

CHECKLIST FOR APPLICANTS FOR WECAN FULL MEMBERSHIP

This checklist is provided to help clarify the steps to complete your application for Full Membership in WECAN. Note: all forms are available at our website under Membership at www.waldorfearlychildhood.org.

1. Read the *WECAN Membership Handbook* and review the Shared Principles.
2. Complete Section I of Application Form (Contact Information).
3. Send Section I to the WECAN Office, with an application fee of \$100, made payable to WECAN. *Please attach a copy of your state, provincial or local license.*
4. Complete Section II of Application Form (Self Study Update).
5. Send Section II, the Self Study Update to your WECAN Regional Representative listed in the *Membership Handbook (electronic copy preferred)*
Remember to keep a copy of the Self Study Update for your files.

Steps 4 and 5 also apply if you are a first time applicant and submitting your first Self Study.

6. Arrange for a site visit. Your WECAN Regional Representative can suggest names of potential 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
 - Site Visit Report Form.
8. Complete the Site Visit. Remind the site visitor to submit the completed report to you within 30 days of the visit.
9. Forward the Site Visit Report to your WECAN Regional Representative,(electronic copy preferred). Remember to keep a copy to use when you renew your WECAN membership.

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

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.