



June 29, 2012

TO: Curriculum and Formative Assessment Publishers and Authors

FROM: NC Division of Child Development and Early Education

RE: Curriculum and Formative Assessment Review Process 2012

In response to recent legislation requiring four-and five star programs to use an approved curriculum, the NC Division of Child Development and Early Education (DCDEE) is initiating a process to review curricula for consideration as approved curricula. In addition, the Division will conduct a review process to approve formative assessments for use in NC Pre-Kindergarten classrooms.

A committee will evaluate curricula to be approved for use in 1) NC Pre-Kindergarten classrooms, 2) four-year-old classrooms in four- and five-star programs; 3) mixed age group classrooms with four-year-old children, and 4) programs with four-year-old classrooms using curriculum to earn a quality point for the star-rated license. The State Board of Education will consider adoption of the approved list of curricula for use in all public school pre-kindergarten classrooms as well.

The committee will concurrently review formative assessment tools designed to document preschool-age children's learning and development for the purpose of informing instruction in NC Pre-Kindergarten classrooms. If you have a curriculum and/or a formative assessment you would like reviewed, please read the guidelines below and the enclosed materials which provide North Carolina's definition and criteria for approved curricula and formative assessments. Submit materials following the instructions on page 2 of this memo.

The following guidelines will determine a curriculum's eligibility for review:

- Curriculum is a comprehensive early childhood curriculum based on the criteria for approval. Please see the attached, "NC Approved Early Childhood Curricula 2011" document to read the committee's criteria for curriculum approval. In the 2012 process, **the Committee will only review curricula for use in classrooms with four-year-old children**. This means that curricula submitted may be intended for fours or intended for mixed-age groups that include four-year-old children.
- Curriculum was not reviewed in the curriculum review process in 2007-08 and 2011, OR
- Curriculum was not previously approved and has had significant revisions since the 2007-08 and/or 2011 reviews. Your letter of submission of curriculum materials must include a letter detailing the revisions that have been made to the curriculum since the prior processes.

The guidelines for the formative assessment review are as follows:

- The formative assessment must address all domains of children's development, be designed for ongoing authentic assessment of four-year-old children, and meet all criteria described in the attached document.

- All formative assessments intended for use in the NC Pre-Kindergarten program must be approved in this review process. Assessments that have previously been approved for use in More at Four and/or the NC Pre-Kindergarten program must be submitted again for review in 2012 in order to continue to be approved for use in the program. Assessments that have not previously been reviewed and/or approved must also be submitted for consideration. Assessments associated with curricula that have previously been approved must also be submitted. Formative assessments that are not submitted in the 2012 review process will not be considered or approved for use in the NC Pre-Kindergarten program.

Materials for the review process must be received by August 31, 2012. The number of materials received will determine the timing for a response from the NC Child Care Commission. Typically, the review process takes nine months, including the time it takes for formal approval by the NC Child Care Commission and the State Board of Education. For additional information please contact Laura Hewitt, NC Division of Child Development and Early Education, at 919-890-7154.

Enclosures:

1. NC Approved Early Childhood Curricula 2011
2. Criteria for Formative Assessments

Instructions for submitting a curriculum or formative assessment:

1. Submit three sets of your complete curriculum/assessment package (originals). Include all materials you would send a program that purchases the curriculum. If the curriculum includes posters, books, puzzles and other classroom materials, please only send one set of the classroom materials. If the curriculum is theme based, send a sample of three months of the curriculum rather than the whole year. Do include; however, a list of all the themes available. If the curriculum is for a mixed age group and is separated by age, include three, four- and five-year-old curricula. If the assessment is a continuum that addresses multiple ages or has multiple documents/versions that could be used with four-year-old children, please submit all materials that are relevant for assessment of four-year-olds. **Do not submit developmental screening assessments intended to identify children who should be referred for further evaluation and testing based on concerns in one or more developmental domains.** A separate committee is in place to evaluate this type of assessment tool.
2. Enclose in each curriculum/assessment package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum materials, contact person, address and telephone number.
 - A list of every item included in the curriculum package.
 - For multi-box shipments, the total number of boxes and a list of items in each box.
 - Specific instructions on how you will retrieve the materials, if desired, after the review is complete. You may pick up the materials or have them shipped from the Division. *The NC Division of Child Development and Early Education will keep two copies of each curriculum and assessment approved by the Commission.*
3. You may provide supplemental information with the curriculum/assessments. Supplemental information should be directly related to the review criteria and should be clearly labeled as “supplemental” to distinguish it from the curriculum/assessment materials typically available to programs that purchase the curriculum/assessment.
4. A curriculum that was reviewed by this committee in 2007-08/2011-12, and has had significant revisions since then, must include a letter detailing the revisions that have been made to the curriculum since 2007-08/2011-12.
5. Mail the curriculum/assessment packages to the following address:

Attention: NC Curriculum and Formative Assessment Review Committee
Division of Child Development and Early Education
2201 Mail Service Center
319 Chapanoke Road, Suite 120
Raleigh, NC 27699
6. If you would like your materials to be returned, please pack the curriculum in reusable boxes. Mark the outside of the package “To Be Returned” and include a pre-paid UPS or other mailing label.

In the event that materials are misplaced during the review process, the Curriculum/Assessment Review Committee and the Division of Child Development and Early Education will not be liable for return or payment.