

Request for Administrative Practices Reciprocity

This form may be used to request reciprocity for an alternative form of certification for selected criteria in the Administration Component and the Administrator/Staff Qualification/Professional Development Component.

Eligibility for Reciprocity/Alternative Documentation

Center-Based programs operated by a Local Education Agency (LEA) may submit an Administrative Practices Reciprocity Request.

Facility Name:	Phone Number:	License Number:
Street Address of Facility:		
City, State, Zip:		
Name of Operating Agency:		

An initial by each item certifies that the item meets or exceeds the Better Beginnings Criteria for Level 3.

_____ Administrator and teaching staff meet or exceed qualifications for Level 3.

_____ All staff have evaluations and professional development plans maintained by the operating agency

_____ Operating agency is responsible for maintaining current financial documentation

_____ Facility participates in either the USDA School Lunch Program, the Child and Adult Care Food Program or has participated in at least 2 clock hours of training on nutrition for children.

_____ All teaching staff are meeting or exceeding at least 25 clock hours annually in early childhood, child development or job related training

Name: _____ Title: _____

Phone Number: _____ E-mail Address: _____

Signature: _____ Date: _____