

# Requesting Verification Steps and Timeline

Requesting verification is a big step in your quality improvement journey. Programs should allow at least **three months** prior to their expiration date to request verification. During this time, programs should finish checking all standards documents and preparing all classroom assessment documents to be sure they are accurate before submitting **one week** prior to the request date. Submitting by the request date allows enough time for the entire Verification process to be completed prior to your Star Level expiration.

Following are the steps and a detailed timeline to help better explain the process for a successful request.

## STEP 1

Prior to requesting verification, please be sure the database is updated with the current staff, contact, and classroom information, then your program must:

- Email the following documentation, if applicable, to your TA, **at least one week** before your request date.
  - Schedule for each classroom.
  - The ERS Assessment Ages Worksheet for each classroom (in Excel format).
  - ASTM F1292 certification for poured or installed surfacing. This must come from the manufacturer and also show it was installed at this facility.
- Prepare all required documentation to provide evidence for the Delaware Stars standards that your program will be verifying.

## STEP 2

Delaware Stars Scheduler reviews documents within one week of receiving them. The scheduler works with program to make sure the information provided is correct.

## STEP 3

After the Scheduler reviews documentation, you or your TA requests verification in the database. Your program's "Stars Contact" will get an email to confirm.

***Your 60-Day Window Begins***

## STEP 4

Within approximately one week, a Stars staff member will call to :

- Briefly review the assessment process and confirm:
  - Blackout dates and 60-day window end date.
  - Number of each type of assessment.
  - Classrooms that may switch scales or age groups within 60-day window.
- Schedule your "Verification of Standards" visit.