



*Applies to classrooms that presently have RIDE CECE full or provisional approval*

The following steps apply to the **2014** renewal approval process only. This process supports the implementation of the online application (shared by DCYF, BrightStars and RIDE) and the Workforce Registry allowing programs to submit, store and track all components of the CECE application. Some documents may have been submitted previously in paper form. Programs should assess compliance with the 2013 Standards, revise or update as necessary, and submit all documentation electronically. Future renewal approvals will require only limited updates.

1. When available, the program will complete all relevant sections of the online application and indicate the intent to apply for CECE renewal approval. The online application is scheduled to launch late 2014 and will be available at <https://exceed.ri.gov>.\*
2. When the online application is complete the program will be given access to the “CECE Addendum” to the online application. At that time the program can upload documents and narratives specific to CECE program-level standards.
3. Once submitted, RIDE will review addendum documents for compliance and provide feedback. If necessary, the program will submit revisions.
4. RIDE will order unannounced ECERS and CLASS observations for each applicant classroom if: no observation has been completed on behalf of RIDE or BrightStars within 30 months of submitting complete application and addendum materials; the teaching team has changed or is located in a new space; or the most recent ECERS score was 4.5 or below.
5. RIDE will conduct an unannounced site visit to assess compliance with classroom-level standards. The site visit includes staff interviews and document reviews.
6. RIDE will complete a summary report and recommendation and the Commissioner will issue a renewal approval decision.

*See appendices to the 2013 CECE Standards for a detailed application and review timeline and information describing how applications are assessed.*

\*Programs are encouraged to wait until the launch of the Common Application to submit applications for CECE renewal approval. If you wish to renew sooner or have questions about the renewal process contact:

Carla Swanson  
[carla.swanson@ride.ri.gov](mailto:carla.swanson@ride.ri.gov)  
401-222-8994