



### Scheduling

After your Child Care Licensing Consultant submits a request to NCRLAP, a scheduler from NCRLAP will call to walk you through the process, answer questions, and set a 4-week window when assessment(s) will occur. You will receive a confirmation call the week before your window starts.



### Rescheduling and Date Changes

If you need to request changes to your scheduling window or block out dates, please immediately call your scheduler and Child Care Consultant. This is important because delaying assessments could potentially impact your operating license, depending upon the renewal date.



### Special Types of Programs

Please notify us if your program has a specialized focus or serves special populations (e.g., children with moderate to severe disabilities, non-English speaking teachers and/or children, uses a specialized teaching approach, etc.).

## How Quality Is Assessed

Highly trained assessors will assess the quality of children’s care and education using these scales:

- Infant/Toddler Environment Rating Scale Revised (ITERS-R)—birth through 30 months.
- Early Childhood Environment Rating Scale Revised (ECERS-R)—31 months through 5 years.
- Family Child Care Environment Rating Scale Revised (FCCERS-R)—multi-age care in a home environment.
- School-Age Environment Rating Scale Updated (SACERS-R)—5 through 12 years.

We attempt to complete the assessment on a “typical day” (i.e., usual routine, no special activities or guests). Over half of the children enrolled need to be present for most of the observation. In multi-classroom centers, a minimum of 1/3 of the total classrooms will be assessed, including at least one classroom from each age group requiring a specific rating scale. Each home or classroom being assessed should expect one or two assessors.

## About NCRLAP

The North Carolina Rated License Assessment Project is a collaboration between the North Carolina Division of Child Development and Early Education (DCDEE) and UNC Greensboro. NCRLAP’s purpose is to conduct voluntary assessments for child care centers and family child care homes attempting to earn a higher star rating in the North Carolina Star Rated License system. ECERS-R assessments are also completed for NC Pre-K program requirements.

The NC Star Rated License is determined by points earned in two components:

1. Program Standards
2. Staff Education Standards

In addition, a quality point can be earned for meeting enhanced standards for staff education and program standards. Child care programs with higher rating scale scores can earn more Program Standards points. For additional information regarding North Carolina’s Star Rated License, visit the DCDEE website: [ncchildcare.ncdhhs.gov](http://ncchildcare.ncdhhs.gov).



## Quick Reference: Rated License Assessment Process

- How is child care quality assessed?
- How do I prepare for assessment?
- What should I expect on the day of the assessment?
- What happens after the assessment?



### Ready to learn more? Go to [ncrlap.org](http://ncrlap.org) to

- Plan for the assessment process
- View and download important documents such as the additional notes and packet materials
- Engage with online training resources such as videos, webcasts, documents, and worksheets
- Register for NCRLAP training events and online webinars



# How to Prepare for Assessments

## 1

### Study these materials:

- Environment Rating Scales relevant to your age groups
- NC Additional Notes for each rating scale
- NCRLAP's Requirements for Gross Motor Space and Equipment
- Meal Guidelines: Ages 1–12 and/or Infant Meal Guidelines: Ages 0–11 Months



## 2

### Talk with your DCDEE Child Care Consultant about the assessment and/or request assistance from an agency:

- Division of Child Development and Early Education (DCDEE) Child Care Consultants
- Local Smart Start Partnership specialists (contact the Smart Start agency in your county or call the NC Partnership for Children: Smart Start)
- Child Care Resource & Referral (CCR&R) specialists (contact DCDEE for the CCR&R serving your area)
- NC Rated License Assessment Project offers various resources and webinars about the rating scales and the assessment process (contact NCRLAP or view the training calendar online at [ncrlap.org](http://ncrlap.org)).



## 3

### Prepare personnel and collaborate.

Include staff by sharing materials, ideas, discussions, and training. Conduct a self-led practice assessment. Review reports from previous assessments. Network with providers who have experienced assessment before.



## 4

### Prepare your facility's space, equipment, and environment(s) through quality enhancements to meet requirements.

Any changes should reflect best practices for young children and improve the quality of the program on an ongoing basis.



## 5

### Prior to the assessment, inform the children and families that there will be a visitor in the classroom.



## 6

### Complete your paperwork.

After the assessment is scheduled, a packet of information and forms will be sent to you. Please have the necessary paperwork completed and available to hand to the assessors when they arrive. These include:

- Classroom Information Form
- Teacher Information Form
- Copies of your classroom daily schedules
- Birthdate List



# What to Expect On the Day of the Assessment

## When the Assessor Arrives

After greeting the administrator or provider and receiving the completed paperwork, the assessor will give a brief overview of the day. In child care centers, classrooms to be assessed are chosen randomly on the morning of each scheduled assessment.

## The Observation

For approximately 3-5 hours in the morning or 2 hours for afterschool observations, the assessor will observe a wide variety of interactions, activities, and materials as required by the rating scale. For example, the assessor may observe indoor and outdoor space, materials used by the children, health practices, and more. Assessments need to occur on a typical day with regular classroom staff and the usual daily schedule and activities.

## Interview with Staff

There will be a 30- to 45-minute interview with the lead classroom teacher or provider. The interview may take place during naptime, or while a substitute teacher replaces the classroom teacher. For after school assessments, assessors typically conduct an interview before children arrive as well as a post-assessment interview.

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# After the Assessment

For each assessment, the assessor will complete a detailed report that identifies strengths and areas needing improvement, based on the assessment results. The completed report is forwarded within 10 days to the facility's Child Care Consultant, who is responsible for communicating the information to the child care facility.

The facility summary report is designed to provide specific feedback so that child care staff may enhance their program's quality through goal setting and other quality enhancement efforts.

If you have additional questions about the assessment process, please contact the NCRLAP main office toll-free at 866.362.7527.