# Narrative Questions:

*Questions that capture the applicant’s commitment, prior experience, readiness and ability to commit to change in accordance with the Required Services of the Grant Application. Please answer the questions below in no more than 20 pages (excluding all attachments).*

**1.** Please describe your current educational offerings to early childhood educators including any credit and non-credit bearing certificates and degrees offered. Please include the following in your response (you may wish to include a chart in partial fulfillment of this response):

* 1. The name, associated credits, and year of DHE program approval, of any certificates and/or degrees offered;
  2. Approximate percentage of early childhood courses taught in on-line, hybrid, and in-person formats;
  3. Describe any comprehensive evaluation or capstone experience that indicates students’ mastery of the program’s stated learning outcomes prior to completion of the program;
  4. Describe whether or not any early childhood and/or out-of-school time certificate program(s) stack to a degree including the alignment – **attach any associated documentation**;
  5. Describe any associated field placement and/or practica opportunities or requirements, including:
     1. Criteria for selecting field sites,
     2. Differences in field experience structures for pre-service and experienced teachers, and
     3. Credit for prior experience/ opportunity to use current position toward credit.
  6. Number of full-time and part-time (including adjunct) faculty associated with the certificate/degree programs;
  7. Description of all instructional sites in which program courses are taught;
  8. Please **attach** the following in support of this question, if applicable:
     1. Admission requirements and policies for the early childhood education program,
     2. Agreements leading to the award of credit or payments for credits earned outside of the institution,
     3. Signed articulation agreements with other 4-year ECE programs; Include the articulation details including how they reflect the Mass Transfer Pathway, and
     4. Transfer policy on credit for prior learning.

1. The services of this grant require an industry analysis. Please describe how you have previously assessed the existing and/or potential early childhood educator and out-or-school time workforce in your catchment area. Please include any data you referenced and other ways in which you obtained workforce information, including any partners that you engaged. If you have not done this work in the past specific to the early childhood education workforce, please describe how you have done this analysis for other industries.
2. In time, EEC’s revised Credentialing System will include new, required credentials for family child care educators and out-of-school time staff. Describe your program’s current support of these populations, if any, and how you will further support their academic and professional needs in accordance with the grant requirements, including how you might create new or leverage any existing supports geared to these audiences.
3. What are some examples of change and innovation that you’ve implemented in response to the identified needs of your early education students, including the reduction of barriers to ECE educators’, and others, entry into and through certificate and degree programs? In this response please also describe the current strengths of, and any challenges faced by, the ECE program at your institution.
4. What are the current strengths of the workforce development[[1]](#footnote-1) division at your institution and how will you leverage them through this grant? Please include in your response the variety of training and workforce development supports currently offered and some examples of innovation that you’ve implemented to support the needs of working professionals to obtain industry-recognized certificates, including the reduction of barriers to entry and completion.
5. Please describe the additional supports you will put in place this fiscal year to better assist current and/or additional early educators in progressing through and/or obtaining current EEC certification in response to the Current Certification Support required service area. Describe the offerings, the students to be served, the timing of the service, and the cost. In this response please describe how you will leverage the strengths of the current ECE program and workforce division at your institution. The **Sample Training Plan and Budget** required form should be completed in partial fulfillment of this response.
6. Describe your current vision for the CDA Plus+ Program that incorporates the various support structures at your institution across the workforce development and early childhood education curricular department. Please also describe the 9 credit articulation to your current early childhood education certificate and/or degree program. In responding to this question, please complete an estimated budget for the proposed CDA Plus+ program at this time.
7. This grant requires robust collaboration between the workforce development division and early childhood education curricular department. Please describe the oversight and/or collaboration structure that your institution has in place to support the successful implementation of the grant activities. You may reference any existing partnership models that exist outside of early childhood but can be applied to that industry in the future.
8. How have you worked with other area IHEs, ECE community partners, employers, and others to best meet the needs of the ECE/OST workforce? How might you further collaborate with area IHEs, ECE professional development providers, ECE employers, and others to further support the ECE workforce in alignment with the required grant services? Please note that a letter of support from the local MassHire Workforce Board is a required part of this application response. Other letters of support may also be provided in support of the response to this question.
9. Identify the lead personnel on this grant and describe why this person is well-suited for that role. Please **attach** the individual’s resume or curriculum vitae that demonstrate this individual’s qualifications.
10. If your program is currently accredited by the National Association for the Education of Young Children (NAEYC) please describe your reasons for pursuing accreditation and how accreditation has benefited your program. Please note the year your received the accreditation. If your program is not currently accredited by NAEYC, please describe how your early childhood education program aligns to the Professional Preparation Standards.

1. Institutions of Higher Education use various terminology to describe the division that offers non-credit training. Throughout this document the term “workforce development” also applies to divisions and departments titled, continuing education, community education, and corporate education. [↑](#footnote-ref-1)