

## Section 1 - COA Accreditation Information

COA ID: \_\_\_\_\_

ACCREDITATION START DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ACCREDITATION EXPIRATION DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

- PLEASE SUBMIT ACCREDITATION CERTIFICATE AND/OR LETTER SHOWING EXTENSION IF IN THE RENEWAL PROCESS.
- PLEASE SUBMIT A COPY OF ILLINOIS DEPARTMENT OF CHILDREN AND FAMILY SERVICES (IDCFS) LICENSE.

## Section 2 - Required Training

An on-site Program Administrator must complete the following training before applying for the Gold Circle of Quality. A Program Administrator may be any person listed in Section 4 of the main application as a Director, Assistant Director, or Director/Teacher. Completion of training will be verified by the Gateways Registry.

- 1. Has an on-site Program Administrator completed the ExceleRate Illinois Orientation ?**  YES  NO

## Section 3 - Standards and Evidence

Your program's COA accreditation meets the following ExceleRate Illinois standards without need for additional documentation: 1A, 1C, 1E, 2A, 2B, 3A, 3B, 3C, and 3D. Standard 4B will be verified by the Gateways Registry.

For each question below, check either 'Yes' or 'No' to indicate whether your program meets the standard as listed.

If answering 'Yes', additional information and supporting documentation may be required. Completion of required trainings will be verified by the Gateways Registry.

### 1B - CURRICULUM

- 1. Do you utilize a curriculum in your program that is aligned with the Illinois Early Learning Guidelines/Standards?**  YES  NO

**1a.** If Yes, what is the name of the curriculum? \_\_\_\_\_

- 1b.** If Yes, is this curriculum on the list of approved curricula found on the ExceleRate Illinois website?  YES  NO

- If No, include a narrative description of how the curriculum is aligned with the Illinois Early Learning Guidelines/Standards.

IDCFS LICENSE NUMBER \_\_\_\_\_

1D – CHILD SCREENING

2. Does your program conduct developmental screenings for all children at least annually, as well as complete screenings within 60 days of a child’s entrance to the program?  YES  NO

If Yes, supply a copy of your program’s written policies related to developmental/child screening.

1F – INCLUSION OF CHILDREN WITH SPECIAL NEEDS

3. Does your program have a written Memorandum of Understanding (MOU) with the local Child and Family Connections (if serving children under 3)?  YES  NO  N/A (not serving children under age 3)

A statewide MOU is in development for CFC’s to use with programs. Until a statewide MOU is available, this requirement is waived, but will be required at annual report.

4. Does your program have a written MOU with at least one Local Education Agency (LEA) concerning services to children age 3 - 5 with an Individual Education Program (IEP)?  YES  NO  N/A (not serving children age 3 - 5)

**OPTIONAL:** If Yes, enclose a copy of a signed MOU with at least one LEA. (Required in 2016.)

4B – STAFF QUALIFICATIONS

Initial ExceleRate Illinois applications receive an extension related to staff qualifications. Program staff are required to apply for the Gateways Credentials. Program staff must achieve the Gateways Credentials within the first year of the program’s eligibility.

4C – STAFF DEVELOPMENT

5. Does your program have individualized, written staff development plans implemented for all staff?

YES

NO

If Yes, supply copies of written individual professional development plans for one teaching staff per classroom.

6. Do all classroom staff in your program complete at least 20 hours of professional development, including a minimum of 5 hours Gateways Registry-approved training, per year?

YES

NO