

WECAN Full Membership Renewal Instructions 2018-19

for Teacher Education Institutes aligning WECAN Full 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 Full Member Institute must submit an Abbreviated Self-Study to WECAN prior to the site visit, a One Year Follow-up Report to WECAN one year after the site visit describing how the Institute has worked with the recommendations in the Site Visit Report, and must submit an additional Abbreviated Self-Study to WECAN four years after 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.
3. Read the Site Visit Guidelines for Full 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: the Institute's completed Abbreviated Self-Study, previous Site Visit Report and One Year Follow-Up Report (when applicable), and a 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.
8. One year after the site visit, complete the One Year Follow-up Report and submit it electronically to the WECAN Teacher Education Coordinator, as instructed on the form. Keep a copy of the report in your files for use in your next renewal.
9. Four years after the site visit, complete an Abbreviated Self-Study and submit it electronically to the WECAN Teacher Education Coordinator, as instructed on the form. Keep a copy of the report in your files.

Upon receipt of your Site Visit Report (step 7 above), 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 teachered@waldorfearlychildhood.org.