

## Delaware Stars Extension Requests

### **Star Level Re-Verification Extension**

Acknowledging that unforeseen circumstances may arise that affect a program's ability to re-verify their star level, Delaware Stars allows an option for programs to request a 6-month extension.

Programs at Star Level 2 or higher **may** be eligible to receive one 6-month extension of their current star level if they have experienced an unexpected event (e.g., on-site emergency such as major plumbing issue, loss of administration close to "request by" date) that prevents them from being able to re-verify at their *current* star level. Please note, this policy does not apply to re-verifications that are required due to 'Program Changes in Administration or Operation', as outlined in the Delaware Stars for Early Success Policy Guide.

Applicable programs need to submit an email notification to [delawarestars@udel.edu](mailto:delawarestars@udel.edu), by 4:30 pm on their "request by" date (or the previous business day if the "request by" date falls on a weekend or holiday). The email notification must include a valid reason the program is unable to re-verify the current star level and an action plan with detailed steps and timeline associated with goals to address the areas preventing the program from being ready to re-verify. The program's Stars contact and technical assistant will receive a reply with an approval, denial, or request for further documentation.

### **Curriculum & Assessment Credential (Essential Standard) Delay**

Acknowledging that higher education coursework takes time to complete, Delaware Stars allows an option for administrators of Star Level 4 and 5 programs who have started the C&A credential process, but have not been able to complete it by the time their re-verification is due. This option gives programs the ability to re-verify at their current Star level (not move up in Star level, but maintain their current SL4 or 5), and submit a plan for how they will successfully complete the C&A credential moving forward.

Programs at Star Level 4 and Star Level 5 **may** be eligible to re-verify at their current star level **if** they have made a good faith effort towards achieving the Curriculum & Assessment credential, and are able to provide detailed plans for finishing the requirements. Applicable programs need to submit an email notification to [delawarestars@udel.edu](mailto:delawarestars@udel.edu), prior to submitting a request for Verification & Assessment. The email notification must include an action plan with the following items:

- Program name
- First and last name of Curriculum Coordinator
- Transcripts for College or University coursework from a Regionally-accredited institution (unofficial is fine) listing the eligible courses and when they were completed
- Anticipated timeline for completing the remaining courses, including the institution(s), course(s), and semester(s)

Once the required coursework is complete, individuals must follow the protocols set forth by DIEEC Professional Development and submit the completed application, official transcripts, and fee to DIEEC Professional Development (<https://dieecpd.org/early-childhood-credentials>) in order to receive the Curriculum & Assessment Credential.