

## **WECAN Associate Membership Renewal Instructions 2018-19**

for Teacher Education Institutes aligning WECAN Associate Membership renewal with AWSNA renewal

WECAN and AWSNA have established a cooperative process for integrating membership activity for Institute Members in the interest of reducing redundancy between membership processes. Renewing WECAN Member Institutes affiliated with AWSNA may follow the AWSNA Path to Membership process in lieu of completing both AWSNA and WECAN processes separately. In addition to completing the AWSNA process, the institute must submit an Abbreviated Self-Study to WECAN prior to the site visit.

1. Read the Membership Handbook for Early Childhood Teacher Education Programs and Institutes and review the WECAN Shared Principles for Waldorf Early Childhood Teacher Education.
2. Complete the Abbreviated Self-Study and submit it electronically to the WECAN Teacher Education Coordinator, as instructed on the form. Keep a copy of the Self-Study in your files for use in renewing your membership in three years.
3. Read the Site Visit Guidelines for Associate Membership Renewal for AWSNA Aligned Institutes.
4. Coordinate arrangements for the Site Visit with the AWSNA Teacher Education Delegates Circle. See the Site Visit Guidelines for information on expenses.
5. Prior to the visit, WECAN will forward electronically to the EC site visitor:
  - a. Completed Abbreviated Self-Study
  - b. Previous Site Visit Report
  - c. Site Visit Report Form
6. Complete the Site Visit. Remind the site visitor(s) to submit the completed Site Visit Report to you within 30 days of the visit.
7. Following the visit, the site visitor(s) will complete the Site Visit Report, using the Site Visit Report Form, and send the report to you. After reviewing the completed Site Visit Report for accuracy, send any comments or questions to the site visitor. The site visitor will forward the final copy of the Site Visit Report to you and to the WECAN Teacher Education Coordinator. Remember to keep a copy of the final Site Visit Report in your files for use in renewing your membership.

The WECAN Early Childhood Teacher Education Committee will review your renewal documents and the Teacher Education Coordinator will contact you.

If you have any questions, please contact Holly Koteen-Soule, WECAN Teacher Education Coordinator, at <mailto:teachered@waldorfearlychildhood.org>.