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Early Childhood Higher Education Programs

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**Contact Information Update Form**

Name of Institution, State

Today's Date

*Please indicate with an "X" which person's information is being updated, then complete only that section (or sections) of the form.*

**New Primary Contact for NAEYC Communications and Online Community Access** Must be a full-time staff member with primary assignment to the degree programs submitted for accreditation.

Is this the person who fulfills program eligibility requirement 5?\*  Yes  No

Name and Title of New Primary Contact

New Primary Contact Phone

New Primary Contact Email

**New Secondary Contact**

Is this the person who fulfills program eligibility requirement 5?\*  Yes  No

Name and Title of New Secondary Contact

New Secondary Contact Phone

New Secondary Contact Email

**New Institution Chief Executive**

(president or other chief executive representing the institution)

Name and Title of Institutional Chief Executive

***\*Additional attachments may be required if the primary or secondary contact has changed. Please see next page.***



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## Early Childhood Higher Education Programs

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Please note that the program must continue to maintain eligibility requirement #5: "The faculty for each submitted associate degree program includes a) at least one full time faculty member whose primary responsibilities are in the early childhood programs submitted for review and b) who holds a graduate degree in early childhood education, child development, child and family studies or a related discipline with at least 18 graduate credits in early childhood/family studies. This faculty member must be listed as either the primary or secondary contact." Please answer the following questions to determine which additional materials, if any, should be attached to this form:

1. Is the person previously designated as meeting eligibility requirement #5 (described above) still listed as either the primary or secondary contact?

Yes. (No additional documentation is needed.)

No. (In addition to the form, please attach a brief resume for the full-time early childhood faculty member who now fulfills this requirement. Include the full name of the graduate degree that meets this requirement. Then please proceed to question #2 below.)

2. Is the graduate degree name one of the following: Early Childhood Education, Child Development, or Child and Family Studies?

Yes. (No additional documentation beyond the form and resume is needed.)

No. (In addition to the form and resume, please also attach an unofficial transcript on which you have circled 18 graduate credits in child development, family studies, and/or early childhood education. Then please proceed to question #3 below.)

3. Do the graduate course titles circled on the transcript clearly indicate early childhood/family content?

Yes. (No additional documentation beyond the form, resume, and transcript is needed.)

No, the course titles are more general such as "Reading" or "Fieldwork" without describing the ages of the children. (In addition to the form, resume, and transcript, please also attach a letter addressed to the Commission briefly describing graduate level coursework--course projects, research papers, dissertation, or other graduate work--related to early childhood in each course that you have circled. The brief descriptions should indicate how the individual's work in that class focused on children in the birth-through-eight age range, even if classmates may have had other areas of focus.

Please return via email ([highered@naeyc.org](mailto:highered@naeyc.org)) or postal mail (1313 L St. NW, #500, Washington, DC 20005). For assistance, feel free to call 202-350-8007. Thank you for helping to ensure our records are up to date!