

# North Georgia UMC Preschool Directors Association

## Recertification

**Recertification** takes place three years after certification. For instance, if your school was certified in the spring of 2016, it would recertify in spring 2019.

**Level 2 recertification** is done on the third renewal, or nine years, after the original certification. A level 2 recertification requires the school to go through the certification process again.

## Recertification Procedure

1. A notification email will be sent to the schools that are due for recertification. An application and checklist for recertification will be attached.
2. Mail the application and a check for \$25 made payable to “North Georgia UMC Preschool Directors Association” by November 1 to:  
  
Angie Mayo  
Dahlonge UMC Preschool  
P.O. Box 455  
Dahlonge, GA 30533
3. Receipt of the application will be acknowledged by email.
4. Between November 1 and February 26, mail or hand deliver a notebook to address shown above containing the following sections:
  - Copy of the original certification checklist
  - Statement of areas improved over the past three years (photos appreciated)
  - Statement of changes made in the program (size, staffing, etc.)
  - Statement of curriculum changes
  - Long term goals for the program
  - Short term goals for the program
5. Questions can be directed to Angie Mayo at 706-864-8521 or [iamsweeones@yahoo.com](mailto:iamsweeones@yahoo.com)
6. The recertification notebook must be received by February 26. Receipt of the notebook will be acknowledged by email.
7. If needed, an on-site visit will be scheduled.
8. By April 1, your school will be notified regarding recertification status.
9. At the April meeting of the North Georgia UMC Preschool Directors Association, schools receiving recertification will be recognized as “A Program of Excellence for Young Children.”
10. Recertification is good for three years.

## **Documentation Checklist for Recertification**

- Original documentation (copy of original certification checklists with criteria met/not met)
- Statement of areas that have been improved upon over the past three years
- Statement of changes made in program: class size/ratios, school size, staffing changes, etc.
- Statement of curriculum changes
- Long term goals to improve the program
- Short term goals to improve the program

Please make a copy of all your criteria and paperwork for your records.

If there has been a change in director, or if there are questions about the school's documentation, a mentor may make an on-site visit.

## **Three Year Recertification Process**

1. Please send your school's recertification application to Angie Mayo by November 1 if you are planning to recertify this year.
2. The \$25 recertification fee should accompany your recertification application.
3. Documentation for recertification must be received by the recertification chairperson by February 26.
4. The recertification chairperson will phone you by April 1 as to the status of your recertification.
5. A recertification certificate will be presented at the last Preschool Directors Association meeting in the spring.

**Certification procedures, certification standards, standards checklist, and mentor job descriptions are available online at <http://www.ngumc.org/preschoolassociation>.**

Remember: The deadline to apply for recertification is November 1. The recertification chairperson will email the director to acknowledge receipt of application and payment.