



# **DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD**

## **SPONSORING ORGANIZATION**

**and**

## **CURRICULUM APPLICATION**

**Organizations completing all forms for Curriculum Review and Approval**

**RETURN COMPLETED APPLICATION TO**

**[INSTITUTE-EARLY-  
CHILDHOOD@UDEL.EDU](mailto:INSTITUTE-EARLY-CHILDHOOD@UDEL.EDU)**



## Submission Process

1. Review the Conditions and MOU terms to determine if all requirements are met before moving forward with this process.
2. Complete the “Sponsoring Organization Application.”
3. Complete the professional learning curriculum application.
4. Return signed MOU at time of approval.

## Curriculum Submission/ Approval Schedule

PD Curriculum Submission Deadlines	Feedback from DIEEC PD	Earliest Professional Learning Experience (PLE) Date
<p><i>Must be submitted by this date or you will be moved to the next deadline period.</i></p> <p><i>Only 2 curricula may be submitted for approval per quarter.</i></p>	<p><i>Feedback in one of two ways</i></p> <p><i>1) Receive feedback on the application with feedback on items that must be addressed;</i></p> <p><i>or,</i></p> <p><i>2) An approval notice in the form of an MOU from DIEEC PD will be issued.</i></p> <p><i>Once the signed MOU and the applicable fees are received Professional Learning Experience dates may be submitted.</i></p>	<p><i>DIEEC PD must receive complete Professional Learning Experience (PLE) details at least <b>30 days</b> before PLE date to be able to post PLE information on the registry for participants to sign up.</i></p>
<p><b>Professional Learning Curriculum will be accepted the 1<sup>st</sup> of every month.</b></p>	<p><b>Please allow <u>30 working days</u> to received feedback or MOU.</b></p>	<p><b>Earliest date that a PLE could be listed on the registry.</b></p>
<p><b>Example:</b></p>		
<p><b>January 2nd</b></p>	<p><b>February 15th</b></p>	<p><b>March 15th</b></p>



## Conditions of Professional Learning Curriculum Approval

This information will also be listed in the MOU upon approval of Professional Learning Curriculum

As a Sponsoring Organization, we agree to:

- Abide by the NAEYC Code of Ethical Conduct and NAEYC's Code of Ethical Conduct Supplement for Early Childhood Adult Educators
- Deliver the approved professional learning curriculum in its entirety and to fidelity;
- Support Delaware Stars Standards, NAEYC Standards, and Delaware Early Childhood Professional Competencies, as they pertain to the Professional Learning Curriculum;
- Comply with renewal requirements by resubmitting the professional learning curriculum with updates/revisions, at least every three years or more often if necessary;
- Provide DIEEC PD at least 30 days notice within which to schedule a date for this Professional Learning Curriculum offering;
- Use the DIEEC PD registration system to register participants PRIOR to PLE event;
- Use DIEEC PD attendance forms/sign-in sheets to confirm participants;
- Submit all evaluation data to DIEEC PD within five business days of facilitating PLE ; scan when possible;
- Provide liability insurance and workers compensation. Note: You are not a DIEEC PD employee and are not covered under the University of Delaware.
- Update contact information with DIEEC PD as necessary; and
- Respond to communication in a timely manner.

Delaware Institute for Excellence in Early Childhood PD Agrees to:

- Provide registration, attendance, and online evaluation forms;
- Market all approved professional learning opportunities through DIEEC PD website;
- Communicate any system changes in a timely manner;
- Make evaluation and needs assessment data available including negative feedback and evaluative data; support strategic planning to address participant concerns;
- If deemed necessary by the sponsoring organization, cancel PLE at least five (5) working days prior to the scheduled PLE, except during a state of emergency or weather related incident and
- Respect intellectual property rights and not use any of the professional learning curriculum materials unless given written permission



## **SPONSORING ORGANIZATION INFORMATION**

NAME OF ORGANIZATION

ADDRESS

EMAIL

PHONE NUMBER

ORGANIZATION STATUS: \_\_\_\_\_FOR-PROFIT\_\_\_\_\_NON-PROFIT

BRIEF DESCRIPTION OF ORGANIZATIONAL FAMILIARITY WITH SUBJECT MATTER: Please describe how the organization will ensure Professional Learning Curriculum content will be delivered in a professional and expert way.

