Your rated license assessment visit is important.

Making sure the observations occur on a typical day is key!

The Environment Rating Scale assessment is an important component of your center or home’s child care license. This brochure contains helpful information to consider while scheduling and planning for your assessments. Please note this information corresponds with the Rated License Assessment Request Review form that is completed with your Child Care Licensing Consultant.

SCHEDULING

Your Assessment

1. **Assessment Request.** Once you are ready to be assessed, ask your Child Care Licensing Consultant to submit an Environment Rating Scale (ERS) assessment request to NCRLAP.

2. **Initial Phone Call.** You will be contacted to schedule your assessment and to have your questions answered about the assessment process.

3. **Setting the Date.** A four-week scheduling window is given for assessments. The window always starts on a Monday and ends on the Friday of the fourth week after the start date. NCRLAP staff may be available immediately; therefore, your program is expected to be prepared at the time the ERS request is submitted and will be given the next available dates.

4. **Wait times.** Depending upon the number of pending assessments, there may be times when your program will wait longer to be assessed.

5. **Block-out days.** Programs have the option of identifying up to five dates to block out. Assessments need to occur on “typical days” that represent children’s daily experiences while in child care. Therefore, special events such as field trips, parties, or resource visits cannot occur during assessments. Additionally, block-out days should be used when many staff have planned vacation time or attendance is expected to be very low. Using block-out days allows providers to designate specific days during their four-week scheduling window that may not be considered “typical.” Special events can occur during the four-week window; however, it is imperative that NCRLAP is informed of these days. If you need to change your block-out dates for any reason after your four-week window has begun, contact your Child Care Licensing Consultant for approval first.

6. **Confirmation Call.** You will receive a confirmation call the week before the start of your scheduling window. This call serves to confirm that you are ready for our assessors to arrive to conduct the ERS, to verify directions and arrival times, and to provide a final opportunity to make changes to the block-out dates if necessary.

Contact the NCRLAP office and speak with one of our schedulers regarding any questions you have about your assessment date or window. We look forward to visiting your program.

**FOR MORE INFORMATION AND RESOURCES** about the NC Rated License Assessment Project and the Environment Rating Scales (ITERS-R, ECERS-R, FCCERS-R, and SACERS-U), as well as upcoming training events such as conference sessions and webinars, see www.ncrlap.org.
SCHEDULING PROCEDURES FOR ASSESSMENTS

Environment Rating Scale assessments are scheduled using a four-week window. Rather than assigning a specific announced date, assessments can occur anytime within an assigned four-week period. Except for block-out dates (described in this brochure), program staff can expect assessors to come on any day during the four-week window.

PLAN for a Typical Day

Assessments should occur on a typical day in your program. There are several factors within a program’s control that impact whether an assessment day is considered to be typical.

Regular Classroom Staff:
- Only teachers who work with the children daily should be present during the observation, and they should be present during their normal work hours only.
- Additional staff (such as floaters, teachers from another classroom, or an administrator) can be present in the classroom during breaks or at a certain time of day if this is part of their daily routine; however, the additional staff should not stay for a longer period of time than is usual.
- Other adults such as volunteers, therapists, interns, or family members should also participate only at their usual times.
- Extra staff will be asked to leave the classroom during the assessment, and your Child Care Licensing Consultant may be contacted to determine whether or not the typical staff were present during the assessment.
- If a substitute for a lead teacher will be present and you do not believe this individual has enough knowledge of the children or classroom to complete the assessment, call NCRLAP (in advance of the assessment) to discuss your options.

Regular Daily Schedule: The normal daily schedule must be followed. Assessors need to see what occurs day in and day out. If something slightly unexpected occurs (e.g., a fire drill, thunderstorm), the standard plan for that type of day should be followed.

Regular Indoor and Outdoor Activities: The assessment(s) cannot be completed when special events such as resource visits, parties/celebrations, or field trips are planned. Please keep NCRLAP informed of non-typical days within your window (your block-out dates).

Regular Attendance: For an assessment to be considered valid, more than half of the enrolled children must be present for the majority of the observation. Other specific attendance requirements will be discussed during the scheduling call.

Keep in Mind: If it is determined that the day is not typical based on NCRLAP guidelines for a valid assessment, your assessment(s) must be rescheduled.

POSTPONEMENTS
- If an assessment is attempted but cannot be completed due to factors beyond the program’s control, such as low attendance or inclement weather, NCRLAP will prioritize rescheduling your assessment to complete the assessment within the original four-week window.
- If NCRLAP is not notified of block-out dates prior to the beginning of your four-week window and an assessment cannot be completed because of events such as field trips, planned staff absences, etc., it may be necessary to extend the scheduling window until an assessor is available. Your Child Care Licensing Consultant will be notified, and your rated license packet may be processed without ERS scores.
- If NCRLAP is unable to complete your assessment on the second attempt due to factors within the program’s control, your program will have to pay the assessment fee.

Regular Daily Schedule: The normal daily schedule must be followed. Assessors need to see what occurs day in and day out. If something slightly unexpected occurs (e.g., a fire drill, thunderstorm), the standard plan for that type of day should be followed.

Regular Indoor and Outdoor Activities: The assessment(s) cannot be completed when special events such as resource visits, parties/celebrations, or field trips are planned. Please keep NCRLAP informed of non-typical days within your window (your block-out dates).

Regular Attendance: For an assessment to be considered valid, more than half of the enrolled children must be present for the majority of the observation. Other specific attendance requirements will be discussed during the scheduling call.

Keep in Mind: If it is determined that the day is not typical based on NCRLAP guidelines for a valid assessment, your assessment(s) must be rescheduled.

PLEASE NOTE: Providing false information regarding staffing (e.g., additional or different staff in room) or other program characteristics (e.g., number of classrooms, correct enrollment, etc.) will result in a reassessment fee for each rescheduled assessment and an administrative action may be issued by the Division of Child Development and Early Education.