

Delaware Institute for Excellence in Early Childhood
**Professional Learning Experience (PLE)
Memorandum Of Understanding (MOU)**

Date:

Congratulations! Your application for _____ has been approved by the Delaware Institute for Excellence in Early Childhood Professional Development unit (DIEEC PD). Attached are the comments from the review committee.

Please see attached Letter of Acceptance for approval details.

As a not-for-profit organization, you will not be charged for approval or for listing on our registry. If you choose to offer this PLE for profit in the future, you will be assessed the \$30 listing fee. Please refer to guidelines attached.

Enclosed you will a copy of a Memorandum of Understanding (MOU) between you and Delaware Institute for Excellence in Early Childhood Professional Development, outlining the commitments for both Sponsoring organization or Entrepreneur/ Individual LLC and DIEEC. Please sign and return a copy to the DIEEC Professional Development Department as soon as possible. You may mail, email, or fax this form to Kelly Cox's attention.

Thank you for your submission and contributing to quality professional development learning experiences for Delaware's Early Childhood workforce.

Sincerely,



Veronica Commodore

Director of Professional Development

University of Delaware
Department of Human Development and Family
Studies Delaware Institute for Excellence in Early
Childhood
vcomm@udel.edu

**Professional Learning Experience
 Memorandum Of Understanding (MOU)**

This is to inform the entity requesting approval for the professional learning experience (PLE) listed below, as well as other stakeholders that the PLE *has been approved* through the Delaware Institute for Excellence in Early Childhood.

TITLE OF PLE:	Click or tap here to enter text.
Organization:	Click or tap here to enter text.
CONTACT PERSON:	Click or tap here to enter text.

The PLE may be conducted at the discretion of the sponsoring organization or entrepreneur/ individual LLC under the guidelines for approved PLEs as outlined by DIEEC (see below). It is the sole responsibility of the sponsoring organization or entrepreneur/ individual LLC to review and abide by the parameters guiding the facilitation and marketing of the PLE.

Content area	Click or tap here to enter text.
# of Hours	Click or tap here to enter text.
AUDIENCE	Click or tap here to enter text.
LEVEL	Click or tap here to enter text.
DATE OF ACCEPTANCE:	Click or tap to enter a date.
DATE OF EXPIRATION (3 years):	Click or tap to enter a date.

- All approved professional learning experiences are approved for a period of three (3) years. After that date, it is the responsibility of the sponsoring organization or entrepreneur/ individual LLC to revise (if appropriate) and resubmit the PLE for approval for another three years.
- All approved PLEs remain the sole property of the sponsoring organization or entrepreneur/ individual LLC. Respect intellectual property rights and not use any of the professional learning curriculum materials unless given written permission.
- To have a PLE put onto the DIEEC PD calendar, please complete Professional Learning Experience details form and submit to DIEEC 30 days before the PLE date. For profit instructors will be assessed a fee of \$30 per listing.

- Purchase of materials, copying, distribution and all use of materials is the responsibility of the sponsoring organization or entrepreneur/ individual LLC.
- All copyright fees or permission for use of information is the responsibility of the sponsoring organization or entrepreneur/ individual LLC.
- MOU must be signed and returned before the PLE may be scheduled.



Delaware Institute for Excellence in Early Childhood

Professional Learning Experience

Memorandum Of Understanding (MOU)

As a Sponsoring Organization or Entrepreneur/ Individual LLC, I/we agree to:

- Deliver the approved PLE professional learning curriculum in its entirety and to fidelity;
- Support Delaware Stars Standards, and the Early Childhood Professional Competencies), as they pertain to the PLE curriculum;
- Comply with renewal requirements every three years: resubmit with updates/revisions at least once every three years or more often if necessary;
- Notify DIEEC PD at least 30 days prior to when this professional development topic is to be scheduled;
- 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 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 PD 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 experiences 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 sponsor, cancel professional learning experience 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.

DIEEC Representative	Printed Name	Date
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Organization Representative Signature	Printed Name	Date
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