



# **DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD**

## **ENTREPRENEUR/ INDIVIDUAL LLC**

**and**

## **CURRICULUM APPLICATION**

**Organizations completing all forms for Curriculum Review and Approval**

**RETURN COMPLETED APPLICATION TO**

**[INSTITUTE-EARLY-  
CHILDHOOD@UDEL.EDU](mailto:INSTITUTE-EARLY-CHILDHOOD@UDEL.EDU)**



### Submission Process

1. Review the Conditions and MOU terms to determine if all requirements are met before moving forward with this process.
2. Complete the “Entrepreneur/Individual LLC Application.”
3. Complete the professional learning curriculum application.
4. Return signed MOU at time of approval.

### Curriculum Submission/ Approval Schedule

PD Curriculum Submission Deadlines	Feedback from DIEEC PD	Earliest Professional Learning Experience (PLE) Date
<p><i>Must be submitted by this date the application will be moved to the next deadline period.</i></p> <p><i>Only 2 curricula may be submitted for approval per quarter.</i></p>	<p><i>Feedback in one of two ways</i></p> <p><i>1) Receive feedback on the application with feedback on items that must be addressed;</i></p> <p><i>or,</i></p> <p><i>2) An approval notice in the form of an MOU from DIEEC PD will be issued.</i></p> <p><i>Once the signed MOU and the applicable fees are received Professional Learning Experience dates may be submitted.</i></p>	<p><i>DIEEC PD must receive complete Professional Learning Experience (PLE) details at least <b>30 days</b> before PLE date to be able to post PLE information on the registry for participants to sign up.</i></p>
<p><b>Curriculum will be accepted the 1<sup>st</sup> of every month.</b></p>	<p><b>Please allow <u>30 working days</u> to received feedback or MOU.</b></p>	<p><b>Earliest date that a PLE could be listed on the registry.</b></p>
<p><b>Example:</b></p>		
<p><b>January 1st</b></p>	<p><b>February 15th</b></p>	<p><b>March 15th</b></p>



## **Conditions of Professional Learning Curriculum Approval**

**This information will also be listed in the MOU upon approval of Professional Learning Curriculum**

As an Entrepreneur/Individual LLC, I agree to:

- Abide by the NAEYC Code of Ethical Conduct and NAEYC's Code of Ethical Conduct Supplement for Early Childhood Adult Educators
- Deliver the approved professional learning curriculum in its entirety and to fidelity;
- Support Delaware Stars Standards, NAEYC Standards, and Delaware Early Childhood Professional Competencies, as they pertain to the Professional Learning Curriculum;
- Comply with renewal requirements by resubmitting the professional learning curriculum with updates/revisions, at least every three years or more often if necessary;
- Provide DIEEC PD at least 30 days notice within which to schedule a date for this Professional Learning Curriculum offering;
- Use the DIEEC PD registration system to register participants PRIOR to PLE event;
- Use DIEEC PD attendance forms/sign-in sheets to confirm participants;
- Submit all evaluation data to DIEEC PD within five business days of facilitating PLE ; scan when possible;
- Provide liability insurance and workers compensation. Note: You are not a DIEEC PD employee and are not covered under the University of Delaware.
- Update contact information with DIEEC PD as necessary; and
- Respond to communication in a timely manner.

Delaware Institute for Excellence in Early Childhood PD Unit Agrees to:

- Provide registration, attendance, and online evaluation forms;
- Market all approved professional learning opportunities through DIEEC PD website;
- Communicate any system changes in a timely manner;
- Make evaluation and needs assessment data available including negative feedback and evaluative data; support strategic planning to address participant concerns;
- If deemed necessary by the sponsoring organization, cancel PLE at least five (5) working days prior to the scheduled PLE, except during a state of emergency or weather related incident and
- Respect intellectual property rights and not use any of the professional learning curriculum materials unless given written permission



DELAWARE INSTITUTE FOR EXCELLENCE IN EARLY CHILDHOOD  
FULL APPLICATION FOR ENTREPRENEUR/INDIVIDUAL LLC AND CURRICULUM  
APPROVAL

**ENTREPRENEUR/INDIVIDUAL LLC'S**

NAME OF APPLICANT:

NAME OF ORGANIZATION (IF APPLICABLE):

\_\_\_\_\_ APPLYING AS AN INDIVIDUAL

\_\_\_\_\_ APPLYING AS AN LLC

ADDRESS

EMAIL

PHONE NUMBER

ORGANIZATION STATUS: \_\_\_\_\_FOR-PROFIT\_\_\_\_\_NON-PROFIT

BRIEF DESCRIPTION OF FAMILIARITY WITH SUBJECT MATTER: Please describe how the Instructor will ensure Professional Learning Curriculum content will be delivered in a professional and expert way.

