



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION



PRE-K ENHANCEMENT AND EXPANSION PROGRAM

High-Quality Designation Application: Instructions

Fiscal Year 2022 (FY22)

I. ACCESING THE APPLICATION

- The Pre-K Enhancement and Expansion Program (PKEEP) high-quality designation application will be posted on **Friday, April 2, 2021, at 12 p.m.**
- You will find the application [here](#) on the Office of the State Superintendent of Education's (OSSE's) website along with additional background information on PKEEP.

II. APPLICATION OPTIONS

- There are two versions of the high-quality application. Please choose one of the following based on the status of your community-based organization (CBO):
 1. New CBO applying to the PKEEP for the first time; or
 2. Current PKEEP CBO seeking to renew high-quality designation.
- CBOs can submit the application one of two ways:
 1. FY22 PKEEP Google form version or
 2. Downloadable electronic/PDF version.
- If you choose to submit the application via google forms, **please note you cannot save the Google form application and come back later** so it is important to download and complete the electronic version/PDF of the application first before submitting the Google form.
- If you choose to complete the electronic/word version of the application, please email it along with the supporting documentation to Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov.

III. APPENDIX - SUPPORTING DOCUMENTATION

- Please review the list of required supporting documents and save these documents in one location (on your computer) prior to submission of the PKEEP high-quality application package.
- If you choose to submit the application via google forms, there are several questions that require the applicant to upload documents. **Note: All supporting documents should be uploaded through the Google form platform *except teacher credential information*** due to the inclusion of Personally Identifiable Information (PII). Please email the following to Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov
 - i. PKEEP Teacher/Assistant Teacher Certification:
 1. *Option 1*: OSSE's Professional Development Information System (PDIS) Credential Certificate or
 2. *Option 2*: Evidence of all degrees (official or unofficial transcripts), other education, and/or certifications for all PKEEP teachers and assistant teachers. *Please note, all foreign credentials must be translated into English by an independent foreign educational credentials evaluation service.
- If you chose to complete the downloadable electronic/PDF version of the application, please email all the supporting documents in the appendix to Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov.

IV. DEADLINE

- Please submit the entire documentation listed above by **Monday, April 26, 2021, at 5 p.m.** EDT.

Please contact Christina Crayton, early childhood education policy officer, at Christina.Crayton@dc.gov if you have questions.