



**SUBJECT MATTER EXPERT and
CURRICULUM APPLICATION
DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD**

Complete all forms for Curriculum Review and Approval



SUBJECT MATTER EXPERT: An individual who exhibits a high level of expertise in performing a specialized job, task, or skill within a field.
(Adapted from Dictionary Definition)

Curriculum Approval is based on the Instructor or Organization representing the ability to be a Subject Matter Expert in the listed Content Area. Please note the following instructions regarding Subject Matter Expert application. *New changes are underlined.

1. Each Instructor must submit approval application for EACH content area in which they want to be a Subject Matter Expert. **For an organization, please complete the Sponsoring Organization Form.**
2. Content Areas:
 - a. Child/Youth Development and Learning
 - b. Environment and Program Design
 - c. Curriculum and Instruction
 - d. Social Emotional Development
 - e. Observation and Assessment
 - f. Health, Safety and Nutrition
 - g. Family and Community Partnerships
 - h. Professionalism
 - i. Management and Administration
3. Subject Matter Experts are approved for three years. On-going professional development verification must be submitted for renewal (adult learning is preferred).
 - a. Once approved as a Subject Matter Expert in a Content Area, there is no need to resubmit when workshop approval is requested *in that content area for three years.*
 - b. *Only submit a new SME application when requesting approval for other content areas. For example; if submitted for social-emotional once and you are submitting for social emotional again you do not need to resubmit.*
4. Curriculum Approval will be dependent on showing Subject Matter Expert status in that content area.
5. Attach the following artifacts with Application for Subject Matter Expert (need only submit these once):
 - a. Résumé
 - b. Two Professional Letters of Reference
 - c. Verification of Adult Learning and Instruction Experience and Expertise
 - d. Transcripts from all Higher Education Institutions (indicate requested and sent by College)
 - e. Verification of Credentials, etc. as appropriate



SUBJECT MATTER EXPERT (SME) APPLICATION

NAME:

DATE OF SUBMISSION:

ADDRESS:

CITY, STATE:

ZIP:

PHONE:

EMAIL:

Content Area(s) for approval:

First SME Submission

Already SME approved in these content areas:

- Child/Youth Development and Learning (year DIEEC approved_____)
- Environment and Program Design (year DIEEC approved_____)
- Curriculum and Instruction (year DIEEC approved_____)
- Social Emotional Development (year DIEEC approved_____)
- Observation and Assessment (year DIEEC approved_____)
- Health, Safety and Nutrition (year DIEEC approved_____)
- Family and Community Partnerships (year DIEEC approved_____)
- Professionalism (year DIEEC approved_____)
- Management and Administration (year DIEEC approved_____)

Experience in Content Area: be specific with experience related to teaching, supervising, mentoring etc. in the appropriate content area(s) listed above.

Résumé Updates (if applicable): list any new certifications, experiences or education since résumé was submitted:



SPONSORING ORGANIZATION INFORMATION (IF APPLICABLE):

NAME OF ORGANIZATION

CONTACT PERSON .

ROLE IN ORGANIZATION

ADDRESS

EMAIL

PHONE NUMBER

BRIEF DESCRIPTION OF ORGANIZATIONAL FAMILIARITY WITH SUBJECT MATTER: Please describe how the organization will insure instruction of the content area in a professional and expert way.

NAMES OF INSTRUCTORS ASSIGNED:

Name

Role

Expertise Area:

Name

Role

Expertise Area:

Organization status: for-profit non-profit



SUBJECT MATTER EXPERT CHECKLIST FOR ARTIFACT SUBMISSION

Use this checklist to ensure SME application is complete BEFORE submitting paperwork.