MISSION OF ENTREPRENEUR/ INDIVIDUAL LLC:

WEBSITE LINK:

LOCATIONS WILLING TO TRAIN:

\_\_\_\_\_NEW CASTLE COUNTY \_\_\_\_\_KENT COUNTY \_\_\_\_\_SUSSEX COUNTY

SUBMIT RESUME WITH THIS APPLICATION



## Curriculum Application

Entrepreneur or Individual LLC NAME:

DATE:

ADDRESS:

CITY, STATE:

ZIP:

PHONE:

EMAIL:

PHONE 2:

<ul style="list-style-type: none"> <li>• <b>Logistics of the PLE</b></li> </ul>	<ul style="list-style-type: none"> <li>• Title:</li> <li>• Offered in any other language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what language:</li> <li>• Minimum number participants needed to hold PLE.:</li> <li>• Number of clock hours:</li> <li>• Number of sessions to complete clock hours:</li> <li>• Intended audience:</li> <li>• Available to deliver PLE:  <input type="checkbox"/> New Castle County  <input type="checkbox"/> Kent County  <input type="checkbox"/> Sussex County</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Content Area- Please pick just 1</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Child Development and Learning</li> <li><input type="checkbox"/> Environment and Program Design</li> <li><input type="checkbox"/> Curriculum and Instruction</li> <li><input type="checkbox"/> Social Emotional Development</li> <li><input type="checkbox"/> Observation and Assessment</li> <li><input type="checkbox"/> Health, Safety and Nutrition</li> <li><input type="checkbox"/> Family and Community Partnerships</li> <li><input type="checkbox"/> Professionalism</li> <li><input type="checkbox"/> Management and Administration</li> </ul>



<ul style="list-style-type: none"> <li>• <b>Level of PLE</b></li> </ul>	<input type="checkbox"/> Introduction (little to no prior knowledge of topic required) <input type="checkbox"/> Intermediate (specialized topics or requires prerequisite) <input type="checkbox"/> Advanced (complex and/or requires completion of outside projects, completes hierarchy)
<ul style="list-style-type: none"> <li>• <b>Description of Session</b></li> </ul>	For marketing purposes, in 75 words or less, write a brief description:
<ul style="list-style-type: none"> <li>• <b>PLE Resources and References</b></li> </ul>	List sources and citations for professional learning curriculum materials. The justification and resources must be evidenced based.
<ul style="list-style-type: none"> <li>• <b>Summative Evaluation Method</b></li> </ul>	Include a copy of the assessment(s) used to determine the effectiveness of your PLE.
<ul style="list-style-type: none"> <li>• <b>REQUIRED Artifacts:</b> <ul style="list-style-type: none"> <li>○ <b>Submit with application</b></li> </ul> </li> </ul>	Any artifacts used to deliver the PLE must be included with this application. The following are examples of possible artifacts <ul style="list-style-type: none"> <li>• Power point (Can be a PDF)</li> <li>• Teaching notes, can be submitted as “notes in PowerPoint or as a word document aligned to the PowerPoint</li> <li>• Any handouts or activities used</li> </ul>

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<ul style="list-style-type: none"> <li>• Delaware Competencies for Early Childhood Professionals</li> </ul>	<ul style="list-style-type: none"> <li>• List the Delaware Professional Competencies that are addressed in this PLE</li> </ul>
<ul style="list-style-type: none"> <li>• Objectives of the PLE</li> </ul>	<ul style="list-style-type: none"> <li>• List the objectives for this PLE; at least 1 per hour</li> </ul>
<ul style="list-style-type: none"> <li>• Delaware STARS Standards</li> </ul>	<ul style="list-style-type: none"> <li>• List the Delaware STARS Standards that apply to this PLE</li> </ul>