

**Application for National Certification**

Thank you for your interest in Primary Project National Certification. Our certification materials   
(indicated in italics below) can be found on our [website under *Primary Project National Certification materials*](https://www.childrensinstitute.net/programs-and-services/primary-project/national-certification).

If you decide to pursue the certification application process, please complete the *In-Person Certification Process and Virtual Meetings via Zoom Certification Process Form* and e-mail it to Arlene Bobin ([abobin@childrensinstitute.net](mailto:abobin@childrensinstitute.net)) and Kathy Embt ([kembt@childrensinstitute.net](mailto:kembt@childrensinstitute.net)) on or before **November 8, 2022.** Your school will receive information about the location of a secure site to which you can upload the certification materials.

The Primary Project certification process (whether virtual or in person) **WILL REQUIRE** you to upload the following no later than January 27, 2023. Failure to upload documents by the deadline may jeopardize your opportunity to have the certification visit this school year.

1. This completed *Application for National Certification* document
2. Completed *Primary Project Best Practices Rubric*. Many schools find this document helpful to review and use the rubric as a self-assessment prior to beginning the application. Please NOTE on page one of this document how to score the indicators and what it means for certification status.
3. Completed *Certification Materials Checklist* document and the documents listed on this Checklist
4. Letter of support for the certification visit from your school’s principal
5. Group Data reports for the most current full program year. (If your school uses other reports that might be helpful to understanding your program, feel free to upload these also. If you don’t use COMET, include comparable measures/materials.)
   1. T-CRS and A-CRS Pre-post group assessments
   2. Professional Summary Report
   3. Child Log
   4. Student Demographic Report

Please contact Arlene Bobin if you have any questions and when all documents are uploaded.

Below are listed other informational documents that might be helpful.

* *Primary Project General Information about Certification*
* *Primary Project National Certification At-a-Glance*
* *Primary Project Standards*

**Application for National Certification – Required Materials**

(Place an X in the text field box next to each requirement that is included in your school’s secure folder.)

Click or tap here to enter text. *Primary Project Application for National Certification* (secure folder 1)

Click or tap here to enter text. *Primary Project Best Practices Rubric* (secure folder 1)

Click or tap here to enter text. *Certification Materials Checklist* and listed documents (secure folder 2)

Click or tap here to enter text. Letter of support from your school’s principal (secure folder 1)

Click or tap here to enter text. Group Data reports for the most current full program year (secure folder 3)

Please provide names and email addresses of those from your site who will be involved in the certification process. After the certification process has been completed, a feedback survey will be

e-mailed to them.

Click or tap here to enter text. Name Click or tap here to enter text. E-mail address

Click or tap here to enter text. Name Click or tap here to enter text. E-mail address

Click or tap here to enter text. Name Click or tap here to enter text. E-mail address

Click or tap here to enter text. Name Click or tap here to enter text. E-mail address

**School Information**

|  |  |
| --- | --- |
| District/Agency Name | Click or tap here to enter text. |
| School Name | Click or tap here to enter text. |
| School Address | Click or tap here to enter text. |
| City/State/Zip | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Principal | Click or tap here to enter text. |

**Project Staff Information**

|  |  |
| --- | --- |
| Project Coordinator | Click or tap here to enter text. |
| Program Supervisor(s) | Click or tap here to enter text. |
| Child Associate (1) | Click or tap here to enter text. |
| Child Associate (2) | Click or tap here to enter text. |
| External consultant | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Year Program Started | Click or tap here to enter text. |
| Primary Funding Source(s) | Click or tap here to enter text. |

**Application Information**

|  |  |
| --- | --- |
| Contact Person | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| City/State/Zip | Click or tap here to enter text. |
| Phone | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |
| Today’s Date | Click or tap here to enter text. |

**School information**

For the current year, please provide the following:

Total school enrollment Click or tap here to enter text.

Grades served at the school Click or tap here to enter text.

% of students receiving free/reduced lunch Click or tap here to enter text.

% of special education students Click or tap here to enter text.

Ethnic characteristics:

% of African-American students Click or tap here to enter text.

% of Asian students Click or tap here to enter text.

% of Hispanic/Latino students Click or tap here to enter text.

% of other students Click or tap here to enter text.

% of White students Click or tap here to enter text.

Mental health staff:

% FTE School Psychologists

% FTE School Social Workers Click or tap here to enter text.

% FTE School Counselors Click or tap here to enter text.

**Primary Project**

Grades receiving Primary Project services Click or tap here to enter text.

Total # of children **currently** **being served in 2022-23** Click or tap here to enter text.

# of boys Click or tap here to enter text.

# of girls Click or tap here to enter text.

# of students also receiving special education Click or tap here to enter text.

# of children previously in Primary Project Click or tap here to enter text.

Child Associate(s) (CA) hrs./wk. # of students served

1st CA Click or tap here to enter text. Click or tap here to enter text.

2nd CA Click or tap here to enter text. Click or tap here to enter text.

Total # of children served 2020 - 2021 Click or tap here to enter text.

Total # of children served 2021 - 2022 Click or tap here to enter text.

**Screening methods**

Briefly describe the screening process and methods used.

Click or tap here to enter text.

**Selection and Student Progress/Assessment Process**

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

Click or tap here to enter text.

Describe other formal Primary Project conferences that take place (i.e. end-of-the-cycle/year).

Click or tap here to enter text.

**Training**

Primary Project initial training:

1st CA Yes Click or tap here to enter text. No Click or tap here to enter text. Year Click or tap here to enter text.

2nd CA Yes Click or tap here to enter text. No Click or tap here to enter text. Year Click or tap here to enter text.

Supervisor Yes Click or tap here to enter text. No Click or tap here to enter text. Year Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

List training for supervisor this year:

Click or tap here to enter text.

**Program Evaluation**

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

Click or tap here to enter text.

**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.

Click or tap here to enter text.

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

Click or tap here to enter text.

**Playroom**

Describe your playroom space.

Click or tap here to enter text.

**Why are you applying for certification?**

Click or tap here to enter text.

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

Click or tap here to enter text.

**If this is a re-certification visit, include in the text box below how you have addressed the recommendations from the last certification visit.**

Click or tap here to enter text.