

Encouraging Quality...

Recognizing Excellence.

1150 Hungryneck Blvd. • Suite C305

Mt. Pleasant, SC 29464 • 1.800.505.9878



## NECPA Verifier Application

Thank you for your interest in the position of NECPA Verifier. For candidacy consideration, the NECPA Commission must have the following documentation on file to complete your application:

- Completed NECPA Verifier application.
- Resume/vita.
- Brief paragraph (300 - 500 words) discussing your reasons for applying for the position of NECPA Verifier.
- Three completed "NECPA Verifier Recommendation Forms". These recommendation forms are to be sent directly from your recommenders to the NECPA Commission. Recommendations are to be submitted by individuals outside the applicant's immediate family and outside the applicant's company, unless submitted by superiors in the company.

Please forward these documents to the NECPA Commission at 1150 Hungryneck Boulevard, Suite C305, Mount Pleasant, SC 29464. If you have any questions, please contact the NECPA Commission at 1.800.505.9878 or [info@necpa.net](mailto:info@necpa.net).

### Verifier Role:

I am committing myself to conduct a minimum of 3 verification visits per year. This is a contractual position lasting up to one year and may be renewed.

### Contact Information:

Name:	
Address:	
City:	
ST:	
Zip:	
Daytime Telephone:	
Mobile Phone Number:	
Fax Number:	
Email Address:	

## Responsibilities & Expectations:

The role of an NECPA Verifier is physically demanding, as well as emotionally. Anticipate lengthy work days with minimal breaks on a verification visit. Verifiers will maintain a respectful demeanor and adhere to NECPA Commission policies and procedures. Verifiers will be evaluated by the program director upon the completion of each verification visit. Applicants qualified for candidature meet and execute Verifier requirements essential to the position.

## Verifier Duties:

- 1) Verifiers are the individuals who collect all the information from the programs seeking accreditation. Verifiers do not make the accreditation decision but ascertain if the data reported in the NECPA instrument is accurate.
- 2) Verifiers are assigned to review programs by the Commission. Verifiers are required to work with an experienced Verifier on a visit before verifying a program on his/her own.
- 3) Verifiers observe all components of a program in order to collect and verify all responses in the accreditation instrument.
- 4) Verifiers review records and conduct interviews of staff and the director to verify all the responses in the accreditation instrument.
- 5) Verifiers collect all parent and staff surveys and a copy of the program's license and submit these with the accreditation instrument to the NECPA Commission for scoring.
- 6) Verifiers are privileged to sensitive and confidential information about the programs they verify.
- 7) Verifiers must agree to keep any information they obtain through the verification process strictly confidential.
- 8) Verifiers must disclose, prior to verifying any program, all potential conflicts of interest or any relationship with the program that could be construed as preventing a fair and impartial verification.
- 9) Verifiers must have regular access to a computer and the internet.
- 10) Verifiers must have a personal email account that can be used for NECPA business.

## Travel Requirements:

- 1) Traveling via air and/or car
- 2) Overnight stays are expected
- 3) Out of town trips obligating two or more days at a time
- 4) Must have a valid driver's license

## Availability:

- |  |     |    |
|--|-----|----|
| 1) Will you be able to serve as a Verifier year-round? | Yes | No |
|--|-----|----|

If not, please explain:

- 
- |  |     |    |
|--|-----|----|
| 2) Are you willing to conduct site visits that require consecutive days? | Yes | No |
|--|-----|----|

## Professional Development & Education:

1) Describe training, credentials or certifications in early childhood care and education field:

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2) Languages spoken fluently:

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3) Please check the appropriate area of proficiency:

a. Microsoft Word	Beginner	Intermediate	Advanced
b. Microsoft Excel	Beginner	Intermediate	Advanced
c. Accessing information from the Internet	Beginner	Intermediate	Advanced
d. Using email with attachments	Beginner	Intermediate	Advanced
e. Proficiency in other areas of use of computers:			

## Current Employment Information:

1) Please describe below your professional roles in the early childhood care and education field and the age groups associated with the NECPA. Please include the amount of years you have spent in each role.

2) If employed, what is your current position?

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Employer:

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## NECPA Verifier Recommendation Form

### **APPLICANT:**

**Submit three recommendation forms along with your application. Please fill in your information before giving this form to the recommender you have selected.**

### **Applicant Contact Information:**

Name:	
Address:	
City:	
ST:	
Zip:	
Daytime Telephone:	
Mobile Phone Number:	
Fax Number:	
Email Address:	

### **RECOMMENDER:**

**Please complete all the information below and mail it directly to:**

**The NECPA Commission, Inc.  
1150 Hungryneck Blvd.  
Suite C305  
Mt. Pleasant, SC 29464**

**If you have any questions, please call the NECPA Center of Operations at 1-800-505-9878.**

**The above applicant is seeking a position as a NECPA Verifier. Responsibilities include:**

- a. Collecting data on child care/early childhood programs through observation
- b. Record review and interview of the director and/or staff of the program

**This data needs to clearly reflect how the program is performing according to the national criteria as established by the National Early Childhood Program Accreditation System.**

**This position requires a person who is knowledgeable in the field of early care and education. It also requires a person who is objective during an assessment and while reviewing documentation.**

**Recommender Contact Information:**

Recommender Name:
Address:
City:
ST:
Zip:
Daytime Telephone:
Mobile Phone Number:
Email Address:
Current Occupation:

1) How do you know the applicant's work?

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## Applicant Rating:

Please rate the applicant on his/her knowledge OR hands-on ability in the areas below.

- Rating Criteria:
1. Highly Skilled
  2. Skilled
  3. Somewhat Skilled
  4. Not Skilled
  5. Unable to Rate

RATING	ABILITY
	Interpersonal communication and supportive personality
	Management and organizational skills
	Knowledge of child development theory, research, and practice
	The ability to recognize a safe, healthy, and nurturing learning environment
	The ability to recognize a center's program that will enhance the physical development of young children
	The ability to recognize a center's program that will enhance the cognitive development of young children
	The ability to recognize a center's program that will enhance the social and emotional development of young children
	The ability to recognize a center's program that will promote parent involvement, advocacy, and empowerment
	The ability to recognize a center's program that will provide nurturing learning environments in response to the needs of each child
	The ability to recognize a center's program that will create effective transition linkages for children and their families
	The ability to recognize a center's program that will address the needs of children from the broad diversity of cultural backgrounds

## Applicant Assessment:

1) How long and in what capacity have you known the applicant?

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2) In the space provided below please include your assessment of the applicant in the position of verifier for NECPA's system. How well will the applicant satisfy the role and requirements of a verifier?

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Signature

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Title/Position

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Date