

## **CHECKLIST FOR RENEWAL OF WECAN FULL MEMBERSHIP For AWSNA Affiliated School**

This checklist is provided to help clarify the steps to complete your renewal for Full 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. Select renewal process:
  - Option A: WECAN Full Member Renewal Self Study, Site Visit, and Site Visit report, or
  - Option B: using the AWSNA Accreditation Self Study and Team Report accompanied by the WECAN Full Member Renewal Site Visit Report Form B

For Option A: Complete Section II (Self-Study Update).

5. Send Section II (Self-Study Update) to your WECAN Regional Representative(s) (addresses in the *Membership Handbook*). Please send electronic documents if possible.
6. Arrange for a Site Visit. Call your WECAN Regional Representative for suggestions 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(s) *and* to the WECAN Office. Remember to keep a copy to use when you renew your membership in five 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. .

For Option B:

5. Follow the guidelines for the AWSNA Accreditation Self Study
6. Following completion of the Accreditation team visit:
  - Send the relevant sections of the AWSNA Self Study and the Report to your regional representative.
  - In addition, the early childhood team member completes the WECAN Full Member Renewal Site Visit Report Form B and submits it to you.
  - Review the completed Report Form B and send copies to your regional representative.
  - Remember to keep copies to use when you renew your WECAN membership in your next AWSNA cycle of review.

This process should be completed by April 30, 2010.

Once you have submitted your self-study sections and 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](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).