediatric CPR certifications AND include their certification cards or other training records with the evidence for this item.
- Ensure that at least one teaching staff member with first aid and pediatric CPR certification is always assigned to each class across all hours of the class's operation.

If your program has more than 10 classes, the assessor will assess first aid and pediatric CPR coverage using a sampling method. Prior to the visit, a maximum of 10 classes will be randomly selected for review.

If you have questions about this information, contact us at 1-800-424-2460, option 3 or [schedule a consultation](#) with your regional NAEYC specialist.

Class Staffing Patterns for Evaluation of First Aid / CPR Worksheet Coverage (5A.15 in Program Portfolio)

Instructions: This worksheet is an optional resource for program use during preparation of the Program Portfolio. If your program already has staffing patterns for each class in some other format, that evidence is acceptable. Use multiple copies of page 2 as needed to describe the typical daily staffing pattern for all classes in your program.

1. List each class name in the gray row (see example below). Also indicate what time that class opens and closes on a typical day.
2. List all teaching staff covering each class. As shown in the example, place "x" in each half-hour box indicating when each staff person is present in the room. Show lunch and other breaks.
3. In columns to the far right, indicate if each staff person has current first aid and CPR.
4. Place this worksheet in your Program Portfolio as evidence for item 5A.15. **You must also include individual staff first aid and CPR cards, or an official roster of training.**

		5A	6A	7A	8A	9A	10A	11A	12	1P	2P	3P	4P	5P	6P	7P	First Aid?	CPR ?			
Example	Class Name: <i>Butterflies</i>	Class open time: 7:30 am														Class close time: 5:30 pm					
	Staff name	<i>Edna B</i>				X	X	X	X	X	X	X	X	X	X	X		Y	Y		
	Staff name	<i>Shaquita S</i>					X	X	X	X	X	X	X	X	X	X		N	N		
	Staff name	<i>Frank P</i>											X	X	X	X	X	Y	Y		
	Staff name	<i>Sephora A</i>								X	X	X	X					Y	Y		
Class Name:		Class open time:														Class close time:					
Staff name																					
Staff name																					
Staff name																					
Staff name																					
Class Name:		Class open time:														Class close time:					
Staff name																					
Staff name																					
Staff name																					
Staff name																					
Class Name:		Class open time:														Class close time:					
Staff name																					
Staff name																					
Staff name																					
Staff name																					

Class Staffing Patterns for Evaluation of First Aid / CPR Worksheet Coverage (5A.15 in Program Portfolio)

		5A	6A	7A	8A	9A	10A	11A	12	1P	2P	3P	4P	5P	6P	7P	First Aid?	CPR?		
Class Name:		Class open time:														Class close time:				
Staff name																				
Staff name																				
Staff name																				
Staff name																				
Class Name:		Class open time:														Class close time:				
Staff name																				
Staff name																				
Staff name																				
Staff name																				
Class Name:		Class open time:														Class close time:				
Staff name																				
Staff name																				
Staff name																				
Staff name																				
Class Name:		Class open time:														Class close time:				
Staff name																				
Staff name																				
Staff name																				
Staff name																				
Class Name:		Class open time:														Class close time:				
Staff name																				
Staff name																				
Staff name																				
Staff name																				

Digital Portfolio Tip Sheet

For programs engaged in the NAEYC Accreditation process: To prepare classroom and program portfolios in digital (computer or cloud-based) format, we offer the following recommendations

1. Store portfolios in one location:

Save all portfolios on one central computer or flash drive where the assessor can view them during the site visit. Avoid saving the portfolios on various computers, devices, or flash drives scattered throughout the building.

2. **Label Portfolios clearly:** Make sure the portfolios (classroom and program) are clearly labeled so the assessor can easily find them and match classroom portfolios to the classes they belong to. Ensure that the class names given to the assessor match the classroom portfolio titles.

3. **Ensure all evidence is present and organized in a cohesive set of documents:** Assessors cannot guarantee to accept or review loose documents, handbooks, regulatory files, or other miscellaneous materials if not directly labeled for accreditation purposes and provided in the portfolio. Assessors cannot ask for documentation or seek out evidence from other areas of the program. All evidence intended to be included must be present in the portfolio.

4. **Label and highlight all evidence:** Label and highlight the relevant information that connects to the assessment item(s). This is especially important for larger documents such as policies and procedures. Ensure that evidence is labeled with the correct item number(s). Unlabeled/ unhighlighted evidence is not guaranteed to be reviewed in its entirety.

5. **Do not embed videos into the portfolios:** The portfolios are intended to provide documentation of written policies, procedures, lesson plans, and other photographic or narrative evidence of how the program supports the observed practices seen in observations. Assessors will not view or listen to audio and video files that are submitted as evidence in the portfolios.

6. **Practice accessing and navigating the portfolios:** Use the device the assessor will use when viewing them. This is especially important when accessing links. Ensure links are enabled on linked documents to allow the assessor to open the evidence. Keep in mind that assessors have up to 45 minutes to assess each classroom portfolio and up to 2 hours to assess the program portfolio.



Digital Portfolio Tip Sheet

For programs engaged in the NAEYC Accreditation process: To prepare classroom and program portfolios in digital (computer or cloud-based) format, we offer the following recommendations

7. Does the computer take too long to load large files, or is navigation difficult? If the assessor might have difficulty reviewing the evidence, consider whether (1) the portfolios can be downloaded ahead of time to a local hard drive or flash drive (instead of accessing each document through the internet); (2) a different computer would be easier to use for navigation (e.g., mouse is easier than trackpad); or (3) a printed version of your e-portfolio might be easier for the assessor to review.

