

**Application for National Certification**

Thank you for your interest in Primary Project National Certification.

To apply for certification, please complete the following and send it to Arlene Bobin, certification coordinator at Children’s Institute:

1. Completed Application for Certification
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. Program evaluation data from the most current full program year
4. Completed Primary Project Best Practices Rubric (included)

Many sites find that it is helpful for schools to review and use the Rubric as a guiding framework prior to the application and again before the visit. Critical items are highlighted in blue. Sites must be functioning at least 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 certification.

The certification coordinator will alert you of your application status and provide the name of the identified endorser. The endorser will contact you to schedule the site visit and develop the agenda for the visit. During the visit, many methods of gathering information will be used, including interviews and reviewing documents related to the program. Please have the following items available for the endorser.

* 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 how Primary Project is integrated into the school (ex. parent handbook, Open House flyers, school website)
* Supervisor notes on supervision sessions
* Verification of training

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, please contact Arlene Bobin at [abobin@childrensinstitute.net](mailto:abobin@childrensinstitute.net) or 877-888-7647 ext. 266.

**Application for National Certification - Checklist**

(Place an X in the text field box next to each requirement that is included in this Application for Certification. Include this checklist with your submission of materials.

      Completed Application for Certification

      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

      Evaluations of the program from the most current full program year including reports such as:

* Pre/post group assessments (T-CRS and A-CRS)
* Background Information Form or Demographic Data Report
* Child Log
* Professional Summary Report

      Completed Primary Project Best Practices Rubric

      If this is a re-certification, include how you have addressed the recommendations from the last certification visit.

      List the names and e-mail addresses of those from your site who might want to give feedback about the certification process. After the certification process has been completed, a survey will be sent.

      Name       E-mail address

      Name       E-mail address

      Name       E-mail address

      Name       E-mail address

**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 |  |

**School information**

For the current year, please provide the following:

Total enrollment

Grades served

% of students receiving free/reduced lunch

% of special education students

Ethnic characteristics:

% of African-American students

% of Asian students

% of Caucasian students

% of Hispanic/Latino students

% of other students

Mental health staff:

% FTE School Psychologists

% FTE School Social Workers

% FTE School Counselors

**Primary Project**

Grades served

Total # of children **currently** **being served**

# of boys

# of girls

# of students also receiving special education

# of children in Project previously

Child Associate(s) (CA) hrs./wk. # of students seen 1st CA      

2nd CA      

Total # of children served 2016 - 2017

Total # of children served 2017 - 2018      **Screening methods**

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 Primary Project conferences that take place (i.e. termination).

**Training**

Primary Project 12 hr. initial training:

1st CA Yes       No       Year

2nd CA Yes       No       Year      

Supervisor Yes       No       Year

List training for 1st CA this year (after 1st yr., a minimum of 6 hrs./yr. is needed.):

List training for 2nd CA this year (after 1st yr., a minimum of 6 hrs./yr. is needed.):

List training for supervisor this year:

**Program Evaluation**

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

**Integration of Primary Project into the school community**

Briefly describe school programs other than Primary Project, addressing social emotional and mental health needs of students and how they intersect with Primary Project.

Briefly describe how parents are incorporated and involved in Primary Project.

**Playroom**

Describe your playroom space.

**Why are you applying for certification?**

**What makes your Primary Project program special?**