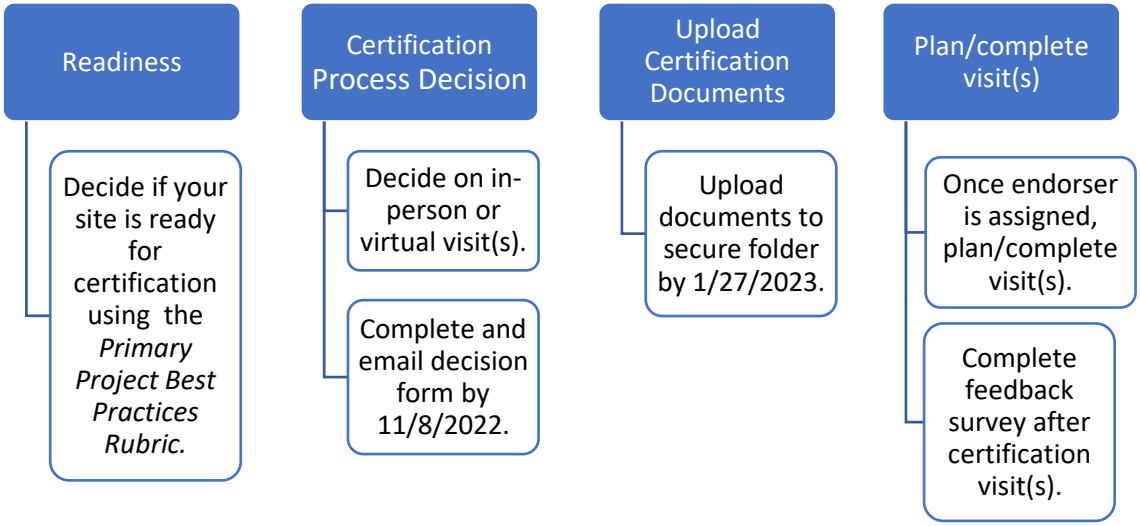
# Primary Project National Certification At-a-Glance

(details follow on page 2)



**Review Certification Materials and decide if your school is ready for a certification visit** (The *Primary Project Best Practices Rubric* is helpful in determining readiness.)

- The forms to be completed electronically and submitted by your school-based team for review can be found on our website under *Primary Project National Certification materials*
  - *Primary Project National Certification Application 2022-23* form
  - *Primary Project Best Practices Rubric 2022-23* form
  - *Certification Materials Checklist 2022-23* form and documents on the checklist
  - Letter from principal indicating support for the program and the certification visit/virtual meetings
  - Group data reports for the last full program year (*T-CRS; A-CRS; Professional Summary Report; Child Log; Student Demographic Report* or comparable documents, if using other measures)
- Other informational documents on the website to help with understanding the certification process
  - *Primary Project Standards 2022-23*
  - *Primary Project General Information for Certification 2022-23*

**Decide which certification process you would prefer**

- Review the *In-Person Process and Virtual Meetings via Zoom Certification Process Form 2022-23.*
  - Decide which process you would like to use for certification: an in-person visit or virtual Zoom meetings.
  - Complete the *In-Person Process and Virtual Meetings via Zoom Certification Process Form 2022-23* with your decision and the name and e-mail address of the person at your school who will be uploading your certification documents to your school's secure location.
  - E-mail the above form to Arlene Bobin (abobin@childrensinstitute.net) and Kathy Embt (kembt@childrensinstitute.net) by **November 8, 2022**.

**Upload the certification documents**

- Once Children's Institute staff has the *In-Person Process and Virtual Meetings via Zoom Certification Process Form 2022-23*, the person who will be uploading your documents will receive information about how to access your school's secure site so that the application materials can be uploaded by **January 27, 2023.**
- Upload the documents for review and once this is completed, contact Arlene Bobin with that information.
  - Folder 1 – *Primary Project Certification Application 2022-23*; *Primary Project Best Practices Rubric 2022-23*; Principal Letter of Support
  - Folder 2 – *Certification Materials Checklist 2022-23* and documents
  - Folder 3 – Group data reports

**Plan/complete the visit/virtual meetings**

After January 27, 2023, endorser assignments are made. You will be introduced to your endorser in an e-mail so that you can begin to schedule the in-person visit or virtual meetings. Your endorser will review application materials and may request other materials that are needed or may be helpful to the process.

- After your in-person visit or virtual meetings is/are completed, you will receive a survey so that you can give feedback about the certification process. We welcome your feedback!