

Dear Director,

According to our North Georgia Conference certification records, it is time for your school to be recertified in April 2016. Please read the enclosed procedures and guidelines carefully. It is never too early to review your changes over the past three years and begin to document them. You might also want to make extra copies now for your recertification; this will save you valuable time throughout the school year.

This year I am chairing recertification for the North Georgia Conference Directors Association. Please be aware that your recertification documentation may be sent to me any time before **Friday, February 26, 2016**. This documentation should include any changes or improvements to your program. **Please be aware the North Georgia Conference Preschool Directors Association has updated and rewritten the guidelines for recertification. An updated checklist is enclosed.**

If you choose to recertify your school for the next three years, please let me know by **November 1, 2015**. There is a **recertification fee of \$15** (check made out to North Georgia UMC Preschool Directors Association) that is to be included when you send your recertification application to me.

If you have questions, please call me at 770-418-1730 or email me at [cwaite@johnscreekumc.org](mailto:cwaite@johnscreekumc.org). I will be happy to assist you in any way.

Sincerely,

Cathy Waite

# North Georgia UMC Preschool Directors Association

## Recertification

**Recertification** takes place 3 years after certification. For instance, if your school was certified in the spring of 2008, it would recertify in spring 2011.

**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

- A letter will be sent to the schools to be recertified in the spring. An application and checklist for recertification will be included with the letter.
- Mail the application and a check for \$15 made out to the North Georgia UMC Preschool Directors Association by November 1, 2015 to:

Cathy Waite  
Johns Creek United Methodist Church Preschool  
11180 Medlock Bridge  
Johns Creek, GA 30097

- Receipt of the application will be acknowledged by email.
- Between November 1, 2015 and February 26, 2016 mail or hand deliver a notebook to the same address 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
- Questions can be directed to Cathy Waite at 770-418-1730 or [cwaite@johnscreekumc.org](mailto:cwaite@johnscreekumc.org).
- The recertification notebook must be received by February 26, 2016. Receipt of the notebook will be acknowledged by email.
- If needed, an on site visit will be scheduled.
- By April 1, 2016 your school will be notified regarding recertification status.
- 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”.
- Recertification is good for three years.

## **Needed Documentation for Recertification**

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

Please make a copy of all of 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 onsite visit.

## **Three Year Recertification Process**

1. Please send your school's recertification application to Cathy Waite by November 1, 2015 if you are planning to recertify this year.
2. The \$15 recertification fee should accompany your recertification application.
3. Documentation for recertification must be received by the recertification chairperson by Friday, February 26, 2016.
4. The recertification chairperson will phone you by April 1, 2016 as to the status of your recertification.
5. A recertification certificate will be presented at the last Preschool Directors Association meeting in the spring of 2016.

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

**North Georgia UMC Preschool Directors Association**  
**Recertification Application**

Date: \_\_\_\_\_

Please enroll our school in the Recertification Process of the North Georgia UMC Preschool Directors Association.

Official Name of School: \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_

Director's Name: \_\_\_\_\_

School Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mail or fax to:

Cathy Waite  
Johns Creek UMC Preschool  
11180 Medlock Bridge  
Johns Creek, GA 30097  
Fax: 770-418-0578  
Email: [cwaite@johnscreekumc.org](mailto:cwaite@johnscreekumc.org)

Processing Fee: \$15 (Make checks payable to N. GA. UMC Preschool Directors Assn.)

Remember: The deadline to apply for recertification is November 1, 2015. The recertification chairperson will email the director to acknowledge receipt of application and payment.