ARTIFACT:	DESCRIPTION:	ADDITIONAL INFORMATION:
SME Application	<input type="checkbox"/> Includes Name <input type="checkbox"/> Includes Business/Organization (SPONSORING ORGANIZATIONS ONLY) <input type="checkbox"/> Includes Contact information <input type="checkbox"/> Includes Request for SME status for ____ workshop in ____ content area <input type="checkbox"/> Includes Relevant Experience in Content Area <input type="checkbox"/> Includes Resume Updates	<u>Must be submitted with each new workshop.</u>
A. Résumé	<input type="checkbox"/> Includes Education/Degrees <ul style="list-style-type: none"> ○ Bachelor's Degree plus three years' experience. ○ Master's Degree plus two years' experience. <input type="checkbox"/> Includes a brief, no more than 25 word, bio that can be shared. <input type="checkbox"/> Includes Experience facilitating adult Instruction <input type="checkbox"/> Includes Work history <input type="checkbox"/> Includes Professional development within last three years.	<i>Examples Could Include:</i> Conferences Staff workshops In-service DIEEC Other organizations (include contact information)



<p>B. Reference Letters</p>	<p><input type="checkbox"/> Includes two Professional References <input type="checkbox"/> References are signed and sent by writer (NOT applicant) directly to DIEEC <input type="checkbox"/> Includes contact information of reference</p>	<p><u>Mail or Email scan/fax must include contact information for your reference.</u> We may contact them for further information. <u>One reference must have observed you instructing adults.</u> They should include evaluative information about your instruction of adults.</p>
<p>C. Adult Instruction Training or Education</p>	<p><input type="checkbox"/> Certificates and/or Transcripts included</p>	<p><i>Examples Could Include:</i> Relationship Based Adult Learning (From DIEEC) College Transcripts Maryland or PA Keys Human Resources Degree Public Speaking course Leadership Course (NOT workshop) Johnson and Johnson McCormick Foundation ATD</p>
<p>D. Transcript(s)</p>	<p><input type="checkbox"/> Transcripts included</p>	<p><u>Official transcripts should be sent directly to DIEEC from Institution.</u> Transcripts only needs to be sent once for your file. Address: Delaware Institute for Excellence in Early Childhood University of Delaware Department of Human Development & Family Studies 111 Alison Hall West Newark, DE 19716 ATTN: Kelly Cox</p>



<p>E. Credential(s) or Certification(s) (as appropriate)</p>	<p><input type="checkbox"/> Credential(s) or Certification(s) related to content area...</p> <ul style="list-style-type: none"> <input type="checkbox"/> Child/Youth Development and Learning <input type="checkbox"/> Environment and Program Design <input type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Social Emotional Development <input type="checkbox"/> Observation and Assessment <input type="checkbox"/> Health, Safety and Nutrition <input type="checkbox"/> Family and Community Partnerships <input type="checkbox"/> Professionalism <input type="checkbox"/> Management and Administration 	<p><i>Examples Could Include:</i></p> <p>ERS Inclusion Credential Preschool Credential Administrator Credential Infant Toddler Credential State teaching license WIDA CDA</p>
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CURRICULUM APPLICATION

The following information should be included in entirety: 1) Application with logistical information; will be used in publishing workshop information when listed on the registry 2) Outline; will be used in validating presentation modes, adult learning principles as well as sequence/timing 3) Activity Charts; will be used in assessing activity alignment to workshop objectives and adult learning theory.

For resources to support workshop development or alignment with adult learning principles, and other research information that guides review and approval, please see posted resources online. (list web address)

APPLICANT NAME:

DATE:

ADDRESS:

CITY, STATE:

ZIP:

PHONE:

EMAIL:

ORGANIZATION/AFFILIATION (if applicable):



