

Self-study Timetable

Each program will establish its own timetable for moving through the Accreditation Self-study process, but all of the following activities must be included. Implementation of some tasks may occur simultaneously. The required time period for the self-study is no less than six months and no more than two years. The program must submit the completed *Self-study Timetable* with the *Request for Validation Visit*.

Components	Tasks	Date Started	Date Completed
Materials review	Director reviews <i>Accreditation Manual</i> and thoroughly reads all instructions.		
Staff Participation	Director takes steps to create a positive attitude among staff about participation in the accreditation process.		
Administrator's Report	Director conducts standard-by-standard review of <i>Administrator's Report</i> with staff to discuss current level of compliance with Standards A1 – C25 and to identify areas for improvement.		
	Director reviews program policies and procedures and implements an improvement plan to comply with standards. Refer to <i>Instructions for Using Administrator's Report</i> (behind Administrator's Report tab).		
Document Organization	Director begins collecting and organizing required documentation as described in <i>Document Organization</i> and in <i>Children and Staff Records Document Review</i> . Refer to <i>Instructions for Using Document Organization</i> (behind Documentation tab).		
Formal Education and On-going Training Log	Director begins typing education and training on all staff identified in Standards A8 and A9, following instructions for completion (behind Administrator's Report tab). (<i>Note: This form can be found at www.earlylearningleaders.org under Forms.</i>)		
Classroom Observation	Director makes one copy of the <i>Observation Record</i> for each classroom (behind Classroom Observation tab).		
	Director makes two copies of the <i>Classroom Observation</i> (Standards D1 – F8) for each group, one for use by teacher(s) and one for use by director.		
	Director conducts standard-by-standard review of the <i>Classroom Observation</i> with staff to discuss current level of compliance with Standards D1 – F8 and to identify areas for improvement.		
	Teachers rate themselves on standards in the <i>Classroom Observation</i> and complete the lead teacher section of the <i>Observation Record</i> to document their observations.		
	Director observes in each classroom, rates all standards in the <i>Classroom Observation</i> , and completes the director section of the <i>Observation Record</i> for each group. Refer to <i>Instructions for Using Classroom Observation</i> and <i>Instructions for Completing Observation Record</i> (behind Classroom		
	The director and teachers compare ratings, discuss discrepancies, and develop a plan for improvements. (<i>Note: Director and/or mentors provide training, mentoring and monitoring to teachers until improvements</i>		
Staff Surveys	Director copies and distributes a <i>Staff Survey</i> to each staff member counted in the staff-child ratio and all onsite supervisory personnel, following <i>Instructions for Using Staff Survey</i> (behind		
Parent Surveys	Director copies and distributes one <i>Parent Survey</i> to each family, following <i>Instructions for Using Parent Survey</i> (behind Surveys tab).		

Self-study Timetable (continued)

The previous activities continue until the director is satisfied that all standards are met and the program is ready for an onsite visit. Before submitting a Request for Validation Visit, the following tasks must be completed.

Components	Final Tasks	Date Completed
Administrator's Report	Director makes one final copy of the <i>Administrator's Report</i> , following <i>Instructions for Using Administrator's Report</i> (behind Administrator's Report tab) and makes final ratings for the validator's use.	
Program Profile	Director completes the <i>Program Profile</i> , following <i>Instructions for Completing Program Profile</i> (behind Validation Visit tab).	
Document Organization	Director finalizes collection and organization of required documentation as described in <i>Document Organization</i> and in <i>Children and Staff Records Document Review</i> (behind Documentation tab).	
Formal Education and On-going Training Log	Director finalizes typing the log for each staff person identified in Standards A8 and A9, following instructions for completion (behind Administrator's Report tab).	
Classroom Observation	Director makes a final copy of the <i>Classroom Observation</i> for each group recorded on the <i>Program Profile</i> , following required steps found in <i>Instructions for Using Classroom Observation</i> (behind Classroom Observation tab) to make final ratings for the validator's	
Observation Record	Director completes the <i>Observation Record</i> for each group and signs each one to verify its accuracy.	
Staff Surveys	Director makes one fresh copy of the <i>Staff Survey</i> form, records survey totals, and completes the <i>Staff Survey Verification</i> , following <i>Instructions for Using Staff Survey</i> (behind Surveys tab).	
Parent Surveys	Director makes one fresh copy of the <i>Parent Survey</i> form, records survey totals, and completes the <i>Parent Survey Verification</i> following <i>Instructions for Using Parent Survey</i> (behind Surveys tab).	
Request for Validation Visit	When satisfied that all tasks are complete, the director mails all required documents listed on the second page of the <i>Request for Validation Visit</i> (behind Validation Visit tab) to the National Accreditation Commission office.	6 months to 2 years after receipt of <i>Accreditation Manual</i>
Scheduling the Validation Visit	The onsite visit is scheduled only after all required documentation is received and processed, and determination is made that the program appears ready for the visit. Refer to requirements in <i>Instructions for Submitting Request for Validation Visit</i> (behind Validation Visit tab).	Onsite visit scheduled within 3 months after receipt and approval of request (4 months for spring visits; see p. 116.)
Validation Visit	The onsite visit occurs. Refer to <i>Instructions for Day of Validation Visit</i> (behind Validation Visit tab).	Generally 1 – 2 days
Decision	Materials are reviewed and Commission rules applied to determine award, deferral or denial of Commission Accreditation. Program is notified of the accreditation decision.	Within 4 months