

Certification and Recertification Cover Sheet

BUSINESS ADMINISTRATION SCALE FOR FAMILY CHILD CARE

Please complete this form and include it with the items detailed in the checklist below.

Assessment Date: _____
Assessor Name: _____ **Assessor Email:** _____
Provider Name: _____ **Program Name:** _____

Additional Notes Edition: _____ **Printing:** _____

Complete the online BAS Assessor Certification Application, pay the application fee, and then submit the following:

- Evaluation Informed Consent Form
- HDI Form
- Original completed BAS book (you have McCormick Center permission to make copies of your *completed* certification assessment for your records as part of certification)
 - including completed Provider Qualifications Worksheet
 - including completed Item Summary Form
- Business Administration Scale* Profile
- Assessment Feedback Form—Assessor
- Certified BAS Assessor Permission to Post Form

Certification Rules and Guidelines:

- The rationale box at the bottom of the page must include a rationale for all positive ratings in the 1 column and all negative ratings in the 3, 5, and 7 columns. Provide the indicator number (i.e., 1.1) before the appropriate rationale.
 - Notations to yourself (i.e., provider comments) may be written near the appropriate indicator or on the Notes page for that item.
- Use the lists provided in the indicators and/or on the Notes page to check off or add the items/examples required to receive credit for indicators. (the Notes pages provide reviewers with valuable information).
- Check indicators that are parallel opposites to make sure they have different ratings.
- Indicate verification of documentation by putting a line through “Ds”, checking off required elements, and/or showing evidence of replacing original ratings when necessary.
- Be sure Provider Qualifications Worksheet is complete (if provider has no semester hours of college credit, write 0; if provider has quarter hours of college credit, show how you converted quarter hours to semester hours).
- Double check scoring.

- ❑ Make a copy of the completed BAS book (including Notes pages) for your records (you have McCormick Center permission to make copies of your *completed* certification assessment for your records as part of certification) and send us the original.

If you are sending more than one BAS assessment in an envelope, make sure the items for each program are bundled separately and that each has its own coversheet so they do not get mixed. Mail the items to:

Professional Learning Team
McCormick Center for Early Childhood Leadership
National Louis University
6200 Capitol Drive
Wheeling, IL 60090

You will receive an email verifying receipt of the certification materials.