

# Certification and Recertification Cover Sheet

## PROGRAM ADMINISTRATION SCALE

Please complete this form and include it with the items detailed in the checklist below.

**Assessment Date:** \_\_\_\_\_

**Assessor Name:** \_\_\_\_\_ **Assessor Email:** \_\_\_\_\_

**Director Name:** \_\_\_\_\_ **Program Name:** \_\_\_\_\_

**Additional Notes Edition:** \_\_\_\_\_ **PAS Book Printing:** \_\_\_\_\_

**Complete the online PAS Assessor Certification Application, pay the application fee, then submit the following:**

- Evaluation Informed Consent Form
- CDI Form
- Original completed PAS book (you have been granted permission by the McCormick Center to make a copy of the completed PAS book for your records as part of certification).
- Item 23 (Lead Teacher) for each Lead Teacher (one per classroom) in the center
- Item 24 (Teacher) for each Teacher in the center
- Item 25 (Aide/Assistant Teacher) for each Aide/Assistant Teacher in the center
- Administrator Qualifications Worksheet
- Teaching Staff Qualifications Worksheet
- Summary of Teaching Staff Qualifications Worksheet
- Item Summary Form Worksheet
- Program Administration Scale Profile*
- Assessment Feedback Form—Assessor
- Certified PAS Assessor Permission to Post Form

**Please organize the qualification items and worksheets in this way:**

Administrator Qualifications Worksheet

- Item 22

Staff Qualifications Worksheet, Classroom/Group A

- Item 23, Classroom/Group A, Lead Teacher
- Item 24, Classroom Group A, Teacher A
- Item 24, Classroom Group A, Teacher B
- Item 24, Classroom Group A, Teacher C
- Item 24, Classroom Group A, Teacher D
- Item 25, Classroom Group A, Assistant Teacher/Aide A
- Item 25, Classroom Group A, Assistant Teacher/Aide B
- Item 25, Classroom Group A, Assistant Teacher/Aide C
- Item 25, Classroom Group A, Assistant Teacher/Aide D

Continue this pattern for each Classroom/Group up to ten classrooms. **Be sure that each teacher's initials are on the item form that pertains to them.**

Revised: 2/1/2019

**Certification Rules and Guidelines:**

- The rationale box at the bottom of the page must include a rationale for all positive ratings in the 1 column and all negative ratings in the 3, 5, and 7 columns. Provide the indicator number (i.e., 1.1) before the appropriate rationale.
  - Notations to yourself (i.e., Administrator comments) may be written near the appropriate indicator or on the Notes page for that item.
- Use the lists provided in the indicators and/or on the Notes page to check off or add the items/examples required to receive credit for indicators (the Notes pages provide reviewers with valuable information).
- When rating indicators that include a system, you *must* get an answer from the director that addresses each of the *three* components of a system (concrete evidence, multiple stakeholders, and a process of accountability). All three of these components must be written on the item page near the indicator (labels are available at our Web site) to give a positive rating during the interview. Then when reviewing the documentation to verify the answer given, you need documentation that supports at least two of the three components of a system to give a final positive rating.
- Check indicators that are parallel opposites to make sure they have different ratings.
- Make sure Items 23, 24, and 25 have classroom/group names and teacher initials on the top of them.
- Make sure every classroom/group has 1, and only 1 person designated as the Lead Teacher.
- Be sure worksheets are complete (if a person has no semester hours, write 0).
- Include specific professional contributions with dates on the Administrator Qualifications Worksheet.
- Indicate on the Teaching Staff Qualifications Worksheets if Lead Teacher and/or Teachers are currently enrolled in a degree program, and if so, which one.
- Please initial staff qualifications worksheet to indicate documentation has been checked.
- Indicate verification of documentation by putting a line through “D’s”, checking off required elements, and/or showing evidence of replacing original ratings when necessary.
- Double check scoring.
- Make a copy of the completed PAS book (including Notes pages) for your records and send us the original.

When you are sending more than one PAS assessment in an envelope, make sure the items for each center are bundled separately. Mail the items to:

Professional Learning Team Administrative Assistant  
 McCormick Center for Early Childhood Leadership  
 National Louis University  
 6200 Capitol Drive  
 Wheeling, IL 60090

**You will receive an email verifying receipt of the certification materials.**

Revised: 2/1/2019