

Delaware Institute for Excellence in Early Childhood

Sponsoring Organization and Curriculum Application

Return Completed Application to ecinstitute@udel.edu



SUBMISSION PROCESS

1. Review the conditions below and Memorandum of Understanding (MOU) terms to determine if all requirements are met before moving forward with this process.
2. Complete the “Sponsoring Organization Application.”
3. Complete the professional learning curriculum application.
4. Return this signed MOU at time of approval.

CONDITIONS OF PROFESSIONAL LEARNING CURRICULUM APPROVAL

This information will also be listed in the MOU upon approval of the Professional Learning Curriculum.

As an Entrepreneur/Individual LLC, I agree to:

- Abide by the NAEYC Code of Ethical Conduct and NAEYC’s Code of Ethical Conduct Supplement for Early Childhood Adult Educators;
- Deliver the approved professional learning curriculum in its entirety and to fidelity;
- Support NAEYC’s Professional Standards and Competencies for Early Childhood Educators as they pertain to the professional learning;
- Comply with renewal requirements by resubmitting the professional learning with updates/revisions, at least every three years or more often if necessary;
- Provide DIEEC at least 30 days' notice to schedule a date for this professional learning offering;
- Use the DIEEC registration system to register professionals PRIOR to the professional learning opportunity;
- Use DIEEC attendance forms/sign-in sheets to confirm professionals;
- Provide liability insurance and workers' compensation. Note: You are not a DIEEC employee and are not covered under the University of Delaware.
- Update contact information with DIEEC as necessary; and
- Respond to communication in a timely manner.

DIEEC agrees to:

- Provide registration, and attendance;
- Market all approved professional learning opportunities through the DIEEC PD website;
- Communicate any system changes in a timely manner;
- If deemed necessary by the sponsoring organization, cancel the professional learning at least five (5) working days prior to the scheduled start date, except during a state of emergency or weather-related incident; and
- Respect intellectual property rights and not use any of the professional learning curriculum materials unless given written permission.

SPONSORING ORGANIZATION INFORMATION

Name of Organization:

Organization Address:

Email:

Phone Number:

Organization Status:

For-Profit

Non-Profit

Brief Description of Familiarity with Subject Matter: Please describe how the organization will ensure Professional Learning Curriculum content will be delivered in a professional and expert way.

Mission of Organization:

Website Link:

Point of Contact:

Role in Organization:

Phone Number:

Email:

Is this person an instructor?

Yes

No

SUBMIT RESUME WITH THIS APPLICATION.

NAMES OF ADDITIONAL INSTRUCTORS ASSIGNED: Individuals who work for your organization and may deliver this professional learning curriculum.

1. Name:

Email:

Phone Number:

2. Name:

Email:

Phone Number:

CURRICULUM APPLICATION

Organization Name:

Date:

Address:

City, State:

Zip:

Phone:

Email:

Phone 2:

<p>Logistics of the Professional Learning</p>	<p>Title:</p> <p>Offered in any other language?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language:</p> <p>Minimum number of participants needed to hold professional learning:</p> <p>Number of clock hours:</p> <p>Number of sessions to complete clock hours:</p> <p>Intended audience:</p> <p>Mode:</p> <p><input type="checkbox"/> Online <input type="checkbox"/> In person</p> <p>Locations available to deliver professional learning:</p> <p><input type="checkbox"/> New Castle County</p> <p><input type="checkbox"/> Kent County</p> <p><input type="checkbox"/> Sussex County</p>
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<p>Content Area- Please Pick Just 1</p>	<p><input type="checkbox"/> Child Development and Learning</p> <p><input type="checkbox"/> Curriculum and Instruction</p> <p><input type="checkbox"/> Environment and Program Design</p> <p><input type="checkbox"/> Family and Community Partnerships</p> <p><input type="checkbox"/> Health, Safety and Nutrition</p> <p><input type="checkbox"/> Management and Administration</p> <p><input type="checkbox"/> Observation and Assessment</p> <p><input type="checkbox"/> Professionalism</p> <p><input type="checkbox"/> Social Emotional Development</p>
<p>Level of Professional Learning</p>	<p><input type="checkbox"/> Introduction (little to no prior knowledge of topic required)</p> <p><input type="checkbox"/> Intermediate (specialized topics or requires prerequisite)</p> <p><input type="checkbox"/> Advanced (complex and/or requires completion of outside projects, completes hierarchy)</p>
<p>Description of Session</p>	<p>For marketing purposes, in 75 words or less, write a brief description:</p>
<p>Professional Learning Resources and References</p>	<p>List sources and citations for professional learning curriculum materials. The justification and resources must be evidence-based.</p>

<p>Summative Evaluation Method</p>	<p>Include a copy of the assessment(s) used to determine the effectiveness of your professional learning.</p>
<p>REQUIRED Artifacts: Submit with application</p>	<p>Any artifacts used to deliver the professional learning must be included with this application. The following are examples of possible artifacts:</p> <ul style="list-style-type: none"> • PowerPoint (Can be a PDF) • Teaching notes can be submitted as “notes” in PowerPoint or as a Word document aligned to the PowerPoint • Any handouts or activities used
<p>NAEYC’s Professional Standards and Competencies for Early Childhood Educators</p>	<p>List the standards and competencies that are addressed in this professional learning.</p>
<p>Objectives of the Professional Learning</p>	<p>List the objectives for this professional learning; at least 1 per hour.</p>