

WECAN Full Membership Renewal Instructions 2018-19

for Waldorf Early Childhood Teacher Education Programs and Institutes

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 Self-Study and submit it electronically to the WECAN Teacher Education Coordinator. Keep a copy of the Self-Study in your files for use in renewing your membership.
3. Read the Site Visit Guidelines for Full Membership.
4. Arrange for a Site Visit with the WECAN Teacher Education Coordinator.
5. Prior to the visit, WECAN will forward the current Self –Study, the most recent Site Visit Report Form and the One Year Follow-up Report (when applicable) electronically to the site visitor(s).
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.

Upon receipt of your Site Visit Report (step 7 above), the WECAN Early Childhood Teacher Education Committee will review your application 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.