8. Check for rotation and enlargement issues:
If you have uploaded pictures or documents, make sure that each item is rotated correctly – that is, not upside down or sideways. Ensure that pictures and documents are enlarged enough to allow the assessor to see or read all relevant portions of the evidence, but be mindful of legibility when enlarging evidence – images and print may get too fuzzy to understand.

9. Back-up files/plan: Have a plan for what you will do if the computer crashes, you lose electricity, your internet fails, etc., on the day of your site visit. You need backup, whether it is a second digital location (cloud drive, flash drive) or hard copy.

10. Location of documents on the computer: On the day of the visit, show the assessor where the classroom portfolios and program portfolio are viewable on the computer.

11. Password and log-in information: Provide the password and login information for the assessor in case the computer goes into sleep mode and requires a password to log back in. Like all your program information, the password and log-in information will be treated as confidential by the assessor.

Next Steps and the NAEYC Accreditation Decision

Your program has completed a major part of the NAEYC Accreditation process, and we're very happy that you've come this far! Thank you for pursuing NAEYC Accreditation and supporting the mark of quality in early childhood education.

Your feedback is valuable and helps us improve!

The Administrator Evaluation is provided in the Visit Completion Packet email. The [Administrator Evaluation](#) of the Site Visit is an important process that provides an opportunity for you to identify any concerns about accreditation. All responses on this evaluation form are reviewed by our Quality Assurance team and any concerns will receive a response. Your program's accreditation decision is based on the data collected by your assessor at the time of the site visit. Any comments provided will not affect your program's accreditation decision.

We recommend that the Administrator Evaluation be completed within 5 business days of the receipt of your Visit Completion Packet following the site visit. If you are having difficulties accessing the administrator evaluation in your Accreditation Portal contact program support at accreditation.information@naeyc.org for assistance.

We welcome you to share additional feedback or comments about all aspects of NAEYC accreditation at any time by submitting the [online feedback form](#).

What does NAEYC do after the visit?

- If the assessor determined that there has been a violation of any required site visit assessment items, your program will be contacted by NAEYC Quality Assurance staff within three business days of the completion of your site visit.
- The assessor returns all assessment tools, visit forms, and other visit materials to NAEYC.
- NAEYC verifies that all procedures were followed and that all information is complete and accurate.
- The assessment rating tools are scored.
- An accreditation decision is made and issued within three months of the site visit date. The *Accreditation Decision Report* includes your scores on all items, standards, classes and assessment tools.

Achieving/Maintaining NAEYC Accreditation

In order to earn or maintain NAEYC Accreditation, there are minimum requirements that every program accredited by NAEYC must meet during any type of NAEYC site visit.

Accreditation Requirements:	Accreditation Site Visit	Random Visit	Verification Visit
Meet all <u>required</u> site visit assessment items	✓	✓	✓
Meet 80% of all assessed items	✓	✓	✓
Pass 70% of items in each class assessed	✓		
Pass 60% of assessed items in each of the ten ¹ NAEYC Early Learning Program Standards	✓		

¹ Standards 7 and 8 scores are combined into a single pass-rate percentage, which must meet the 60% threshold.

Additionally, programs that are renewing accreditation will not receive a decision on the site visit if payment for the 5th year of their current accreditation term has not been submitted through the [Accreditation Portal](#).

When a program is determined to have not met all applicable accreditation requirements, the program's accreditation will be **deferred**.

For all visit types, if accreditation is deferred, detailed information on the appeal process and re-entering the accreditation process will be provided in the Accreditation Decision Report which will be made available in your program's Accreditation Portal within three months of the site visit.

A Special Note on Required Assessment Items

Required items are those that are considered essential to program quality. Failure to meet any one of these items during the site visit will trigger a specific write-up by the assessor and will result in the program receiving an adverse accreditation decision, regardless of program performance in assessed classrooms or across the standards.

- The assessor completes a written report to be sent to NAEYC's Quality Assurance staff.
- The assessor calls NAEYC Quality Assurance staff to alert them that a required item has been failed.
- NAEYC Quality Assurance staff contact the program within three business days to let them know of the failure.

When a program is deferred due to a required item failure, the program will receive email confirmation and receive a phone call from Quality Assurance. Once the program receives the Accreditation Decision Report, the program has the option to appeal the decision within 30 days of the date of the letter if NAEYC or NAEYC Assessor made a procedural error.

Understanding your Accreditation Decision Report

To ensure continued success, your program should take a broad approach to ongoing improvement. Your *Accreditation Decision Report* will include specific feedback regarding each class's performance as well as specific feedback about the assessment items you met or did not meet in each standard. In addition to the specific unmet items, it is important to review all best practices in any topic areas in need of improvement.

Update NAEYC

Programs may update their programs contact information, class profiles, and staff profiles at any time by logging into the [Accreditation Portal](#).

The *Self-Report* form (for major changes) and *72-Hour Notification* form (for critical incidents) are specific mechanisms you should use if your program experiences problems or operational changes during your five-year term of accreditation. Both of these on-line forms are accessible at any time through the [Accreditation Portal](#).

Thank you!

Thank you for welcoming your assessor(s) and participating in the site visit process. For more help, contact us at accreditation.information@naeyc.org or (800) 424-2460.