

Steps to Accreditation

MSDE is planning a Preschool for All program, which will make funds available to pre-K programs administered by qualified vendors. To become a qualified vendor, your program must be accredited.

Whether you're already in the process of becoming accredited, or you're just beginning to consider the possibilities, the Howard County Office of Children's Services can help you through the process. Join us at these upcoming workshops to learn more about how and why to become accredited.

- ★ **1. Orientation: Overview of Accreditation**
- ★ **2. Organizing the Self-Appraisal Process**
- ★ **3. Indicators, Best Practices, and Rating**
- ★ **4. Program Improvement Plan and Implementation**
- ★ **5. Organizing Your Documentation**



Instructors Linda Behsudi and Joan Johnson are experienced validators for MSDE and will help you through the process. If you are actively pursuing accreditation, your program is also eligible for free technical assistance, mentoring, and a pre-validation visit.

Please see complete course descriptions, dates, and locations on the back of this flyer. These classes are open only to preschool and center directors and owners; other teachers may enroll only with permission of the Education Program Manager. All classes meet in the OCS training room. The first class in the series is free; classes 2 - 5 are \$25 each. You are welcome to register for just one class or for the complete series. Steps to Accreditation will be repeated beginning in September.

**For more information on the Steps to
Accreditation series, call 410-313-1923.**

Offered by the Howard County Office of Children's Services.



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Programs that are actively pursuing Accreditation are also eligible for a Pre-Validation Visit to determine program readiness for the official visit. Experienced validators will observe your program, review documentation, and make recommendations for additional improvement. Up to four hours of technical assistance and mentoring are also available to programs needing additional assistance. These services are free to eligible programs.

1. Orientation: Overview of Accreditation

Thursday, October 29 6:30 - 8:30 pm

Receive an overview of the early childhood accreditation and validation process. Become acquainted with standards, focus areas, supporting documents, self-appraisal, and rating process. Learn about the validation process and discuss selecting a self-appraisal team. (2 PRO)

2. Organizing the Self-Appraisal Process

Thursday, December 3 6:30 - 8:30 pm

Bring your Program Accreditation documents. Discuss forming a self-appraisal team and learn to help your team become familiar with the Standards document. Learn the self-appraisal process for each age group, and understand your own role in self-appraisal. Create a timeline for self-appraisal and validation, review the Classroom Learning Materials Checklist, and complete your application paperwork. (2 PRO)

3. Indicators, Best Practices, and Rating

Thursday, January 14 6:30 - 9:30 pm

Explore each focus area of the Program Standards. Bring your copies of the Standards. Discuss program administration, operation, and partnerships with families and the community. Identify and consider the best practices of your program. Help your staff understand the “why” of the standards, and discuss programming examples that reflect quality early childhood programs. (1 PRO, 1 CUR, 1 COM)

4. Program Improvement Plan & Implementation

Thursday, February 18 6:30 - 8:30 pm

Analyze the results of your self-appraisal to help identify your program’s strengths and weaknesses. Learn to develop your program improvement plan, implement strategies, and assess the improvements within your established timeline. (2 PRO)

5. Organizing Your Documentation

Thursday, March 25 6:30 - 8:30 pm

Review all required documents and discuss how to organize your paperwork. Make sure your documents are clearly written and meet Standard requirements. Understand why it’s important to present clear and concise information about your program. (2 PRO)

Registration Form for Steps to Accreditation



Name _____

Address _____

Phone _____

E-mail _____

Center Director

Center Owner

Center Staff

Name of Center or Preschool _____

___ Oct. 29 1. Orientation and Overview (free)

___ Feb. 18 4. Program Improvement Plan and Implementation (\$25)

___ Dec. 3 2. Organizing the Self-Appraisal Process (\$25)

___ Mar. 25 5. Organizing Your Documentation (\$25)

___ Jan. 14 3. Indicators, Best Practices, and Rating (\$25)

Total Payment Enclosed: _____

- Please enclose your check or money order (payable to Director of Finance).
- Mail this registration form and your payment to:
Howard County Child Care Resource Center
3300 N. Ridge Rd. Suite 380
Ellicott City, MD 21043

