



Self Study Goal

TEEI's self-study process commences with the application. It is a reflective process designed to aid centers in meeting the PA BOE state and TEEI's accreditation requirements (18 elements), while aligning the center's policies & procedures, staff & hiring practices, and the student programming with its guiding mission and center management. TEEI's goal is to guide each center in carrying out its mission and offer excellent programs to the communities served, to the families interested, and to each student enrolled in safe and professional centers.

Self-Study Process

With each phase of the TEEI's accreditation process, Candidate and Program Member, ample time has been allotted for the candidate/member to fill out the required paperwork and submit. TEEI will review and request more if needed throughout each phase. There is a total of 2 teleconferencing hours provided in the accreditation fees. Additionally, a center can request a pre-visit consultation at an additional fee to ensure the site meets all requirements. The workbooks are designed to be completed in stages throughout the accreditation process rather than one overwhelming task. The accreditation process is divided into 6 manageable workbooks;

- 1. Applicant**
- 2. Staff**
- 3. Site**
- 4. Curriculum**
- 5. Student**
- 6. Financial**

For those centers applying as new, all workbooks must be completed prior to enrolling children in the programs offered.

TEEI's relies heavily on its website www.teeiagency.org as a resource for Candidate and Program Members. All information and forms are available either through the website or will be emailed to the candidate/program member. There will be a checklist updated for each center and a step by step guide with time frames indicated.

If a candidate does not submit the required documentation within a time frame, their account will expire and there be a reactivation fee. Candidates can also request an extension for an additional fee. Assistance can be requested at any time throughout the application phase. A TEEI preliminary visit can be requested before the Accreditation visit.

Plan of Action

Each candidate will have their own individualized plan of action depending on their center and the material submitted. A TEEI representative will be assigned to a Candidate and will work with them in achieving accreditation status. All workbooks must be submitted and complete in the order to achieve accreditation Member status.



Reporting Obligation

Each center is to report responsibly and openly with students, parents, and TEEI. Reporting should be accurate and on an agreed schedule. Reporting indicators have been divided into two categories; *Student Reporting and TEEI Reporting*. Please note that these reporting standards are state mandated and not optional.

Student Reporting

Annually, centers will report the number of students who attended their centers. For the first year, as a program candidate, the center will submit the additional information;

1. Student Name
2. Student Grade
3. Subject Enrolled
4. Starting Point/Assessment Measures
5. Summary of Progress/Length of enrollment
6. Ending Point/Assessment Measures

Details concerning the background of each student will be obtained at the time of admission. Additional data is collected and interpreted as the student progresses in the instructional program. A folder is used for each student and contains pertinent information which is easily available, objective, complete, and confidential. Student details will be released only to the student or legal guardian.

TEEI Reporting

All center change and reporting forms will be available on TEEI's website.

- Centers are required to report any change in director/owner
- Centers are required to request an accreditation visit for a change in site
- Centers are required to report any change in contact information/address
- Centers are required to request an accreditation visit for a change in subjects offered
- Centers are required to report any change in corporation or business status
- Centers are required to report any incident of Child Abuse involving their center or a family incident at their center
- Centers are required to report any act of threat which may jeopardize the safety of the students at their center
- Accreditation Certificates are displayed in prominent areas with high visibility in school. Staff & Parents are encouraged to contact TEEI directly to report any complaints
- Annually, member centers will report the number of students who attended their centers organized by grade, age, or skill level. For the first year, candidate centers will report the number of students who attended their centers along with data described above in ***Student Reporting***



Periodic Evaluation

Candidates are evaluated 1/4ly for the first year. Once a candidate becomes a member, the center must submit annual reports/dues and is subject to **one unannounced visit within the first three years and then every five years afterwards**. The center must submit an abridged re-accreditation workbook on the anniversary of the third year and then every five years afterwards. Once a member, accreditation may be revoked and require an additional evaluation if there are legitimate, unresolved, legitimate complaints filed. In such a case, the center will be given ample and reasonable time to rectify any issues not in compliance with TEEI accreditation.

Corrective Plans

Corrective Plans will be managed on a case by case basis depending on the nature of the non-compliance. Safety & site issues will be addressed immediately without student attendance if student safety is at risk. Other noncompliance issues may take longer to rectify. No corrective plan will exceed 3 months. TEEI will issue an interim certificate for the period in which they are addressing the noncompliance issue. The accurate accreditation status of the center will be posted on the website (candidate, member, 3rd year review, 5th year review, corrective) and the appropriate certificate mailed to the center. All legitimate complaints are reported to the Pennsylvania Department of Education. Corrective plans usually require a TEEI visit. The center is responsible to pay the visit fee and expenses.

I understand the accreditation procedures and agree to the terms and conditions as outlined.

Name of Center

Center Address

Center e-mail

Center Phone

Owner Signature

Date

Director Signature

Date