

TEEI

Self Study Evaluation

Self Study Abstract

TEEI's self-study process commences with the application. It is a reflective process designed to aid centers in meeting the PA BOE state and TEEI's accreditation requirements, while aligning all its policies & procedures, staff & hiring practices, and the student programs offered with its guiding mission, as well as center management. TEEI's goal is to guide each center in carrying out its mission and offer excellent programs to the communities served, to the families interested, and to each student enrolled.

Self-Study Plan

With each phase of the TEEI's accreditation process, Candidate and Program Member, ample time has been allotted for the candidate/member to fill out the required paperwork and submit. TEEI will review and request more if needed throughout each phase. There is a total of 2 teleconferencing hours provided in the accreditation fees. Additionally, a center can request a pre-visit consultation at an additional fee to ensure the site meets all requirements. The work-books are designed to be completed in stages throughout the accreditation process rather than one overwhelming task. The accreditation process is divided into 6 manageable workbooks;

- 1. Applicant**
- 2. Staff**
- 3. Site**
- 4. Curriculum**
- 5. Student**
- 6. Financial**

For those centers applying as new, all workbooks must be completed prior to enrolling children in the programs offered.

TEEI's accreditation process will be 'live' through a website. All material will be downloaded or uploaded by the candidate. There will be a checklist updated for each center and a step by step guide with time frames indicated. If a candidate misses a time frame, their account will expire and there be a reactivation fee. Candidates can also request an extension for an additional fee. Assistance can be requested at any time throughout the application phase.

Plan of Action

Each candidate will have their own individualized plan of action depending on their center and the material submitted. The workbooks must be submitted and complete in the order listed above. A candidate may not move into the next phase unless all elements of each workbook are submitted.

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Reporting Obligation

Each center is to report responsibly and openly with students, parents, and TEEI. Reporting should be accurate and on an agreed schedule. Reporting indicators have been divided into two categories; *Student Reporting and TEEI Reporting*.

Student Reporting

Annually, centers will report the number of students who attended their centers. The first year, as a program candidate the center will submit the additional information;

1. Student Name
2. Student Grade
3. Subject Enrolled
4. Starting Point/Assessment Measures
5. Summary of Progress/Length of enrollment
6. Ending Point/Assessment Measures

Details concerning the background of each student will be obtained at the time of admission. Additional data is collected and interpreted as the student progresses in the instructional program. A folder is used for each student and contains pertinent information which is easily available, objective, complete, and confidential. Student details will be released only to the student or legal guardian.

TEEI Reporting

All center change and reporting forms will be available on TEEI's website.

- Centers are required to report any change in director/owner
- Centers are required to request an accreditation visit for a change in site
- Centers are required to report any change in contact information/address
- Centers are required to request an accreditation visit for a change in subjects offered
- Centers are required to report any change in corporation or business status
- Centers are required to report any incident of Child Abuse involving their center or a family incident at their center
- Centers are required to report any act of threat which may jeopardize the safety of the students at their center
- Accreditation Certificates are displayed in prominent areas with high visibility in school. Parents are encouraged to contact TEEI directly to report any complaints
- Annually, member centers will report the number of students who attended their centers organized by grade, age, or skill level. For the first year, candidate centers will report the number of students who attended their centers along with data described above in ***Student Reporting***

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Periodic Evaluation

Candidates are evaluated 1/4ly for the first year. Once a candidate becomes a member, the center must submit annual reports/dues and is subject to one unannounced visit within a five year period. The center must submit an abridged re-accreditation workbook every five years. Once a member, accreditation may be revoked and require an additional evaluation if there are consistent and legitimate complaints filed. In such a case, the center will be given ample and reasonable time to rectify any issues not in compliance with TEEI accreditation.

Corrective Plans

Corrective Plans will be managed on a case by case basis depending on the nature of the non-compliance. Safety & site issues will be addressed immediately without student attendance is student safety is at risk. Other noncompliance issues may take longer to rectify. No corrective plan will exceed 3 months. TEEI will issue an interim certificate for the period in which they are addressing their no-compliance issue. The accurate accreditation status of the center will be posted on the website and the appropriate certificate mailed to the center.

I understand the accreditation procedures and agree to the terms and conditions as outlined.

Signature

Date