



GUIDELINES FOR THE SUBMISSION AND APPROVAL OF CONTINUING EDUCATION UNIT (CEU) APPLICATIONS

EFFECTIVE March 1, 2016 – new information

CEU Applications are reviewed monthly. **To be considered for the month’s review, send advance notice of a planned submission by the first of the month. The complete CEU application (an online submission and three paper copies) must be received by the 15th of the month. Check the MassAEYC website for the correct mailing address.** Decisions concerning approval will be communicated to the applicant by the 15th of the month after the submission deadline. Please see “CEU Project Guidelines At A Glance” at the end of these guidelines for more information. Allow 4-6 weeks for submission and review, more time for revision. (Applications received after the 15th will be reviewed in the following month.)

What is a CEU?

One CEU represents 10 hours of education focused on a coherent body of knowledge. It may be provided either in a training series, a mini-course, an integrated experience at a conference, a distance learning course or an on-line course.

The following are guidelines for submitting an application for Continuing Education Unit (CEU) approval. Individuals or groups filing the application (henceforth referred to as Agency) will assume responsibility for accurately following the guidelines. Agencies sponsoring educational offerings must maintain control of all program elements to assure that objectives and criteria are met. If there is to be a joint sponsorship, one prime sponsor must be identified. Educational offerings to be approved for CEU credit must:

- consist of a minimum of 5 contact hours (the equivalent of .5 CEU) in a single core competency
- represent a coherent body of knowledge
- be presented using active adult learning principles
- be developmentally based
- show evidence of diversity and inclusiveness

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PART I: GENERAL INFORMATION

PROCESS FOR NEW CEU APPLICATIONS

- A. There are three types of applications for CEU Approval:
1. **STANDARD APPLICATION:** to be used for educational offerings involving the same group of participants over a period of time with one or more instructors.
 2. **CONFERENCE APPLICATION:** to be used for educational offerings in which a choice of various workshops are offered in each of several sessions throughout a specific time period. Frequently multiple instructors contribute to the training in a conference.
- DISTANCE LEARNING or ON-LINE LEARNING APPLICATION:** to be used for educational offerings in which the majority of the participant's work is done independently with little or no face-to-face contact with the instructor or fellow participants. Such learning may include, but is not limited to, correspondence courses, self-study courses, courses taught by television or film (including teleconferences), or courses using computers as the instructional and contact media.
- Distance Learning and On-line courses may be offered
- a. on a Cyclic Registration basis in which groups of participants enroll and complete the course at the same time, or
 - b. on a Revolving Registration basis in which individual participants enroll and complete the course at any time during the three year approval period.
- B. Applications must be reviewed and approved before the educational offering begins. No retroactive approvals will be given.
- C. Experiences for CEU credit may include only:
1. direct contact hours of classroom or meeting sessions.
 2. structured field experiences if they are integrated parts of a training program. These experiences may count for no more than one-third of the total course hours.
 3. independent distance learning experiences that are part of an approved Distance Learning Course only.
 4. In calculating contact hours, agencies must exclude time for breaks and other unrelated activities. Homework usually is not included in the contact hours. Occasionally a small amount of homework (a maximum of **10%** of course time) is accepted if it is shown to be an integral part of the course, includes an experiential activity (i.e., observe a child, write something) and is assessed.
- D. CEU credits are not awarded for:
1. credit programs, either secondary or higher education
 2. high school equivalency courses
 3. orientation programs
 4. committee meetings
 5. courses that focus on Technical Assistance, implementation (for instance, of a training or assessment tool), orientation, or hands-on activities such as "make and take" that do not have a substantial learning component.

- E. Agencies may advertise an educational offering as having CEU approval only after approval has been granted. If an Agency has submitted an application for CEU approval and has not yet been notified of its approval status, it may advertise the following statement: *"Application submitted to Massachusetts AEYC for Continuing Education Unit approval"*.
- F. If changes must be made in an offering after initial approval, the following apply:
 1. Change in course content cancels the approval and the Agency must resubmit for new approval.
 2. For changes in instructor, dates or location, the Agency must notify Mass. AEYC in writing, prior to the offering, with new resume(s) and other appropriate materials for approval of changes.
- G. Upon approval, an educational offering will be assigned a unique CEU number. This CEU approval number applies only to the originally proposed date and course description.
- H. Approval of an educational offering is valid for a three-year period. A course must be updated and submitted for new approval after three years.

