

## RESOURCE - My NECPA Accreditation Work Plan

Goal and/or Plan of Action	Start Date	Resources Needed	Goal Date
1. Review accreditation materials and become familiar with NECPA standards.			
2. Introduce accreditation process and importance to program staff.			
3. Introduce accreditation concept to parents and encourage their support.			
4. Copy and hand out staff and parent surveys. Provide an anonymous drop box.			
5. Collect completed surveys and identify areas of weakness.			
6. Director and teachers measure each classroom against applicable NECPA standards using sections of the Self Assessment Instrument.			
7. Assess each classroom and note areas of noncompliance.			
8. Brainstorm with staff and parents on improvement plan to address areas of observed noncompliance and weaknesses from the surveys collected.			
9. Meet with staff periodically to review progress in meeting NECPA standards.			
10. Once the improvement plan is met, including any necessary staff training and facility changes, complete the NECPA Self Assessment Instrument.			
11. Complete Part A, compiling the necessary documentation in an organized system, using the provided documentation labels to note each item.			
12. Complete Part B, these items will be verified through observation.			
13. Resurvey both staff and parents. Provide an anonymous drop box. Ensure you have collected surveys from at least 70% of staff and 50% of the families served.			
14. Review NECPA Self Assessment Instrument for completeness. Each item must be answered Yes, No* or N/A. <u>Do not leave any items unanswered.</u>			
15. Request a verification visit when all improvements have been made, the correct number of surveys collected, all items answered and documentation organized for the Self Assessment Instrument.			