

## HECAP PROGRAM INCLUDES:

- Program observations and feedback by an Accreditation Facilitator (1-4 per year depending on level)
- Ongoing services of an Accreditation Facilitator
- Customized training coordinated by the HECAP project
- Notification of training opportunities
- Participation in training
- Access to the resource library
- Mentor to support program through the self-study process
- Participation in Accreditation support meetings
- Reimbursement for NAEYC Accreditation Fees (up to 50%)
- Paperwork Support (applications, annual report)
- A subscription to the Quality Gazette newsletter

The HECAP program is a FREE service offered by HAEYC.

## TRAINING BENEFITS

### INTRODUCTION AND OVERVIEW

- Introduction to the New NAEYC Accreditation Process: The Right Choice For Kids -Seminar Length
- Overview of Standards and Criteria
- Classroom Portfolio
- Program Portfolio

### INDIVIDUAL STANDARDS TRAINING

- Relationships
- Curriculum
- Teaching
- Assessment of Child Progress
- Health
- Teachers
- Families
- Community Relationships
- Physical Environment
- Leadership & Management

### INDIVIDUAL TRAINING SPECIFIC TO NEEDS 1.5-3.0 HOURS

- Management
- Teacher/Child-Relationships
- Designing Learning Environment
- Extending Language and Thinking
- Observation and Assessment
- Physical Development
- Hawaii State Preschool Content Standards for 4 year-olds
- Provide Template and Assistance in completing

## PARTICIPATION LEVELS

HECAP accommodates early learning programs at various stages of improving quality with a commitment to achieving a high quality program through accreditation readiness. There are four levels of participation in the project.

**Level I:** Early Accreditation Support is for programs that are more than twenty-four months away from applying for accreditation.

**Level II:** Pre-Accreditation Support is for programs within approximately 24 months away from applying for accreditation.

**Level III:** Re-accreditation Support is for programs that are currently accredited and are seeking re-accreditation.

**Level IV:** Accredited Support is for programs that are currently accredited and are seeking to achieve higher quality.



## HOW TO APPLY

### TO APPLY FOLLOW THESE STEPS:

1. Download the application form from the HAEYC website or contact us to have one sent to you.
2. Purchase the *NAEYC Early Childhood Program Standards & Criteria* book from the HAEYC office, the NAEYC catalog or via the NAEYC website.
3. Read *NAEYC Early Childhood Program Standards & Criteria* book before the mandatory application meeting.
4. Attend the application meeting with at least one representative of your staff and one from your board of directors.
5. Schedule an improving quality observation meeting.
6. Discuss the observation meeting results with the accreditation facilitator and construct a reasonable time line for making any program changes necessary .

Once the application process is completed and the improving quality readiness observation has taken place, the project staff and advisory board will decide the level of participation for each program.

*Nurturing High Quality Program Improvements*



## CONGRATULATIONS ON TAKING THE FIRST STEP OF PLANTING THE SEED TOWARDS QUALITY!

The Hawaii Early Childhood Accreditation Project (HECAP) provides everything you need to know to join us in offering high-quality early childhood programs through NAEYC Early Childhood Program Standards & Criteria.

HECAP is designed to meet your individual staff and program needs. The project focuses on providing free support and assistance to any early childhood program in the state whose goal is to achieve high quality through program improvements and NAEYC Accreditation.

### CONTACT HECAP

If you have any questions about HECAP or NAEYC accreditation please contact the local chapter office.

**Call:** (808) 942-4708 or toll free (888) 224-2392

**Email:** [accreditation@hawaiihaeyc.org](mailto:accreditation@hawaiihaeyc.org)

**Website:** [www.hawaiihaeyc.org](http://www.hawaiihaeyc.org)

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The Hawaii Early Childhood Accreditation Project (HECAP) nurtures early childhood programs that are striving to offer Hawaii's children quality early learning experiences.

The HECAP staff is on-hand to offer free support, guidance, assistance, and suggestions in the journey towards NAEYC Accreditation.

A project of the  
Hawaii Association for the Education  
of Young Children (HAEYC)

