

# 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:** \_\_\_\_\_

**Provider Name:** \_\_\_\_\_

**Assessor Email:** \_\_\_\_\_

**Program Name:** \_\_\_\_\_

**Additional Notes Edition:** \_\_\_\_\_

**Additional Notes Printing:** \_\_\_\_\_

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

- Evaluation Informed Consent Form
- Home Descriptive Information (HDI) Form
- Original completed *Business Administration Scale for Family Child Care* (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
- BAS 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.
- Write the name of the program on or inside of the BAS book cover.
- 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  
850 Warrenville Road  
Lisle, IL 60532

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