PROCESS FOR REPEAT REQUESTS

- A. **For Standard Applications:** During the three year period, an approved offering may be repeated for CEU credit only with prior MassAEYC approval. A new CEU approval number will be assigned to each repeat offering.
 1. Since a request for a repeat offering does not require a committee review, it may be submitted for approval at any time. Please submit the "Repeat Request Form". This form can be found on our website www.massaeyc.com
 2. Repeat Requests must contain the original CEU approval number.
 3. If the instructor for a repeat offering is different from the originally approved instructor, agencies must also submit a new Section C and new resume(s).
- B. **For Distance Learning Applications:**
 The Distance Learning Course may be offered:
 1. on a Cyclic Registration basis in which groups of participants enroll and complete the course at the same time, or
 2. on a Revolving Registration basis in which individual participants enroll and complete the course at any time during the three year approval period.
 3. A "Repeat Request Form" must be submitted if there is a change in the facilitator/course instructor
- C. **For Conference Applications:** There is no renewal request for conferences. A new application must be submitted for each new conference.

PROCESS FOR RENEWAL OF EXPIRED CEU APPLICATIONS

Submit a complete revised application, updating the bibliography, course content and outline, as needed. The standard application fees apply.

PART II: AGENCY RESPONSIBILITIES

- A. The Agency will maintain records of:
 1. Names, addresses, and phone numbers of the participants.
 2. Accurate attendance records for each session.
 3. Written evaluations of the educational offering and of the instructor completed by each participant. Agencies may design and use their own evaluation forms, subject to review by MassAEYC.
 4. Documentation of CEU approval.

NOTE: All records must be kept for a period of three (3) years from the completion date of the training experience.

- B. Facilities must be arranged by the Agency.
- C. The Agency must inform the individual participants in writing that:
 1. Participants are solely responsible for maintaining a record of their certificate(s) and their acquired CEU credits.
 2. Participants are solely responsible for submitting proof of their CEU credit to any agency, organization or institution if they wish the CEUs to be credited toward job requirements, accreditation, career advancement or professional development.
- D. Each time the educational offering is given, the Agency must send the following to MassAEYC within four weeks of completion:
 1. Request for Certificates form
 2. Names of participants to be awarded certificates.
 3. Written summary of evaluations.
 4. Payment for certificates in a check made out to MassAEYC.
 5. For conferences, if more than one category of study is offered, specify which category each participant has selected.
- E. Upon receipt of the above information, MassAEYC will mail CEU certificates to the Agency to distribute to participants.

PART III. FEES

A. Fee structure for CEU Offerings	Fee
1. Initial fee for CEU review for each educational offering; includes 25 free certificates for the first offering:	
.5 CEUs:	\$175
1- 1.5 CEUs	\$200
2 CEUs	\$225
2.5 & up:	\$250
2. Fee to convert course format (i.e., standard to on-line, with no change to contents)	\$100
3. Repeat requests	NO FEE
4. Reviewing a revised outline months after review letter.	NO FEE if re-submitted within six

B. Fees for Certificates

1. For initial offerings, an additional fee of \$3.00 per certificate will be charged for each certificate beyond the first 25.
2. Certificate for repeat offering \$3.00/each
3. Replacement for a lost certificate \$5.00

C. All fees must accompany applications. Payment is by check or Purchase Order payable to Massachusetts AEYC or MassAEYC.

D. MassAEYC reserves the right to modify fees if warranted (i.e extensive review, additional copying).

E. Refunds

1. No refunds will be issued after an application has been reviewed.
2. If an application is withdrawn before it has been reviewed, payment will be refunded minus a \$25 processing fee.
3. If MassAEYC declines to review an application for any reason, payment will be refunded.

PART IV. STANDARD APPLICATION INSTRUCTIONS

Please provide the following information, labeling each section as listed. There is no formal application form. Submit three paper copies and send the application by e-mail.

SECTION A - GENERAL INFORMATION

1. **Agency Name, Contact Person, Mailing Address, Telephone Number, E-mail address**
2. **Title of Educational Offering**
3. **Type of offering:** Indicate whether the course is a standard course, a conference or a distance learning course. If a Distance Learning Course, indicate if it will be offered
 - c. on a Cyclic Registration basis in which groups of participants enroll and complete the course at the same time, or
 - d. on a Revolving Registration basis in which individual participants enroll and complete the course at any time during the three year approval period.
4. **Schedule of Dates and Instructional Hours:** List dates for each session and the corresponding time periods. While it is preferred that Agencies submit dates and location with their application, approval pending specific dates may be granted.
5. **Total Number of Contact Hours:** Provide the number of direct contact hours of classroom or meeting sessions plus structured field experiences, if they are an integrated part of the training program. Agencies must exclude time for breaks, homework and other unrelated activities. Homework usually is not included in the contact hours. Occasionally a small amount of homework (a maximum of 10% of course time) is accepted if it is shown to be an integral part of the course and is reviewed during

course time or after course completion.

