



Step	Prior Event	Task	Timeline	Details
1	Program considers CECE approval or renewal	Program completes Self-Assessment	Determined by program	CECE self-assessment reflects the 2013 CECE Standards and is available on the RIDE website: http://www.ride.ri.gov/InstructionAssessment/EarlyChildhoodEducation/Programs.aspx . Completing the self-assessment is encouraged but optional.
2	Program decides to apply for CECE approval or to renew approved or provisionally approved classrooms	Program completes the online application or, if the online application has already been completed as part of DCYF licensing and/or BrightStars approval the program updates the online application to indicate intent to apply for CECE approval. Program must complete the online application in full prior to indicating the Intent to Apply for CECE Approval .	NEW CLASSROOMS – Online application completion date is determined by the program RENEWAL CLASSROOMS– Online application completion within 30 days of launch of online application, but not before October 31, 2014.	The online application is an integral part of “Exceed” (www.exceed.ri.gov). The online application supports coordination among agencies - programs no longer submit the same data and documents separately to DCYF, BrightStars, and RIDE; rather, program administrators and family child care providers complete one online application . Information required by more than one agency is automatically shared. Information specific to DCYF, BrightStars or RIDE is submitted as “addendums” to the program’s online application.

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3	Program submits online application	Program requests Facilities Visit. (New classrooms only)	Occurs with completion of Step 2	When a program submits their complete online application and indicates intent to apply for CECE approval a program request for a RIDE facilities visit is automatically generated (does not apply to renewal applications).
4	RIDE receives complete online application	RIDE schedules facilities visit (New classrooms only)	< 15 days from receipt of complete online application	
5	Facilities visit is confirmed	RIDE conducts facilities visit	< 30 days from receipt of complete online application	The announced facilities visit allows RIDE the opportunity to visit the proposed classroom, playground and common spaces, considering DCYF regulations (Centers only), 2013 CECE Standards, playground safety standards (http://playgroundsafety.org/standards/cpsc) and relevant ECERS indicators (http://ers.fpg.unc.edu/).
6	Facilities visit is completed	Ride provides program with written feedback	< 15 days from Facilities Visit	
7	Program decides to move forward with RIDE CECE approval	Program begins work on collecting/developing RIDE Addendum materials	Timeline is determined by program	Programs create and save all materials electronically. RIDE Addendum materials include program-level narratives: Curriculum Framework, Assessment Plan, Family Engagement Plan, Program Professional Development Plan, Quality Improvement Plan, and annotated Policies and Procedures, Family Handbook and Staff Handbook contents. The Quality Improvement Plan and IPDP plans are common documents that may have already been submitted to DCYF or BrightStars.
8	Program works on addendum materials	Program completes and uploads all CECE addendum materials	Submission timeline is determined by program	Program uploads all CECE-specific documents as addendums to the program's online application.

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9	<i>Program submits all addendum materials</i>	RIDE reviews addendum materials, completes rubrics and prepares feedback reports	< 45 days from receiving all addendums	Narratives and policy documents will be reviewed only when all required documents have been submitted. Narratives will be reviewed by RIDE staff using checklists and rubrics derived from the 2013 Standards. At this time relevant elements of the online application will also be reviewed (ie classroom schedules).
10	<i>RIDE completes review of addendum</i>	RIDE completes rubrics and prepares a feedback summary report	< 45 days from receiving all addendum materials	RIDE completes and sends electronic rubrics and report
11	<i>Program reviews feedback</i>	Program makes revisions to addendum materials and resubmits	No deadline - Resubmission date determined by program	Programs will be given one opportunity to revise materials and documents in response to feedback on the initial submission. Programs upload revisions as part of the addendum. There is no deadline for submitting revisions; however, narratives and policy documents will be reviewed only when all revised documents have been submitted.
12	<i>RIDE receives all revisions</i>	RIDE reviews addendum materials, completes rubrics and feedback reports RIDE orders ECERS & CLASS observations	< 45 days from receiving all revised addendum materials	
13	<i>ECERS window scheduled</i>	RIDE conducts unannounced ECERS observation(s)	< 45 days from receiving all revised addendum materials	Programs are provided a window within which the observation will take place. RIDE or a contracted consultant performs observation and prepares report.
14	<i>CLASS window scheduled</i>	RIDE conducts unannounced CLASS observation(s)	< 45 days from receiving all revised addendum materials	Programs are provided a window within which the observation will take place. RIDE contracted consultant performs observation and prepares report.
15	<i>RIDE completes review,</i>	RIDE conducts unannounced site visit	< 30 days from RIDE completion of revision review, ECERS and CLASS	Programs are provided a window within which the site visit will take place. RIDE visits to assess classroom level practices. Visit may include interviews with the Administrator, Ed.Coordinator,

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	<i>ECERS & CLASS</i>		reports	and/or Teacher; review of personnel and child files; and evidence of classroom practices (i.e., child assessment)
16	<i>Site Visit is completed</i>	RIDE completes summary report and makes approval recommendation to the Commissioner of Education.	< 30 days from RIDE site visit	Summary Report considers multiple sources of evidence when determining whether a program meets the 2013 CECE Standards for program approval including: documentation and information submitted as part of the online application; initial and revised program narratives and policies submitted as the CECE addendums; ECERS and CLASS reports and ECERS scores, and classroom-level policies and practices reported or observed on-site.
17	<i>Commissioner decision</i>	RIDE notifies program of approval decision	< 30 days from RIDE site visit	Program receives formal approval letter, Summary Report and ECERS and CLASS reports.
18	<i>Provisional Approval Granted</i>	Provisionally approved programs submit Improvement Plan	< 30 days from receiving approval decision	Program improvement plan includes modifying the program's existing Quality Improvement Plan to address issues related to achieving full CECE approval.
19	<i>Program achieves designation as a CECE approved program</i>	Program prepares renewal materials	11 months from approval decision	2015-2016 renewal requirements will include updates on elements of structural and process quality as they relate to the 2013 CECE standards and reports on achievements, challenges and progress toward meeting stated goals.