

CHECKLIST FOR RENEWAL OF 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 (Contact Information).
3. Send Section I to the WECAN Office. *Please attach a copy of your state, provincial or local license.*
4. Complete Section II (Self-Study Update).
5. Send Section II (Self-Study Update) to your WECAN Regional Representative (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 of site visitors if needed.
7. Forward the following to the site visitor prior to the visit:
 - Your completed Self-Study Update
 - 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. Remember to keep a copy to use when you renew your membership in two years.

This process should be completed by February 1, 2010.

Once you have submitted your Self-Study Update and Site Visit reports, your Regional Representative(s) and the WECAN Membership Office will review them and contact you to complete the renewal process.

The *WECAN Membership Handbook* and documents can also be found at 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.