

Primary Project National Certification

Application for Certification

Thank you for your interest in National Certification for Primary Project.

To apply for certification, please complete the following and send to Arlene Bobin, Certification Coordinator at Children's Institute:

1. Completed application
2. Letter from the principal supporting the request for certification, administrative willingness to be involved in the certification visit, principal's role in Primary Project, and how Primary Project fits into the school culture
3. Evaluations of the program from the last three years

While the Primary Project Rubric is included in this packet, you are not required to submit it with the above. Many sites find that it is helpful for schools to review and use as a guiding framework prior to the application and again before the visit. Critical items are highlighted in blue. While all of the items listed on the rubric are part of an effective Primary Project program as outlined in the Primary Project Standards and the Program Development Manual, sites must be functioning at a level 3 for all critical items and at a level 3 for 80% of the essential items in the rubric in order to obtain National Certification for their Primary Project program.

The Certification Coordinator will let you know if your application is complete and give you the name of your endorser. Your endorser will contact you to schedule a date and develop an agenda for the visit.

During the visit, the endorser will use many methods to gather information, including interviews and reviewing documents related to the program. Please be ready to provide the endorser with access to the following items during the visit.

- Data forms, measures, child files
- Conference notes on children selected, progress notes on children
- Child Associate schedules
- Forms used by the program (ex. parent permission form)
- Examples of integration of Primary Project into the school (ex. parent handbook, Open House flyers, school website)
- Supervisor notes on supervision sessions
- Training certificates

Many of the above items are confidential in nature and will be treated as such by the endorser who conducts the certification visit.

If you have any questions about the items on the application, please contact Arlene Bobin at abobin@childrensinstitute.net or 877-888-7647 ext. 266.

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School Information

District/Agency Name

School Name

School Address

City/State/Zip

Phone

Principal

Project Staff Information

Project Coordinator

Program Supervisor(s)

Child Associate (1)

Child Associate (2)

External consultant

Year Program Started

Primary Funding Source(s)

Application Information

Contact Person

Address

City/State/Zip

Phone

Email

Today's Date

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For this year's **total school population**, please provide the following:

Total school population	
% of students receiving free/reduced lunch	
% of special education students	
Grades served	

Ethnic characteristics:

% of African-American students	
% of Asian students	
% of Caucasian students	
% of Hispanic/Latino students	
% of other students	

Mental health staff:

# of School Psychologists	
# of School Social Workers	
# of School Counselors	

Primary Project statistics

Grades served	
Total # of children currently enrolled	
# of boys	
# of girls	
# of special education students	
# of children currently enrolled in Primary Project that were in Project previously	

Child Associate(s) (CA)	hrs./wk.	# students
1 st CA		
2 nd CA		

Total # of children served 2008 - 2009	
Total # of children served 2007-2008	

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Screening methods

When is screening conducted?

Briefly describe screening process and methods used.

Selection Process

Briefly describe the selection process (who leads/attends meetings, when do they take place, general decision making process etc.)

Describe other formal conferences that you have for Primary Project (i.e. termination).

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Training

Primary Project 12 hr. initial training:

1 st CA	Yes	<input type="text"/>	No	<input type="text"/>	Year	<input type="text"/>
2 nd CA	Yes	<input type="text"/>	No	<input type="text"/>	Year	<input type="text"/>
Supervisor	Yes	<input type="text"/>	No	<input type="text"/>	Year	<input type="text"/>

List training for 1st CA this year (after 1st yr., should have 8 hrs./yr.):

List training for 2nd CA this year (after 1st yr., should have 8 hrs./yr.):

List training for supervisor this year:

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Child Associates

Child Associate takes brief notes describing the session. Yes No

Child Associate notes are locked and secured. Yes No

The Child Associate's schedule is flexible with time to write notes, take breaks, and fulfill their other duties. Yes No

The Child Associate uses non-directive play and basic child helping skills in the playroom. Yes No

Supervision schedule

Individual supervision Yes No

Average # of hrs. of individual supervision of Child Associate(s) per month

Group supervision Yes No

Does the supervisor have formal training in supervision? Yes No

Program Evaluation

Briefly describe your annual program evaluation and how you use the data for ongoing program improvements? Describe how you share evaluation data with school staff and other stakeholders?

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Integration of Primary Project into the school community

Briefly describe other school programs addressing social emotional and mental health needs of students.

Briefly describe parent involvement in Primary Project (communication before and during child's participation, meetings and other contacts etc.)

Briefly describe how Primary Project is **integrated into your school's community**. Identify examples of how Primary Project fits with other initiatives of the school.

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Playroom

Developmentally appropriate toys and materials. Yes No

Most toys and materials are expressive in nature. Yes No

The playroom toys and materials are appropriate for the cultures of the children who are served. Yes No

Privacy is assured in the playroom. Yes No

Describe your playroom space

Safety

Each year, staff is reminded about important school safety issues, (i.e. fire drill, lock down, etc.) Yes No

Associates know child abuse reporting policy Yes No

Why are you applying for certification?

What makes your Primary Project program special?