6. **Number of CEU's for This Offering:** Mass. AEYC grants approval for increments of 0.5 CEU's only (i.e. 0.5, 1.0, 1.5, 2.0, etc.) 10 contact hours equals one (1) CEU.
7. **Location/s:** Provide the name and address of the location where the offering will take place.

SECTION B - COURSE CONTENT

1. **Course Description:** Provide a **brief** description of the educational offering (e.g. an abstract or brief overview be used to describe/publicize the offering).
2. Indicate which ONE of the following Department of Early Education and Care Core **Competencies** will be addressed by the offering:
 - 1) Understanding the Growth and Development of Children and Youth
 - 2) Guiding and Interacting with Children and Youth
 - 3) Partnering with Families and Communities
 - 4) Health, Safety, and Nutrition
 - 5) Learning Environments and Implementing Curriculum
 - 6) Observation, Assessment, and Documentation
 - 7) Program Planning and Development
 - 8) Professionalism and Leadership
3. **Target Population:** Indicate to whom the offering will be made available (e.g. family child care providers, educators of infants and toddlers, 3- to 5-year olds, school-age children). List any pre-requisites (knowledge, experience, both).
4. **Participant Outcomes:** State the outcomes in terms of what participants will know and/or be able to do by completing the course. (For more information on writing outcomes, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)
5. **Course Outline:** Attach a detailed course outline describing the content that will be addressed at each session, timeframes for each part of the course and instructional methodology for each part of the course. This outline should clearly show reviewers what participants will be learning at each session, how they will be actively involved in their learning, and the instructional methodology (item 7 below) that will facilitate their learning. The course outline should address how the course reflects diversity and inclusiveness. All outcomes need to be addressed in the course outline. (For more information on writing outlines, please see the "Guide for Writing CEU Applications" at the end of this document or see www.massaeyc.com).

Include labeled handouts, showing where they will be used, and power point slides, if used.

Number all pages.

6. **Bibliography/List of Resources:** An up-to-date bibliography (i.e. including selections from within the last 10 years) of related readings, resources and websites must be included as part of course materials. Include references for material used during the course (articles, books & videos, unless already identified). Include the title, author, publisher and publication date for each print item and a link for each website item (For more information on bibliographies, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)
7. **Instructional Methodology:** Within each section of the outline describe the teaching methods to be used, to show how participants will be actively involved in their learning (i.e small groups; role playing; demonstrations; videos). Address the varied learning styles of participants.
8. **Completion Requirements and Documentation of Participant Outcomes:** Indicate what an individual must do to get credit for completing the course. At a minimum, a participant must attend 90% of the sessions and achieve a substantial portion of the planned participant outcomes. Agencies may add other requirements as well. Describe how you plan to have participants demonstrate and document that they have achieved your course's planned participant outcomes.
9. **Include a course evaluation form** that addresses each participant outcome. All evaluations should include open-ended questions to apply theory to practice (i.e., ask the applicant to show how s/he will apply course learnings.) (For more information on evaluations, please see the “Guide for Writing CEU Applications” at www.massaeyc.com)

SECTION C - INSTRUCTORS

1. **Name(s) of Instructors:** Provide the name(s) of the instructor(s) of the course. For courses that are taught by more than one instructor, describe the role and responsibilities of each individual. In addition, designate a lead instructor who meets the Instructor qualifications requirements below, and will be responsible for coordination of the various components of the course.
2. **Instructor's Qualifications:** Attach a resume, detailing completion of the appropriate criteria listed below, for each instructor(s). Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet at least two of the following three criteria:
 - a. Minimum of three years experience as a teacher or administrator in an Early Childhood Program, which may include family day care or school age child care.
 - b. Minimum of one year of at least half-time experience in the field of training being offered.
 - c. Experience in supervision or training of adults (which may include team teaching). List or describe, in the resume or in an attachment.
 - d. If resumes do not show evidence of the above criteria, please add a short statement describing relevant education and/or experience.

