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Gold Seal Accrediting Associations Annual Self-Assessment Survey

A Publication of the
Division of Early Learning

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A. Introduction and Purpose

The Florida Department of Education’s Division of Early Learning (DEL) has established this audit process to verify that the accrediting associations meet the provisions of Rule 6M-10.002(3), FAC, which includes an auditing program and procedures to reasonably determine an accrediting association's compliance with Chapter 1002.945(3)(a), F.S.

The DEL developed the *Annual Self-Assessment Survey for Gold Seal Accrediting Associations* as a self-assessment tool for DEL Gold Seal accrediting associations to provide reasonable assurance that an organization is properly implementing Gold Seal requirements and providing accreditation to child care providers as intended, while staying in compliance with federal and state laws, rules, regulations, and program requirements. The annual self-assessment survey supports DEL’s audit process for Gold Seal Accrediting Associations.

Oversight responsibilities of these entities are required for DEL to comply with its responsibilities as outlined in 45 Code of Federal Regulations (CFR) Part 74.51(a), Section 1002.82 (2)(c), Florida Statutes, and 2 CFR 200.331(b) and (d).

B. Gold Seal Annual Self-Assessment Process

I. Annual Self-Assessment Survey:

A self-assessment survey form is required annually from each Gold Seal accrediting association. The association must complete and submit the self-assessment survey with responses that reflect the knowledge and perspective of the entity as it relates to its current policies and procedures related to accrediting child care providers under the FDOE/DEL Gold Seal program. Based on its review of these survey question responses, the FDOE/DEL may request additional documentation to support the responses to the survey as part of the biennial audit.

- **What information should be included in the Self-Assessment?** - Information for July 1 through June 30 of the previous fiscal year, unless otherwise stated. Any data provided should reflect the cumulative totals for the fiscal year being reported.
- **When is the Survey Due to DEL?** - The Annual Gold Seal Self-Assessment Survey will be due to the Division of Early Learning or its designated contact agency, no later than October 1 of each calendar year. The Survey should be submitted annually with the survey *Certificate of Completion* to the address listed at the bottom of the certificate.

II. Completing the Survey:

- After careful consideration, select the response (Yes, No) that best answers each question as it relates to your entity. Any replies marked “No” should include an explanation in the comments section at the right of the questions.
- Comments – When completing the comments section for any question, write all narratives as if the reader does not know the acronyms or abbreviations used by your organization. Use complete sentences and ensure references or terms used within the narrative can stand

alone and remain understandable to the reader.

- **Certification of Completion** – certification page must be signed and returned with the completed *Gold Seal Accrediting Association Annual Self-Assessment Survey*.

III. Required Elements:

The accrediting associations are required to answer the questions pertaining to each required element below during the annual self-assessment. Documentation is required to be submitted with the survey for all processes and procedures that have changed since submission of the Gold Seal application to be recognized as a Gold Seal Accrediting Association. The DEL will request additional supporting documentation to support the responses from the associations during the biennial desk audit.

- The organization is a recognized accrediting association.
- The organization is a registered corporation with the Department of State.
- Clearly defined prerequisites that a child care provider must meet before beginning the accreditation process, including the site being operational and attended by children.
- Procedures for completion of a self-study and comprehensive onsite verification process for each classroom that documents compliance with accrediting standards
- Training process for accreditation verifiers to ensure inter-rater reliability.
- Ongoing compliance procedures that include each child care provider to file an annual report with the accrediting association and risk-based, onsite auditing protocols for accredited providers.
- Procedures for revocation of accreditation due to failure to maintain accrediting standards or any other relevant information received by the accrediting association.
- Accreditation renewal procedures that include onsite verification occurring at least every 5 years.
- A process for verifying continued accreditation compliance in the event of a transfer of ownership of facilities.
- A process to communicate issues that arise during the accreditation period with governmental entities that have a vested interest in the Gold Seal Quality Care Program.
- The organization keeps monitoring reports and related corrective action files current, completes them per monitoring procedures and makes them available for review.
- Procedures for determining compliance with the accreditation standards and the required percentage of assessed items measured to achieve accreditation.

Attachment A

Gold Seal Accrediting Association Annual Self-Assessment Survey

Association Completing Survey: _____

Fiscal Year: _____.

Date GS Application Approved: _____.

Date of last GS Audit: _____.

Number of providers accredited by entity: _____.

<p style="text-align: center;"><u>The accrediting association must provide evidence that their process for accreditation has at a minimum all of the following required elements.</u></p>		<p style="text-align: center;"><u>Yes</u></p>	<p style="text-align: center;"><u>No</u></p>	<p style="text-align: center;"><u>Comments/ Explanation</u> How is your accrediting association meeting this requirement?</p>	<p style="text-align: center;"><u>Documentation submitted with this survey to support this requirement.</u></p>	
					<p style="text-align: center;"><u>Yes</u></p>	<p style="text-align: center;"><u>No</u></p>
1.	<p><u>The organization is a recognized accrediting association.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
2.	<p><u>The organization is a registered corporation with the Department of State.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p><u>Clearly defined prerequisites that a child care provider must meet before beginning the accreditation process, including the site being operational and attended by children.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p><u>Procedures for completion of a self-study and comprehensive onsite verification process for each classroom that documents compliance with accrediting standards.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p><u>Training process for accreditation verifiers to ensure inter-rater reliability.</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
6.	<p><u>Procedures for revocation of accreditation due to failure to maintain accrediting standards or any other relevant information</u></p>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

	<u>received by the accrediting association.</u>					
7.	<u>Accreditation renewal procedures that include an onsite verification occurring at least every 5 years.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
8.	<u>Policies and procedures (new or revised) are reviewed and approved by the governing board or appropriate committee.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
9.	<u>A process for verifying continued accreditation compliance in the event of a transfer of ownership of facilities.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
10.	<u>A process to communicate issues that arise during the accreditation period with governmental entities that have a vested interest in the Gold Seal Quality Care Program.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
11.	<u>The organization keeps monitoring reports and related corrective action files current, completes them per monitoring procedures and makes them available for review.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>
12.	<u>Procedures for determining compliance with the accreditation standards and the required percentage of assessed items measured to achieve accreditation.</u>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>

Attachment B

Gold Seal Accrediting Association **Annual Self-Assessment Survey**

Certification of Completion

Association Completing Survey: _____

Our entity has conducted a self-assessment for fiscal year _____.

As part of this self-assessment, the entity has completed the *Gold Seal Accrediting Association Annual Self-Assessment Survey* the FDOE/Division of Early developed and it is available for review. The entity has explained any items noted with a “no” answer in the comments fields and provided documentation to support comments.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Submit one self-assessment survey and certification of completion to:

ATTN: Gold Seal Department
Division of Early Learning/Department of Education
250 Marriott Drive
Tallahassee, FL 32399