MISSION OF ORGANIZATION:

WEBSITE LINK:

DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD  
APPLICATION FOR SPONSORING ORGANIZATION AND CURRICULUM  
APPROVAL



POINT OF CONTACT:

ROLE IN ORGANIZATION

PHONE NUMBER:

EMAIL:

IS THIS PERSON AN INSTRUCTOR? \_\_\_\_\_ YES, \_\_\_\_\_ NO

SUBMIT RESUME WITH THIS APPLICATION

NAMES OF ADDITIONAL INSTRUCTORS ASSIGNED: Individuals you work for your organization and may deliver this professional learning curriculum.

1. Name:

Email:

Phone number:

2. Name:

Email:

Phone number:



## Curriculum Application

ORGANIZATION NAME:

DATE:

ADDRESS:

CITY, STATE:

ZIP:

PHONE:

EMAIL:

PHONE 2:

<ul style="list-style-type: none"> <li>• <b>Logistics of the PLE</b></li> </ul>	<ul style="list-style-type: none"> <li>• Title:</li> <li>• Offered in any other language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language:</li> <li>• Minimum number participants needed to hold PLE.:</li> <li>• Number of clock hours:</li> <li>• Number of sessions to complete clock hours:</li> <li>• Intended audience:</li> <li>• Available to deliver PLE:             <ul style="list-style-type: none"> <li><input type="checkbox"/> New Castle County</li> <li><input type="checkbox"/> Kent County</li> <li><input type="checkbox"/> Sussex County</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Content Area- Please pick just 1</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Child Development and Learning</li> <li><input type="checkbox"/> Environment and Program Design</li> <li><input type="checkbox"/> Curriculum and Instruction</li> <li><input type="checkbox"/> Social Emotional Development</li> <li><input type="checkbox"/> Observation and Assessment</li> <li><input type="checkbox"/> Health, Safety and Nutrition</li> <li><input type="checkbox"/> Family and Community Partnerships</li> <li><input type="checkbox"/> Professionalism</li> <li><input type="checkbox"/> Management and Administration</li> </ul>



	<input type="checkbox"/> Family and Community Partnerships <input type="checkbox"/> Professionalism <input type="checkbox"/> Management and Administration
<ul style="list-style-type: none"> <li>• <b>Level of PLE</b></li> </ul>	<input type="checkbox"/> Introduction (little to no prior knowledge of topic required) <input type="checkbox"/> Intermediate (specialized topics or requires prerequisite) <input type="checkbox"/> Advanced (complex and/or requires completion of outside projects, completes hierarchy)
<ul style="list-style-type: none"> <li>• <b>Description of Session</b></li> </ul>	<p>For marketing purposes, in 75 words or less, write a brief description:</p>
<ul style="list-style-type: none"> <li>• <b>PLE Resources and References</b></li> </ul>	<p>List sources and citations for professional learning curriculum materials. The justification and resources must be evidenced based.</p>
<ul style="list-style-type: none"> <li>• <b>Summative Evaluation Method</b></li> </ul>	<p>Include a copy of the assessment(s) used to determine the effectiveness of your PLE.</p>



<ul style="list-style-type: none"> <li>• <b>REQUIRED Artifacts:</b> <ul style="list-style-type: none"> <li>○ <b>Submit with application</b></li> </ul> </li> </ul>	<p>Any artifacts used to deliver the PLE must be included with this application. The following are examples of possible artifacts</p> <ul style="list-style-type: none"> <li>• Power point (Can be a PDF)</li> <li>• Teaching notes, can be submitted as “notes in PowerPoint or as a word document aligned to the PowerPoint</li> <li>• Any handouts or activities used</li> </ul>
<ul style="list-style-type: none"> <li>• Delaware Competencies for Early Childhood Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• List the Delaware Professional Competencies that are addressed in this PLE.</li> </ul>
<ul style="list-style-type: none"> <li>• Objectives of the PLE</li> </ul>	<ul style="list-style-type: none"> <li>• List the objectives for this PLE; at least 1 per hour</li> </ul>
<ul style="list-style-type: none"> <li>• Delaware STARS Standards</li> </ul>	<ul style="list-style-type: none"> <li>• List the Delaware STARS Standards that apply to this PLE.</li> </ul>