



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

## **SPONSORING ORGANIZATION**

## **CURRICULUM ONLY 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 you should move forward with this process.
2. Complete the “Sponsoring Organization Application.”
3. Complete the curriculum application.
4. Return signed MOU at time of approval.

## Curriculum Submission/ Approval Schedule

| PD Curriculum Submission Deadlines   | Feedback from DIEEC PD  | Earliest Training 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>You will then:<br/>           Receive feedback to your application for you to address; or,<br/>           An approval notice in the form of an MOU from the Institute. You may submit training dates as soon as MOU and applicable fees are signed/ received by DIEEC PD.</i></p> | <p><i>We must receive complete training details 30 days before training date to be able to post training information on the registry for participants to sign up.</i></p> |
| <p><b>Curriculum will be accepted the 1<sup>st</sup> of every month.</b></p>   | <p><b>Please allow 45 days to received feedback or MOU.</b></p>   | <p><b>Earliest date that a training could be listed on the registry.</b></p>  |
| <p><b>Example:</b></p>   |   |   |
| <p><b>February 1st</b></p>   | <p><b>March 15th</b></p>  | <p><b>April 15th</b></p>  |



## Conditions of Curriculum Approval

**This information will also be listed in the MOU upon approval of curriculum**

As a Sponsoring Organization, I agree to:

- Deliver the approved training curriculum in its entirety and to fidelity;
- Support Delaware Standards, Early Childhood Competencies and Early Learning Foundations (ELFs), as they pertain to the training curriculum;
- Comply with renewal requirements every three years: resubmit with updates/revisions every three years or more often if necessary;
- Notify DIEEC at least 30 days prior to when this professional development topic is to be scheduled;
- Use the DIEEC registration system to register participants PRIOR to training event;
- Use DIEEC attendance forms/sign-in sheets to confirm participants;
- Submit all evaluation data to DIEEC within five business days of facilitating training; scan when possible;
- Provide your own liability insurance and workers compensation. Note: You are not a DIEEC employee and are not covered under the University of Delaware.
- Update contact information with DIEEC as necessary; and
- Respond to communication in a timely manner.

Delaware Institute for Excellence in Early Childhood Agrees to:

- Provide registration, attendance, and online evaluation forms;
- Market all approved professional learning opportunities through DIEEC 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 professional learning opportunities at least five (5) working days prior to the scheduled training, except during a state of emergency or weather related incident and
- Keep your Power Point, training information, materials or handouts solely as your own materials.



## Curriculum Application

ORGANIZATION NAME:

DATE:

ADDRESS:

CITY, STATE:

ZIP:

PHONE:

EMAIL:

PHONE 2:

|   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• <b>Logistics of the Training</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<br/>If yes, what language:</li> <li>• Minimum number participants needed to hold training:</li> <li>• Number of clock hours:</li> <li>• Number of sessions to complete clock hours:</li> <li>• Intended audience:</li> <li>• Available to deliver training:<br/> <input type="checkbox"/> New Castle County<br/> <input type="checkbox"/> Kent County<br/> <input type="checkbox"/> Sussex County</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> </ul>  |



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|--|--|
|  | <input type="checkbox"/> Family and Community Partnerships<br><input type="checkbox"/> Professionalism<br><input type="checkbox"/> Management and Administration   |
| <ul style="list-style-type: none"> <li>• <b>Level of Training</b></li> </ul>                 | <input type="checkbox"/> Introduction (little to no prior knowledge of topic required)<br><input type="checkbox"/> Intermediate (specialized topics or requires prerequisite)<br><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>Training Resources and References</b></li> </ul> | <p>List sources and citations for curriculum materials. 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 training.</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 workshop must be included with this application.</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 Early Learning Foundations</li> </ul>  | <ul style="list-style-type: none"> <li>• List the Early Learning Foundations that apply to this training.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Delaware Professional Competencies</li> </ul>   | <ul style="list-style-type: none"> <li>• List the Delaware Professional Competencies that are addressed in this training.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Objectives of the training</li> </ul>   | <ul style="list-style-type: none"> <li>• List the objectives for this training; 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 training.</li> </ul>  |