Part V: CONFERENCE APPLICATION INSTRUCTIONS

GENERAL CONFERENCE INFORMATION

NOTE: Conference brochures may state “CEU Approval Requested” if approval has not been received at the time the brochures are printed and/or distributed. Brochures may not offer CEU credit until the conference has been approved. Allow 6-8 weeks for that process.

1. There should be a clear relationship and/or coherence among the conference workshop sessions. If several workshops are included, either:
 - All must fall within one Core Competency, or
 - “Tracks of study” must be clearly identified within the whole conference. A track of study designates specific workshops during the day that address one core competency (see Part V, Section B).
 - The reviewers may designate a workshop as unable to fit within the category of study selected. If so designated, participants taking that workshop will not be able to count this workshop toward their CEU time requirement.
2. Specific workshops or "tracks of study" for which CEU credit is to be given must be designated as such for participants. CEU credit will not be given to participants who select unrelated workshops.
3. Time for introductory sessions, coffee hours, breaks, etc. may not be included. Keynote speeches may be included only if related to the other learning experiences.
4. Describe a clear method for obtaining evidence of attendance at all sessions for which CEU credit is to be given. Attendance at 100% of conference sessions is required.
5. One person must be designated as responsible for verifying that all individuals have completed the requirements.
6. The method for obtaining CEU credit must be clearly stated in conference literature.

SPECIFIC CONFERENCE APPLICATION INSTRUCTIONS

Please provide the following information, labeling the sections as listed below. There is no formal application form. Submit three paper copies and send the application by e-mail.

SECTION A - GENERAL INFORMATION

1. **Agency Name, Contact Person, Mailing Address, Telephone Number, e-mail**
2. **Title of Conference**
3. **Schedule of Dates and Instructional Hours:** List dates for each session and the corresponding time periods. While it is preferred that Agencies submit dates and location with their application, approval pending specific dates may be granted
4. **Total Number of Contact Hours:** Provide the number of direct contact hours of workshop sessions, keynote speeches and/or any other part of the conference that would apply toward CEU approval. Agencies must exclude time for breaks, lunch and other unrelated activities.

5. **Number of CEU's for This Offering:** Mass. AEYC grants approval for increments of 0.5 CEU's only (i.e. 0.5, 1.0, 1.5, 2.0, etc.).
6. **Location/s:** Provide the name and address of the location where the offering will take place.
7. **Evaluation:** Include evaluation forms that address the participant outcomes for each workshop or session. (For more information on evaluations, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)
8. **Attendance Verification:** Describe how attendance at each session will be verified. Attach attendance forms to be used, if available.

SECTION B - CONFERENCE CONTENT

If more than one category of study is to be offered for CEU credit, complete Section B for each on a separate page.

1. Indicate which of the following **EEC Core Competencies** will be addressed by the offering:
 - 1: Understanding the Growth and Development of Children and Youth
 - 2: Guiding and Interacting with Children and Youth
 - 3: Partnering with Families and Communities
 - 4: Health, Safety, and Nutrition
 - 5: Learning Environments and Implementing Curriculum
 - 6: Observation, Assessment, and Documentation
 - 7: Program Planning and Development
 - 8: Professionalism and Leadership
2. **Participant Outcomes:** State the outcomes for each individual session and for the keynote, if included in conference time. State these in terms of what participants will know and/or be able to do by attending the keynotes and for each workshop session. (For more information on writing outlines, please see the "Guide for Writing CEU Applications" at www.massaeyc.com).
3. **Target Population:** Indicate to whom the conference will be most suited (e.g. family child care providers, educators of infants and toddlers, 3- to 5-year olds, school-age children, administrators, supervisors, etc.).
4. **Workshop Descriptions/Instructors:** Attach a brief description of each workshop with corresponding instructor's name, title and affiliation. Attach conference brochure, if available. Description should be clear and detailed enough so that it is understandable to reviewers. Each description should include information about how participants will be actively involved. Include the participant outcomes for each workshop and indicate which track or Core Competency it addresses. The conference should address diversity and inclusiveness.

SECTION C – INSTRUCTORS

1. The Agency must include a signed statement of assurance that all instructors meet CEU Guidelines for minimum qualifications for instructors:

Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet at least two of the following three criteria:

- a) Minimum of three years' experience as a teacher or administrator in an Early Childhood Program, which may include family child care or school-age child care.
- b) Minimum of one year of at least half-time experience in the field of training being offered.
- c) Experience in supervision or training of adults (which may include team teaching).

