

Change to Policy/Procedure Memo

Date: December 20, 2022

Policy: Time-sensitive documentation and formal curriculum training for programs with a Provisional or PROP Rating

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Rationale: When the Provisional Rating and PROP processes were developed and launched in early 2021, it was uncertain how long those processes would be necessary while in-person observations were paused. Now, almost two years have passed since Provisional Ratings were first issued. As such, it is likely that documentation has aged for some provisionally-rated programs. DFD has determined it necessary to reassess programs' adherence to the standards and/or formal curriculum training requirements, in addition to conducting ERS observations.

Existing policy/procedure: Since Provisional Rating and PROP processes were introduced, it has been communicated that programs with a Provisional or PROP Rating will only need ERS observations completed, and that no additional documentation or formal curriculum training evidence would be reviewed at the time of the observation.

Change to policy/procedure: Due to the time lapse between original Provisional or PROP Rating documentation reviews and the anticipated launch of in-person observations in early 2023, programs that received a Provisional or PROP Rating **before Aug. 31, 2022** will be asked to re-submit select time-sensitive documentation and/or evidence that formal curriculum training has been maintained. The documentation the program is asked to resubmit will be for the standards for which the program submitted and received credit when their Provisional or PROP Rating was issued. Note: NAEYC-accredited programs will only be asked to submit reports as outlined below.

Programs that received a Provisional or PROP Rating **after Aug. 31, 2022** will not need to submit time-sensitive documentation or evidence that formal curriculum training has been maintained.

NAEYC-accredited programs that received a Provisional Rating **before Aug. 31, 2022** will be asked to submit their current NAEYC Accreditation Certificate, NAEYC Accreditation Reports and/or Annual Reports (as appropriate). NAEYC-accredited programs that received a Provisional Rating **after Aug. 31, 2022** will not need to submit updated NAEYC reports, time-sensitive documentation or evidence that formal curriculum training has been maintained.

The process by which documentation will be requested and reviewed is currently being developed and more information will be provided when in-person observations resume.