

CHECKLIST FOR RENEWAL OF WECAN FULL MEMBERSHIP For Independent Programs

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. 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). 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. .

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.