PART VI. DISTANCE LEARNING OR ON-LINE APPLICATION INSTRUCTIONS

GENERAL DISTANCE LEARNING OR ON-LINE INFORMATION

1. Some form of instructional contact or exchange with the instructor, other students, or mentor must be included as part of the course. Such content may include e-mail, webinars, discussion boards, conference calls, and/or personal contact. The nature and duration of such contact must be clearly described in the application.
2. Participants must be actively involved in their learning. Course materials should use a dynamic approach to actively involve participants in trying out new strategies and examining and reflecting on elements of their current work situations. Structured observations of other programs, or of children, parents, etc. in other situations are also encouraged.
3. Participants must submit to the instructor documentation/evidence of their learning (e.g. papers in response to assignments, written observations of children or their programs relative to the course content, reactions to assigned readings, etc.) and receive written feedback from the instructor.
4. An up-to-date bibliography of related readings/resources must be included as part of course materials. Instructors are encouraged to assign outside related readings as part of the course requirements. All documents used must be included in the bibliography. Include the title, author, publisher and publication date for each print item and a link for each website item (For more information on bibliographies, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)
5. Individual participants must sign a statement declaring that they are in fact the ones who are fulfilling the course requirements.

SPECIFIC DISTANCE LEARNING or ON-LINE LEARNING APPLICATION INSTRUCTIONS

Please provide the following information, labeling the sections as listed below. There is no formal application form:

SECTION A: GENERAL INFORMATION

- 1. Agency Name, Contact Person, Mailing Address, Telephone Number, e-mail**
- 2. Title of Educational Offering**
- 3. Number of Hours for Course Completion:** A standard number of hours for completion of the course should be determined based on an average number of hours required by several representative learners to complete the program. Agencies must continue to monitor the amount of time it takes participants to complete the program and to make adjustments in the standard if necessary.
- 4. Course Description:** Provide a brief description of the educational offering (e.g. an abstract or brief overview that may be used to publicize the offering)
- 5. Type of Registration Process:** (cyclic or revolving) See Part I, I2 for Definitions.

SECTION B: COURSE CONTENT

- Indicate which of the following EEC Core Competencies will be addressed by the offering:
 - 1: Understanding the Growth and Development of Children and Youth
 - 2: Guiding and Interacting with Children and Youth
 - 3: Partnering with Families and Communities
 - 4: Health, Safety, and Nutrition
 - 5: Learning Environments and Implementing Curriculum
 - 6: Observation, Assessment, and Documentation
 - 7: Program Planning and Development
 - 8: Professionalism and Leadership
- Participant Outcomes:** state the outcomes in terms of what participants will know and/or be able to do by completing the course.(For more information on writing outcomes, see the “Guide for Writing CEU Applications” at www.massaeyc.com)
- Target Population:** Indicate to whom the offering is best suited (e.g. family child care providers, educators of infants and toddlers, 3- to 5-year olds, school-age children, administrators, etc.)
- Course Description:** Provide a brief description of the educational offering (e.g. an abstract or brief overview that may be used for marketing)
- Instructional Materials:** Provide three copies of all of the instructional materials that participants will receive for the course.

6. **Distance Learning Course Materials must include:**
 - a. developmentally appropriate information, which reflects current knowledge in the field of early childhood care and education
 - b. activities and/or assignments in which participants can actively apply what they are learning to their practice with young children and families
 - c. content that reflects diversity and inclusiveness.

7. **Course Outline:** Attach a detailed course outline describing the sequence of the course, content that will be addressed at each session, estimated timeframes for each part of the course and instructional methodology for each part of the course. This outline should enable reviewers to know what participants will be learning at each session, how they will be actively involved in their learning, and how the instructional methodology will facilitate their learning. The course outline must address diversity and inclusiveness. All outcomes need to be addressed in the course outline. (For more information on writing outlines, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)
 - a. **Instructional Methodology:** Within each section of the outline show how participants will be actively involved in their learning (i.e small groups; role playing; demonstrations; videos). Address the varied learning styles of participants. (edit for on-line app). See Part VI, #2.

