

Delaware Institute for Excellence in Early Childhood

Sponsoring Organization and Curriculum Application

Return Completed Application to ecinstitute@udel.edu



SUBMISSION PROCESS

1. Review the conditions below and Memorandum of Understanding (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 this signed MOU at time of approval.

CONDITIONS OF PROFESSIONAL LEARNING CURRICULUM APPROVAL

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

As an Entrepreneur/Individual LLC, I 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 NAEYC’s Professional Standards and Competencies for Early Childhood Educators as they pertain to the professional learning;
- Comply with renewal requirements by resubmitting the professional learning with updates/revisions, at least every three years or more often if necessary;
- Provide DIEEC at least 30 days' notice to schedule a date for this professional learning offering;
- Use the DIEEC registration system to register professionals PRIOR to the professional learning opportunity;
- Use DIEEC attendance forms/sign-in sheets to confirm professionals;
- Provide 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.

DIEEC agrees to:

- Provide registration, and attendance;
- Market all approved professional learning opportunities through the DIEEC PD website;
- Communicate any system changes in a timely manner;
- If deemed necessary by the sponsoring organization, cancel the professional learning at least five (5) working days prior to the scheduled start date, 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:

Organization Address:

Email:

Phone Number:

Organization Status:

☐

For-Profit

☐

Non-Profit

Brief Description of 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:

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 who 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: _____

Logistics of the Professional Learning	Title:
	Offered in any other language?
	☐ Yes ☐ No If yes, what language:
	Minimum number of participants needed to hold professional learning:
	Number of clock hours:
	Number of sessions to complete clock hours:
	Intended audience:
	Mode:
	☐ Online ☐ In person
	Locations available to deliver professional learning:

Content Area- Please Pick Just 1	☐ Child Development and Learning ☐ Curriculum and Instruction ☐ Environment and Program Design ☐ Family and Community Partnerships ☐ Health, Safety and Nutrition ☐ Management and Administration ☐ Observation and Assessment ☐ Professionalism ☐ Social Emotional Development
Level of Professional Learning	☐ Introduction (little to no prior knowledge of topic required) ☐ Intermediate (specialized topics or requires prerequisite) ☐ Advanced (complex and/or requires completion of outside projects, completes hierarchy)
Description of Session	For marketing purposes, in 75 words or less, write a brief description:
Professional Learning Resources and References	List sources and citations for professional learning curriculum materials. The justification and resources must be evidence-based.

Summative Evaluation Method	Include a copy of the assessment(s) used to determine the effectiveness of your professional learning.
REQUIRED Artifacts: Submit with application	Any artifacts used to deliver the professional learning must be included with this application. The following are examples of possible artifacts: • PowerPoint (Can be a PDF) • Teaching notes can be submitted as “notes” in PowerPoint or as a Word document aligned to the PowerPoint • Any handouts or activities used
NAEYC’s Professional Standards and Competencies for Early Childhood Educators	List the standards and competencies that are addressed in this professional learning.
Objectives of the Professional Learning	List the objectives for this professional learning; at least 1 per hour.