



**MRTQ PDN Technical Assistance
Accreditation Cohort
Memorandum of Agreement (MOA)**

What Is A Cohort?

The *Technical Assistance Competencies for Maine's Early Childhood Workforce* defines peer-to-peer networks as groups of practitioners engaging to improve their skills and knowledge through collaborative study, expertise exchange, and professional dialogue. A Cohort is a type of peer-to-peer network.

An Accreditation Cohort includes the following activities over a period of **up to (18) months**.

- Video Conference meetings (Zoom)
- Face to Face meetings
- Creating and/or Revising Policies and Procedures
- Compiling Documents
- Sharing Resources
- Reviewing cohort goals
- Individualized Meetings
- Application Packet Preparation
- Facilitator Site Visits
- Cohort Evaluation

Confidentiality - <https://ccids.umaine.edu/wp-content/uploads/sites/26/2017/01/confidentiality-tip-022714.pdf>

- Care and education professionals routinely handle confidential information about children, families and staff as part of their work. There are confidentiality laws and regulations that protect the privacy of all people. For children with disabilities there are additional protections.
- Please remember that what you share in our cohort has to adhere to this concept, no sharing children/family/staff identifiable information.
- Use pseudonyms; be non-specific when discussing potentially identifying information.
- Confidentiality is also something we will practice when talking about our own learning and experiences while we are working and learning together. Remember that your colleagues may disclose personal information and confidentiality applies to that information as well.

Accreditation Cohort Participant:

I, the undersigned, agree to the following:

1. Complete required forms/documentation, including, but not limited to:
 - Cohort Application
 - Cohort Memorandum of Agreement
 - Cohort Evaluation (Mid/Final)
2. Communicate with MRTQ PDN staff in a timely manner.



3. Identify the owner/director (or other key staff).
4. Ensure the participation of appropriate staff to attend an initial meeting/orientation regarding the cohort. Ongoing attendance must include the owner/director/or designee and any other staff member(s) who will actively contribute to any ongoing cohort activities.
5. Participate in cohort meetings (participants earn MRTQ PDN professional growth activity hours for attending). We highly encourage participants to miss no more than two meetings.
6. Work on accreditation standards between Cohort meetings (approximately four to ten hours per month which will vary depending on the standard and the work required by your program to meet that standard).
7. Identify how and when the owner/ director and any other staff member(s) participating in the cohort activities will communicate with the facilitator to review progress.
8. In order to foster best practices in the cohort process, programs agree to contact their cohort facilitator prior to a change (i.e. change in director/owner, location and enrollment, licensing status change). Any change in circumstances may result in adjustment (including termination) of any/all cohort support.
9. As applicable, maintain a current [Maine State Child Care License](#) in good standing (complaints, investigations).
10. Abide by the [NAEYC Code of Ethical Conduct](#).
11. Ensure that the program's dismissal/termination policy is fair and equitable to all families and includes components consistent with the [Americans with Disabilities Act \(ADA\)](#) and other applicable federal/state laws and regulations. The policy should include an identified process to be followed for any child for whom a change in attendance or dismissal (expulsion) is pending.
12. Adhere to all applicable federal and state rules and regulations pertaining to child abuse and neglect, including, but not limited to:
 - Checking backgrounds records of employees;
 - Maintaining written procedures for handling any suspected incidence of child abuse and/or neglect;
 - Confidentiality laws pertaining to family/child rights; and
 - Adhering to title 22 MRSA 4011-A, which states that all child care personnel are mandated reporters.
13. The cohort participant agrees to maintain membership in the appropriate accrediting body.

Participation in the cohort does not guarantee that a program will achieve accreditation.



MRTQ PDN Accreditation Cohort Lead (facilitator):

Agrees to the following:

1. Work with cohort participant to establish a relationship and begin the cohort process.
 2. Inform and support the cohort participant to adhere to communication timelines.
 3. With cohort participants, identify a process for follow-up communication – in person and/or electronic – to support the implementation of the cohort goals.
 4. Provide ongoing support to cohort participants for implementation of the cohort goals.
 5. At the conclusion of the cohort period, jointly evaluate progress with cohort participant and determine next steps.
 6. Abide by the [NAEYC Code of Ethical Conduct](#).
 7. As mandated reporters, adhere to all applicable state requirements pertaining to child abuse and neglect.
 8. Adhere to applicable federal and state confidentiality laws pertaining to family/child rights to privacy. Additionally, we will ensure that any information that is learned about program staff, children or families will be held in confidence.
 9. Child care licensing violations will be brought to the attention of the program administrator/owner. This may also include a report to child care licensing if the concern is not addressed and or persists.
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Neither your program nor MRTQ PDN will advertise or promote your program as “accredited” until final notification of award of accreditation is received from NAFCC/NAEYC/COA.

NAFCC-Until you are notified that you have received accreditation, both your program and MRTQ PDN agree to use the phrase “enrolled in self-study with the National Association for Family Child Care (NAFCC)” in all communications materials.

NAEYC-If the Program is not currently accredited, neither the Program nor MRTQ PDN may publicize or advertise information regarding involvement in the accreditation self-study process.

COA- If the Program is not currently accredited, neither the Program nor MRTQ PDN may publicize or advertise information regarding involvement in the accreditation self-study process.



Lee Lingelbach, Technical Assistance Manager, will serve as the initial point of contact at MRTQ PDN for all Cohort requests. Lee can be reached at (207) 626-5023 lee.lingelbach@maine.edu.

Signatures:

This MOA will be in effect from the date when signed and continue until the Accreditation Cohort is completed.

Name of Early Childhood or Out-of-School Time Program

Owner

Date

Program Director (if applicable)

Date

MRTQ PDN Accreditation Cohort Lead

Date

For office use only:

Accreditation Cohort ID: _____