



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development and Early
Education

ROY COOPER • Governor
MANDY COHEN, MD, MPH • Secretary
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May 27, 2021

TO: Curriculum and Formative Assessment Publishers and Authors

FROM: NC Division of Child Development and Early Education

RE: Curriculum and Formative Assessment Review Process 2021

The NC Division of Child Development and Early Education (DCDEE) is initiating a process to review curricula for use in 1) NC Pre-Kindergarten classrooms and 2) birth to four-year-old classrooms in four- and five-star programs using curriculum to earn a quality point for the star-rated license. The committee will concurrently review formative assessment tools designed to document birth to preschool-age children's learning and development for the purpose of informing instruction in birth to NC Pre-Kindergarten classrooms.

If you have a curriculum and/or a formative assessment you would like reviewed, please read the guidelines below and the documents enclosed and on the website that provide North Carolina's criteria for approving curricula and formative assessments. Submit materials following the instructions on page two of this memo.

The following guidelines will determine a curriculum's eligibility for review:

- A publisher's self-report, using a form provided by the Division, verifying curriculum aligns with [NC Foundations for Early Learning and Development](#) (NC FELD) goals and strategies for birth to four-year-old children and the criteria for curriculum review.
- In the 2021 process, the Committee will review curricula for use in classrooms with birth to four-year-old children. Center curricula submitted may be intended for mixed-age groups that include birth to two-year old children and, separately, three to four-year-old children. Family Child Care Home curricula submitted may incorporate all age-groups.
- Previously submitted and approved curricula for four-year-old children do not have to be re-submitted for approval. Programs using these curricula will continue to be allowed to use the previously approved curricula. However, publishers must submit a crosswalk or summary of any new editions of curricula which outlines substantial changes, especially content related to objectives to children's teaching and learning. Birth to three-year-old curricula must be submitted for approval whether or not it was approved in a previous process.
- If a four-year-old curriculum was not approved, and has been reviewed by the Division, then the publisher must have made a revision to the curriculum which reflects the feedback provided by the former review committee.

The guidelines for the formative assessment review are as follows:

- A publisher's self-report, using a form provided by the Division, verifying curriculum aligns with [NC Foundations for Early Learning and Development](#) (NC FELD) goals and strategies for birth to four-year-old children and the criteria for formative assessment review.
- The formative assessment must address all domains of children's development, be designed for ongoing authentic assessment of birth to four-year-old children, and meet all criteria described in the document, 2021 Criteria for Formative Assessment Review, on the Division's website at <https://ncchildcare.ncdhhs.gov/Services/Licensing/Star-Rated-License/Curriculum>.
- Formative assessments intended for use in the NC Pre-Kindergarten Program must be approved in this review process.
- Assessments that have previously been approved for use in the NC Pre-Kindergarten Program do not have to be submitted again for review in 2021.
- If an approved assessment has been revised since the last process, publishers must submit a crosswalk or summary of any new editions of formative assessments which outlines substantial changes, especially content related to objectives to children's teaching and learning.

Materials for the review process must be received by **July 30, 2021**. For additional information please contact us through email at dcdee.curriculum.review@dhhs.nc.gov

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION

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Instructions for submitting a curriculum or formative assessment:

1. Submit one complete curriculum/assessment package (originals), **preferably electronically/digitally**. Include all materials you would send a program that purchases the curriculum/formative assessment. If providing a hard copy of curriculum and it is not theme/unit based, please send one additional copy of the curriculum/formative assessment. If the curriculum is theme based, send a sample of three months of the curriculum rather than the whole year. Include a list of all available themes. If the curriculum is for a mixed age group and is separated by age, include birth, one-, two-, three-, four- and five-year-old curricula. If the assessment is a continuum that addresses multiple ages or has multiple documents/versions that could be used with birth-four-year-old children, please submit all materials that are relevant for assessment of birth to four-year-old children. **Do not submit developmental screening tools intended to identify children who should be referred for further evaluation and testing based on concerns in one or more developmental domains.** A separate committee evaluates this type of assessment tool.
2. Enclose in each curriculum/assessment package identification information and return instructions that include the following:
 - Organization that publishes or produces the curriculum/assessment materials, contact person, address and telephone number.
 - A list of every item included in the curriculum package and its cost or the cost of the complete curriculum/assessment package.
 - Preferred citation for published materials. The citation you submit will be posted on the website. Please include the following information:
Name of Curriculum®, 3d Edition
Publisher, Inc., Copyright Date
Website
 - For multi-box shipments, the total number of boxes and a list of items in each box. Again, due to the review being primarily virtually, DCDEE strongly prefers curriculum in a electronic format or access to an online portal which holds the curriculum.
 - Specific instructions on how you will retrieve the materials, if desired, after the review is complete. You may pick up the materials or have them shipped from the Division. *The NC DCDEE will keep the curriculum and assessments approved by the Commission, so that we may have a copy to refer to when asked questions or when it is needed for technical assistance.* Please indicate whether or not it is okay to donate appropriate materials to local early learning and development programs or colleges/universities to help train early educators. If you will allow colleges and universities password access to your online digital curriculum for higher education classroom purposes only, please indicate your permission here. ■
3. If you would like your mailed materials to be returned, please pack the curriculum/assessments in reusable boxes. Mark the outside of the package "To Be Returned" and include a pre-paid UPS or other mailing label. If you give permission for us to donate the curriculum/FA to a program needing curriculum, check here. ■
4. Submit a completed Self Report provided by the Division which gives information about how the curriculum/formative assessment aligns with *NC FELDs* and curriculum or FA criteria. Publishers may find the self-report on the [DCDEE website](#).
5. You may provide supplemental information with the curricula/assessments. Supplemental information should be directly related to the review criteria and should be clearly labeled as "supplemental" to distinguish it from the curriculum/assessment materials typically available to programs that purchase the curriculum/assessment package.
6. If a four-year-old curriculum was previously reviewed by the Division, but not approved, then please submit documentation identifying the year of your previous review and the date of the published revision.
7. Email electronic/digital curriculum or username/password access to online curriculum/FA portals to dcdee.curriculum.review@dhhs.nc.gov. Mail the curriculum/assessment packages or flash drive with curriculum/FA to the following address **by Friday, July 30:**
Attention: NC Curriculum and Formative Assessment Review Committee
Division of Child Development and Early Education
1101 Warehouse Drive (Dix Campus)
Raleigh NC, 27603

In the event that materials are misplaced during the review process, the Curriculum and Formative Assessment Review Committee and the Division of Child Development and Early Education will not be liable for return or payment.

Attachments:

1. Criteria for Curriculum Review
2. Criteria for Formative Assessment Review
3. Self-report: Curriculum
4. Self-report: Formative Assessment