



CERTIFIED APPLE VERIFIER APPLICATION

APPLE values the contribution that verifiers provide to the accreditation process. When you become an approved APPLE Verifier, you are confirming your commitment to our mission to enhance the quality of child care and education services available to Florida's children. As a trained early care and education professional, Verifiers conduct on-site classroom observations and review documentation in order to verify a Center's portfolio submission. APPLE verifiers work within a designated region to avoid any conflicts of interest.

APPLE Verifiers receive:

- Thorough training;
- Honorarium for each day of a verification visit;
- All expenses associated with the verification visit reimbursed;
- Travel and accommodations coordinated by FACCM staff; and
- Opportunities to network with other APPLE Verifiers

Qualifications

An APPLE Verifier must meet the following requirements:

- Hold a BA/BS in Early Childhood Education or Child Development or a closely related field; an Associate's Degree with experience commensurate with a four-year degree may be considered or other relevant experience necessary which brings knowledge and understanding of the early learning environment as determined by the Program Director;
- Demonstrate knowledge of optimal child development practices;
- Have practical experience in the field of early care and education;
- Have excellent written and oral communication skills; and
- Demonstrate keen observation skills.

Application Process and Approval Process

Prospective Verifiers must submit a formal application, resume, and supporting documentation to the FACCM office. Three (3) reference letters attesting to applicant's professional experience and qualifications must be submitted along with a detailed summary of why you wish to serve as an APPLE Verifier. Once approved, verifier training will be scheduled.

VERIFIER Training

Verifier training is offered several times each year in various locations throughout the Florida. A new webinar format is currently under development and will be available through the FACCM.org homepage. Applicants must complete all steps of the application process and receive confirmation from the APPLE office before registering for Verifier Training.

Assignments

- Verifier Candidates must complete three on-site field training visits with a Lead Verifier.
- The first two visits will be conducted by the Lead Verifier with the Verifier candidate observing.

- The third visit will be conducted by the Verifier Candidate and observed by the Lead Verifier.
- Upon completion of the third field training visit the Lead Verifier will conduct a Verifier Candidate competency assessment and a performance evaluation which will be submitted to the APPLE Program Director for review and approval.

APPLE Program Director Review

- The Apple Program Director will review the submitted evaluation and competency assessments in making the final determination of Verifier acceptance as a certified APPLE Verifier.
- Verifier Candidacy will receive notice of status within 30 days of the completed field training visits.
- Should the Program Director determine that the Verifier Candidate requires additional field training, the notice will include the recommended actions required.
- The Verifier Candidate must complete the recommended actions within three months of the written notification for further consideration.
- A Verifier Candidate who has been approved will be notified in writing and must complete and submit the required documentation within thirty days of receipt of the written notification.
- All Verifiers shall commit to conducting at least (3) verification visits annually to maintain qualifications as a certified APPLE Verifier.
- Certified Verifiers are valid for 1 year and must renew their status with the APPLE Program by completing the web or live training, and competency evaluations.

To eliminate any conflict of interest in the verification process, a Verifier will not be assigned to visit a Center site if any of the following conflicts are present:

- Has been previously employed with the Center;
- Has sought employment with the Center;
- Has a child/grandchild enrolled or previously enrolled in the Center;
- Serves on an advisory board of the Center;
- Is in direct competition with the Center;
- Is an employee of any Center that provides or administers technical assistance or funding to the Center; or
- If the Verifier solicits or advertises accreditation consulting services for a fee.

If a verifier is currently employed by a childcare facility, the verifier will not be assigned verifications within the county of employment and/or residence or the adjacent county of employment or residence.

Thank you for your interest in becoming an APPLE Verifier.

Verifier Conflict of Interest Policy

A verifier must inform the APPLE office of a conflict of interest which could interfere with or give the appearance of interfering with the objectivity of the verifier. Verifiers shall recuse themselves from conducting visits if there is an actual or perceived conflict of interest. Below is a list of situations for guidance; however, the list is not comprehensive. If a Verifier is unsure as to whether a particular situation presents a conflict, he/she should contact the APPLE Program Director:

- ✓ familiarity or knowledge of a Center due to working or having worked at the Center,
 - ✓ having a relative, prior employee, or close friend who works or worked at the Center,
 - ✓ having assisted or assessed the Center
 - ✓ Any other knowledge that would cloud the verifier's objectivity,
 - ✓ any prior business dealings,
1. As an owner, director, or employee of a center and acting as a certified verifier, no two verifiers will verify each other's Centers.
 2. Verification visits are to be conducted during regular business hours and on the normal days the business is open. At no point shall a verifier cause the Center to remain open after business hours.
 3. Verifiers must be prepared to be on site up to 8 hours to allow sufficient time to observe morning routines, afternoon routines and school age Centers if applicable.
 4. Verifiers are to be self-sufficient when they visit a Center. Verifiers may accept a glass of water or other beverage during the visit; however. Requesting or accepting any meals or gifts is strictly prohibited. The verifier may leave the Center for a brief period to purchase a meal.
 5. Members of the FACCM Board of Directors may not serve as APPLE Program verifiers.

Signature: _____ Date _____

Printed name: _____

Recommendation Form

The individual named below is seeking to serve on as an APPLE Verifier. The candidate must have knowledge of early childhood education and Center operations.

(Applicant: please complete this section before giving the form to your recommending person)

Applicant's Name _____ Date ___/___/___

Address _____
_____ (____) _____

City _____ State _____ Zip _____ Phone # _____

(The remainder of this form should be completed by the individual giving the recommendation.)

Name _____ Date ___/___/___

Address _____

City _____ State _____ Zip _____

Home Phone # (____) _____ Work Phone # (____) _____

Current Occupation _____ Place of Employment _____

How long and in what capacity have you known the applicant? _____

Please rate the applicant on his/her knowledge OR hands-on ability in the areas below.

Rating Criteria: (1) Highly skilled, (2) Skilled, (3) Somewhat skilled, (5) Unable to rate

Rating _____ Ability _____.

- _____ Interpersonal communication and supportive personality
- _____ Management and organizational skills
- _____ Knowledge of child development theory, research and practice
- _____ The ability to evaluate a safe, healthy learning environment
- _____ The ability to evaluate a center's Program in respect to the cognitive development of young children.
- _____ The ability to evaluate the early literacy opportunities and experiences of young children.
- _____ The ability to evaluate a center's Program in respect to the social and emotional development of young children.
- _____ The ability to maintain objectivity, honesty, and to maintain confidentiality.

_____ The ability to evaluate a center’s Program in respect to the provision of nurturing learning environments that are responsive to the needs of each child.

_____ The ability to evaluate a family friendly center where parents feel the center is an extension of “family”.

_____ The ability to evaluate a center’s Program as it addresses the needs of children from the broad diversity of cultural and ethnic backgrounds and including children of all ability levels.

_____ The ability to objectively review documents and anecdotal reports to form an independent opinion based on the accreditation criteria.

In the space provided below, please include your assessment of the applicant in serving as an APPLE Verifier. How well will the applicant satisfy the role and requirements of an APPLE Verifier?
