

NORTH GEORGIA CONFERENCE DIRECTORS ASSOCIATION

CERTIFICATION PROCEDURES

1. Applying preschools must be a current member of the Preschool Association.
2. Information will be sent from the association to all preschools on the email list for the Preschool Association. A form will be included for any preschool to apply for certification. The application for certification and a \$25 application fee must be mailed to the certification chairperson by **October 19, 2012**. The certification chairperson will acknowledge receipt of the application and payment. Checks should be made out to: N. GA. Conference Directors Association. Mail the application form and check to:
Margaret Waterbury
Druid Hills UM Preschool
1200 Ponce de Leon Avenue
Atlanta, GA 30306
You can also contact Margaret at mwaterbury@dhump.org.
3. Certification procedures, guidelines, self-study packet, and mentor job descriptions are available online at: <http://ngumc.org/pages/detail/651>.
4. A mentor (person who has experienced the certification process) will be assigned to the applying school by the certification chairperson. The mentor will be responsible for helping the director with the process of certification, i.e., answering questions, locating resources, etc.
5. When the director seeking certification has completed all sections in the self-study packet, a copy should be made of the self-study packet and all documentation. These combined documents comprise the self-study packet.
6. The “original” complete self-study packet should be sent by certified mail or hand-delivered to the assigned mentor. They must be postmarked by **February 22, 2013**.
7. The mentor will notify the certification chairperson by **March 1, 2013** if the applying school will continue or withdraw from the certification process.
8. At least one mentor and one visitor will do an on-site visit in March. Following the visit the application will be carefully reviewed.
9. The mentor will notify the certification chairperson as to the status of certification (received or deferred) for applying schools by **March 29, 2013**.
10. The self-study packet (criteria met/ not met for each topic) and a summary letter will be completed by the mentor no later than **April 5, 2013**. The summary letter will be mailed to the applying school’s director and a copy of the school’s summary letter and their self-study packet will be mailed to the certification chairperson.

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11. Schools receiving certification will be recognized as “A Program of Excellence for Young Children” at the last Preschool Association meeting in April.

12. Newly certified schools will be added to the ongoing list of preschools which have been certified through the Preschool Association. Certification is good for three years. All certified preschools will be notified by the recertification chairperson at the beginning of the school year when recertification is due.

Tips for Applying Directors

- Familiarize yourself with the revised certification procedure.
- Utilize your mentor to help you with this process. It can be overwhelming at first, but your mentor can help you through the steps.
- Review the [Checklist of Certification Standards](#) and [Guidelines for Certification Standards](#). Please use these active links to the 2009 version (found at <http://ngumc.org/pages/detail/651>) rather than a google search as you may end up with an outdated version.
- Prioritize sections to complete in the self-study. Establish a plan to cover several sections each month.
- Utilize your staff, treasurer, and school board members to help with the different areas in this process.
- Make copies of bills, letters, meetings, photographs, etc. as proof of documentation.
- Utilize your staff to help with curriculum goals at each age level and assist in copies of lesson plans.
- Monitor your progress. Remember the deadline is February 22nd to mail and March 1st to deliver.
- Consult with your mentor frequently—she’s there to help you!
- Directors of any certified school are available as resources...don’t reinvent the wheel! There are no “perfect” answers...it is what works best for your school within your church setting.
- Remember, certification is good for three years! When it’s done, your job will be much easier (promise!) and you will have a wonderful feeling that your school is a better place to serve God’s children.