<p>1. Logistics of the Training</p>	<ul style="list-style-type: none"> • Title: Click or tap here to enter text. • Mode: <ul style="list-style-type: none"> <input type="checkbox"/> In-person <input type="checkbox"/> Online • Offered in any other language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language: • Maximum number of participants: • Number of clock hours: • Number or sessions to complete clock hours: • Intended audience:
<p>2. Content Area</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Child Development and Learning <input type="checkbox"/> Environment and Program Design <input type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Social Emotional Development <input type="checkbox"/> Observation and Assessment <input type="checkbox"/> Health, Safety and Nutrition <input type="checkbox"/> Family and Community Partnerships <input type="checkbox"/> Professionalism <input type="checkbox"/> Management and Administration <input type="checkbox"/> Other:
<p>3. Level of Training</p>	<ul style="list-style-type: none"> <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)
<p>4. Description of Session</p>	<p>For marketing purposes, in 75 words or less, write a brief description:</p>
<p>5. Training Resources and References</p>	<p>List resources (at least 50% within last five years) used to develop curriculum.</p>



<p>6. Summative Evaluation Method</p>	<p>Include a copy of the assessment(s) used to determine the effectiveness of your training.</p>
<p>7. REQUIRED Artifacts:</p> <ul style="list-style-type: none"> ○ OUTLINE TEMPLATE-see following pages ○ ACTIVITY CHART TEMPLATEsee following pages ○ TEACHING NOTES (may be in PowerPoint notes, or a Word document) 	<p>Must be included in application.</p>
<p>8. Artifacts if applicable:</p> <ul style="list-style-type: none"> ○ HANDOUTS ○ POWERPOINT (or PREZI) 	<p>If any additional artifacts are used in the workshop include in application.</p>

Complete ONE of the following charts to show the scope and flow of the submitted workshop. Use the fillable spaces to provide required information. A sample can be found online at [OUTLINE TEMPLATE](#)

Use as many rows as needed for your workshop. It is not required to use all rows.

<p><u>DELAWARE STARS STANDARDS</u> (www.delawarestars.udel.edu/standards/)</p> <p>Align workshop to DE Stars Standards and DE Professional Competencies.</p>				
<p><u>DELAWARE PROFESSIONAL COMPETENCIES:</u> (https://dieecpd.org/earlychildhood-professional-competencies)</p>				
<p><u>Overall Course Objectives (list all):</u></p> <p>1 per hour of instruction. Show use of Bloom's Taxonomy.</p>				
<u>Objective #</u>	<u>Slide(s) in PPT</u>	<u>Sequence</u> (Brief summary/statement listing order of events throughout workshop. Note activities and handouts when applicable)	<u>Allotted Time</u> (# minutes)	<u>Training Methods</u> (use variety- see Learning Pyramid)

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<u>Objective #</u>	<u>Slide(s) in PPT</u>	<u>Sequence</u> (Brief summary/statement listing order of events throughout workshop. Note activities and handouts when applicable)	<u>Allotted Time</u> (# minutes)	<u>Training Methods</u> (use variety- see Learning Pyramid)

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<u>Objective #</u>	<u>Slide(s) in PPT</u>	<u>Sequence</u> (Brief summary/statement listing order of events throughout workshop. Note activities and handouts when applicable)	<u>Allotted Time</u> (# minutes)	<u>Training Methods</u> (use variety- see Learning Pyramid)

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**ACTIVITY CHARTS (complete one for each activity; up to five total.
If you have more than five activities use the same criteria to
describe the remaining activities in teaching notes)**

A sample of an activity chart can be found online

Web address:

ACTIVITY CHART TEMPLATE

#/Name:

OBJECTIVE from overall workshop: Click or tap here to enter text. (list the objective from the outline that the activity relates to)	
TITLE	
PURPOSE <i>How will the activity help participants gain knowledge toward objective?</i>	
MATERIALS	
PROCEDURE <i>Give detailed sequence of how to begin the activity through completion of activity.</i>	
QUESTIONS/ EVALUATION <i>What questions will you ask to check for understanding? How will you evaluate the learning of the participants? How will you know if participants meet the objective?</i>	

ACTIVITY CHART TEMPLATE

#/Name:

OBJECTIVE from overall workshop:
 (list the objective from the outline that the activity relates to)