8. **Bibliography/List of Resources:** An up-to-date bibliography (i.e. including selections from within the last 10 years) of related readings, resources and websites must be included as part of course materials. All materials used during the course need to be included. Include the title, author, publisher and publication date for each item. (For more information on bibliographies, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)

9. **Participant/Instructor Contact:** Describe the nature and the duration of contact between participant and instructor. Respond to the following questions. How will the instructor be available to participants for consultation? How will the instructor respond to participants' written assignments? Will the instructor organize groups of participants to meet to discuss issues related to the course? Will the instructor visit participants on-site? How many of the course hours will consist of instructor-participant contact? Will mentors be used? If mentors are used, they must meet the minimum requirements for mentors described below in Section C-3, below.

10. **Documentation of Learning:** Describe how participants will, in writing, demonstrate and document that they have achieved your course's planned participant outcomes, and the instructor's plan for providing feedback. This documentation needs to address each participant outcome and show how participants will apply theory to practice (how the participant will apply course learnings.) (For more information on evaluations, please see the "Guide for Writing CEU Applications" at www.massaeyc.com)

11. **Completion Requirements:** Indicate what an individual must do to get credit for completing the course. For example, percentage of assignments completed, participation in various components of the course, quality of completed work, self-assessment based on the objectives of the training, evaluation completed. Instructor will provide individual feedback for each participant's homework assignment. Include a verification process that demonstrates that participants remained on-line or in contact with the course during all segments presented.

SECTION C – INSTRUCTORS

1. **Name(s) of Instructors:** Provide the name(s) of the instructor(s) of the course. For courses that are taught by more than one instructor, describe the role and responsibilities of each individual. In addition, designate a lead instructor who will be responsible for coordination and synthesis of the various components of the course.
2. **Instructor's Qualifications:** Attach a resume, detailing completion of the appropriate criteria listed below, for the instructor(s).

Instructors of educational offerings must have a minimum of a Bachelor's Degree in Early Childhood Education or in the field of training being offered and meet the following three criteria:

- a. Minimum of three years' experience as a teacher or administrator in an Early Childhood Program, including family child care and school-age child care.
- b. Minimum of one year of at least half-time experience in the field of training being offered.
- c. Experience in supervision or training of adults (which may include team teaching). List or describe, in the resume or in an attachment.

If resumes do not show evidence of the above criteria, please add a short statement describing relevant education and/or experience.

3. **Mentor's Qualifications:** The Agency must sign a statement of assurance that all instructors meet the CEU Guideline's minimum qualifications for mentors. Mentors involved in participant contact must meet the following criteria:
 - a. For family child care programs:
 - i. Minimum of two years' experience as a licensed family child care provider, and
 - ii. Minimum of two years' membership in a professional local (i.e. support group), state, or national child care organization.
 - b. For group day care centers: Minimum of EEC Lead Teacher Qualifications for Infants and Toddlers or Preschoolers.

MassAEYC CEU Project Guidelines At A Glance

Application Procedure

1. CEU applications will be reviewed each month by a team of experts. Please refer to the table below to insure your CEU application is submitted in time for approval to be given before the course begins. Applications not submitted with ample time for review and revision will not be considered. (For example, an application received on March 16, 2016 will not have a decision before May 15, 2016.) The table below will provide an example. Applications must be received by the 15th of the month to be reviewed in that month's cycle.

Received by	Reviewed by	Approval decision by	Course to begin no sooner than
October 15	November 5	November 15	November 16
November 15	December 5	December 15	December 16

2. Proposals must be submitted electronically and with paper copies.
 - a. The complete proposal must be received before it can be reviewed. Mail to the address listed on the website.
 - b. You must send 3 copies of the complete proposal. If 3 copies are not received, your proposal will not be reviewed until they are received.
 - c. Your check must be received before the proposal will be reviewed.

Repeat Offering Procedure

1. Please use the Repeat Offering Request form. You can access a copy at www.massaeyc.com
2. Repeat offering requests should be sent at least two weeks before the course will be starting.
3. Requests may be emailed using the request form.
4. Repeat offering request approvals will be emailed.

Certificate Request Procedure

1. Please use the Certificate Request Form. You can find one at www.massaeyc.com.
2. Requests must include a typed list of participants and a summary of the evaluations.
3. Twenty-five certificates for the initial offering of the course are included in the application fee.
4. Certificates beyond the 25 for the initial offering, and any subsequent offering are \$3.00 per certificate. Please include a check made out to MassAEYC.

Timeframe

Some courses will be approved on the timeframe above. In most cases allow additional time for revision and follow-up review (an additional 2-6 weeks).