

## CHECKLIST FOR APPLICANTS FOR WECAN DEVELOPING MEMBERSHIP

This checklist is provided to help clarify the steps to complete your application for Developing Membership in WECAN.

1. Read the *WECAN Membership Handbook* and review the Shared Principles.
2. Complete Section I of Application Form (Contact Information).
3. Send Section I, together with your application fee of \$50, made payable to WECAN, to the WECAN Office. Please attach a copy of your state, provincial or local license.
4. Complete Section II of Application Form (Self-Study).
5. Send Section II (Self-Study), to your WECAN Regional Representative(s) (addresses can be found in the *Membership Handbook*). We encourage you to send electronic copies if you are able!
6. Arrange for a Site Visit. Call your WECAN Regional Representative for suggestions for site visitors if needed.
7. Forward the following to the site visitor prior to the visit:
  - Your completed Self-Study
  - Site Visitor Letter
  - Site Visit Guidelines, and
  - Site Visit Report Form
8. Complete the Site Visit. Remind the site visitor to submit the completed report form to you within 30 days of the visit.
9. Forward the completed Site Visit Report Form to your WECAN Regional Representative(s). Remember to keep a copy to use when you renew your membership in two years.

Once you have completed the application process, your Regional Representative(s) and the WECAN Membership Committee will review your application and contact you.

The *WECAN Membership Handbook* and other membership documents can be found at [www.waldorfearlychildhood.org](http://www.waldorfearlychildhood.org). Click on “Membership”.

If you have further questions, please contact the WECAN Membership Office at 845-517-2388 or contact Andrea Gambardella, WECAN Membership Coordinator, at [agambardella@waldorfearlychildhood.org](mailto:agambardella@waldorfearlychildhood.org).