

NORTH GEORGIA CONFERENCE  
DIRECTORS ASSOCIATION

CERTIFICATION PRODECURES

1. Information will be sent from the association to all preschools on the email list for the Preschool Association. A form will be included for any preschool to apply for certification. The application for certification and a \$25 application fee must be mailed to the certification chairperson by October 21, 2011. The certification chairperson will acknowledge receipt of application and payment. Checks should be made out to: N. Ga. Conference Directors Association. Mail the application form and check to:

Mary Trompeter  
Winters Chapel UMC Preschool  
5105 Winters Chapel Road  
Atlanta, GA 30360

You can also contact Mary at [maryt@winterschapel.org](mailto:maryt@winterschapel.org) or 770-393-3478 ext. 6.

2. Certification procedures, guidelines, self-study packet, director and mentor job descriptions are available online at: <http://ngumc.org/pages/detail/651>

3. A mentor (person who has experienced the certification process) will be assigned to the applying school by the certification chairperson. The mentor will be responsible for helping the director with the process of certification, i.e., answering questions, locating resources, etc.

4. When the director has completed all sections in the self-study packet, a copy should be made of the self-study packet and all documentation. These combined documents comprise the complete self-study packet.

5. The “original” complete self-study packet should be sent by certified mail or hand-delivered to the assigned mentor. This must be postmarked by February 23.

6. The mentor will notify the certification chairperson by March 1 if the applying school will continue or will withdraw from the certification process.

7. Two or more mentors will do an on-site visit in March.

North Georgia United Methodist Preschool Association  
Certification Procedures

8. After all schools seeking certification have been visited; mentors who performed on-site visits will review each school. This meeting may also include past mentors and Preschool Association officers. They will decide if the applying school meets the standards for certification.
9. The mentor will notify the certification chairperson as to the status of certification (received or deferred) for applying schools by March 30.
10. The self-study packet (criteria met/not met for each topic) and a summary letter will be completed by one of the visiting mentors. The mentor will send a copy of the school's summary letter and their self-study packet to the chairperson of certification where it will remain on file.
11. The original summary letter should be mailed to the director by April 11, stating if the applying school has been certified or deferred. This letter will note areas of outstanding performance and areas that need improvement. The original complete self-study packet will be returned to the director (at her expense) and is to be kept on-site at the preschool.
12. Schools receiving certification will be recognized as "A Program of Excellence for Young Children" at the last Preschool Association meeting in April.
13. Newly certified schools will be added to the ongoing list of preschools which have been certified through the Preschool Association. Certification is good for three years. All certified preschools will be notified by the recertification chairperson at the beginning of the school year when recertification is due.