



CHILD[®] Certification Procedures

1. Teachers will attend all three days of Initial Training or Replacement training provided by an ISI certified consultant.
2. Teachers will complete, within two weeks of the training, the Certification Test. The test should be done individually after initial training is completed. This is an open book test to give teachers an opportunity to review the material after the training. Teachers return tests to their CHILD consultant.
3. The CHILD consultant grades and sends the tests to ISI. ISI reviews to double check. ISI maintains records on CHILD certified teachers.
4. A letter and the graded test with the score, is mailed to each individual teacher. Copy of front page placed in school file.
5. The Director of Educational Programs will send a letter to the principal with the names of the teachers who have passed the test and are eligible for certification.
6. Teachers will be visited in their classrooms by their CHILD consultant twice during the school year. The consultant will complete an Effective Practices form to indicate the level of implementation of the Twenty Essential Components of CHILD. These forms will be signed by the consultant, teacher and principal. A copy is left with the teacher and principal. These forms will be returned to the Director of Educational Programs with the Consultant's site visit report and kept on file. During the final site visit, if teachers have met the criteria as noted on the Effective Practices form, they will be eligible to become a certified CHILD Specialist.
7. Should any teacher not meet the criteria, the Director of Educational Programs will contact the school principal to develop a plan for additional assistance/training for the teacher in question. Some teachers may require additional coaching and may become certified the following year, after meeting the criteria.
8. At the end of the first year of implementation, usually in early May, certificates for certified CHILD Specialists with cover letter are mailed individually to each teacher.
9. A letter is also sent to the principal with the CHILD teachers' status.
10. Certified CHILD Specialists are eligible to become CHILD consultants. They are also eligible for Innovation Sustainer and Classroom Champion for Change Awards.