



STEPS AND TIMELINE RECERTIFICATION

The following time line will guide the EXCEL BY 5 recertification process:

Months 0-6 after EXCEL BY 5 Certification Award

Community Needs Assessment is completed by community coalition to use at a strategic planning session to evaluate how the community will move toward recertification and to develop communication/action plan for next two years activities.

- Coalition Members are named/renamed
- Community Certification Manager is named/renamed by representatives of the coalition and the lead agency
- Agreement of Understanding between the lead agency, the Coalition and the Community Certification Manager regarding the Manager's job duties, as related to EXCEL BY 5 activities, is signed by all.
- New Coalition Charter and Bylaws are adopted

Community certification manager continues to meet with committees and facilitates the work needed to meet the criteria.

First Year

Community certification manager continues to gain information from childhood programs in the community and distributes forms for collecting data from the childcare center directors with staff hours and credentials.

State staff analyzes the data to see if the recertification percentages in the centers have been met.

Community certification manager conducts quarterly coalition meetings for the purpose of updating members and gaining more information on how to address

the EXCEL BY 5 criteria, providing a written quarterly report to the lead agency and state EXCEL BY 5 office (ongoing throughout the process).

State EXCEL BY 5 staff guides the community certification manager to sources of classroom assessments and technical assistance for childcare centers.

One Year and 11 months after certification

EXCEL BY 5 state office sends the community certification manager a notice that recertification documentation for the coming year should begin in one month.

Year 3

Year 3 will be monitored by EXCEL BY 5 staff for community recertification.

Community certification manager uses the monthly recertification checklist to monitor progress and sends monthly copies to EXCEL BY 5 state office. He/she notifies EXCEL BY 5 if the community has met all the required criteria.

State EXCEL BY 5 staff visits community and conducts final review of documentation that community has met all required elements to be recertified as an EXCEL BY 5 child-friendly community.

Notification of results of review is provided to the lead agency and the community certification manager

If the results are positive: EXCELebration is planned by the community coalition members and lead agency.

If the results indicate more work is needed, then the specifics will be provided to the lead agency and community certification manager with a plan to assist them in meeting the remaining criteria.