

Request for Validation Visit (continued)

Required Documents

When your program is ready for the validation visit, submit all of the following to the Association office with your *Request for Validation Visit* (p. 117). Put documents in the order listed below.

Initial on each line to indicate that the documentation is enclosed, that you have followed written instructions for completion, and that the enclosed documentation is complete and accurate.

- _____ **Completed *Request for Validation Visit*** (p. 117 – 118)
- _____ **Signed *Disclaimer*** (p. 122, behind Validation Visit tab)
- _____ **Completed *Self-study Timetable* used in your self-study process** (behind Overview tab)
- _____ **Completed *Program Profile*** (p. 120 – 121, behind Validation Visit tab)
- _____ **Completed *Administrator’s Report*** (Standards A1–C25, behind Administrator’s Report tab)
- _____ **Program’s Philosophy and Goals** (see Standard A1)
- _____ **Three (3) most recent full licensing inspection reports, plus any investigation and/or complaint reports during the past two (2) years**
- _____ **Typed *Formal Education and On-going Training Log* for each staff member specified in the *Instructions for Completing*** (p. 50, behind Administrator’s Report tab)
- _____ **The *Observation Record* for each group** (p. 88, behind Classroom Observation tab)
Total # submitted: _____
- _____ **The children’s daily schedule for each group** (each group on a separate page)
- _____ **The work schedule for teacher(s) in each group** (record on top right of the children’s daily schedule with the lead teacher identified)
- _____ **Summary sheet of *Staff Survey* results** (p. 91, behind Surveys tab)
- _____ **Summary sheet of *Parent Survey* results** (p. 97, behind Surveys tab)
- _____ ***Survey Verifications*** (p. 100, behind Surveys tab)
- _____ **Any other documents that may be requested by the Association office**
- _____ **Appropriate Validation Visit fee made payable to National Accreditation Commission** (see fees online at www.earlylearningleaders.org)

Check that you have complied with the following:

- The above documents are submitted in looseleaf form.
- They are *not* spiral bound or placed in folders or a three-ring binder.
- All copies are single-sided on white, letter-size paper.

The Validation Visit will not be scheduled until all items listed above have been verified.

Before sending the request, carefully review the instructions for completion of each document found in the *Accreditation Manual* (See Table of Contents). Incomplete documents will be considered missing, and scheduling the validation visit will be placed on hold with a fee charged for the second review.

This delay may cause programs to miss crucial deadlines.

Mail all items USPS to:

**Association for Early Learning Leaders: National Accreditation Commission
1250 S. Capital of Texas Hwy.- Bldg. 3, Ste. #400 Austin, TX 78746**