TITLE	
PURPOSE <i>How will the activity help participants gain knowledge toward objective?</i>	
MATERIALS	
PROCEDURE <i>Give detailed sequence of how to begin the activity through completion of activity.</i>	
QUESTIONS/ EVALUATION <i>What questions will you ask to check for understanding? How will you evaluate the learning of the participants? How will you know if participants meet the objective?</i>	

TITLE	
PURPOSE <i>How will the activity help participants gain knowledge toward objective?</i>	
MATERIALS	
PROCEDURE <i>Give detailed sequence of how to begin the activity through completion of activity.</i>	

ACTIVITY CHART TEMPLATE

#/Name:

OBJECTIVE from overall workshop: (list the objective from the outline that the activity relates to)

QUESTIONS/ EVALUATION <i>What questions will you ask to check for understanding? How will you evaluate the learning of the participants? How will you know if participants meet the objective?</i>	
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TITLE	
PURPOSE <i>How will the activity help participants gain knowledge toward objective?</i>	
MATERIALS	
PROCEDURE <i>Give detailed sequence of how to begin the activity through completion of activity.</i>	
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ACTIVITY CHART TEMPLATE

#/Name:

OBJECTIVE from overall workshop: (list the objective from the outline that the activity relates to)

TITLE	
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MATERIALS	
PROCEDURE <i>Give detailed sequence of how to begin the activity through completion of activity.</i>	
QUESTIONS/ EVALUATION <i>What questions will you ask to check for understanding? How will you evaluate the learning of the participants? How will you know if participants meet the objective?</i>	



CURRICULUM APPLICATION CHECKLIST FOR SUBMISSION

Use this checklist to ensure curriculum application is complete BEFORE submitting paperwork

WORKSHOP TITLE: _____ WORKSHOP CODE (DIEEC): _____

CRITERIA	DESCRIPTION
1. Logistics of Training	<input type="checkbox"/> Title aligned with content area <input type="checkbox"/> In Person <input type="checkbox"/> Online Hours: # of sessions:
2. Level of Training	<input type="checkbox"/> Introduction <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
3. Content Area (SME included)	<input type="checkbox"/> Child Development and Learning <input type="checkbox"/> Environment and Program Design <input type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Social Emotional Development <input type="checkbox"/> Observation and Assessment <input type="checkbox"/> Health, Safety and Nutrition <input type="checkbox"/> Family and Community Partnerships <input type="checkbox"/> Professionalism <input type="checkbox"/> Management and Administration <input type="checkbox"/> Other:
4. Description	For advertising purposes.
5. Resources	At least 50% within last five years. APA format, current and relevant, cited in notes
6. Evaluation	Summative evaluation included.
7. OUTLINE TEMPLATE	<input type="checkbox"/> Stars Standards



	<input type="checkbox"/> DE Competencies <input type="checkbox"/> Teaching Sequence <input type="checkbox"/> Objectives: 1 per hour of instruction, use of Bloom's Taxonomy <input type="checkbox"/> Training Methods: Uses mixed training methods aligned with adult learning theory.
8. ACTIVITY CHART TEMPLATE	Include: <input type="checkbox"/> process and <input type="checkbox"/> procedure; <input type="checkbox"/> alignment to objectives
9. Handouts	<input type="checkbox"/> Relevant to objectives <input type="checkbox"/> Proper copyright usage
10. Power Point (if applicable)	<input type="checkbox"/> Proper grammar and spelling <input type="checkbox"/> Objectives listed <input type="checkbox"/> Limited use of text <input type="checkbox"/> Divided into logical sections and sequence <input type="checkbox"/> Includes Diversity <input type="checkbox"/> Visually appealing and cohesive (color palette and font)
11. Teaching Notes	<input type="checkbox"/> Detailed teaching notes included: regarding content, process and procedure, cite resources (may be in PowerPoint notes, in a Word document) <input type="checkbox"/> Content is culturally responsive