

The accreditation process

Your first video review

You'll need to send the following with your first video recording:

1. Application for Certification form
2. letter describing your session and the make-up of those in your group
3. one self-evaluation corresponding to the session you're sending for review (This counts as one of the four total peer/self-evaluations you'll send with your complete paperwork set.)
4. one Collaborative Process Checklist corresponding to the session you're sending for review
5. the Session Checklist from the session you're sending for review (Indicate the vignettes you showed in that session.)
6. certification application fee.

Set up a system to ensure you have all these items organised and stored in a safe place.

Source a camera and tripod for your first few sessions to record yourself.

Submitting excerpts from your first few sessions means you can get early feedback to support your goal setting around accreditation. Make sure you've planned with your co-lead to take a lead role in one of these recorded sessions.

Visit The Incredible Years® website for more information on the accreditation process and talk with your peer coach or Te Tāhuhu | Ministry coordinator.

TIP: It's rare for your first accreditation video review to be accepted – it will most likely take a couple of video reviews. If you need a third or fourth video review, there will be additional costs from The Incredible Years® Seattle.

After you've passed your video reviews

You'll need to submit the following for two sets of different groups:

1. session checklists for the complete programme
2. participant evaluations for each session
3. the passing video review report of a group session by an Incredible Years® certified mentor or trainer
4. attendance lists for both groups
5. peer evaluation and self-evaluation forms (total of two of each).

Post accreditation

So that you continue to deliver the programme with fidelity, we highly recommend you lead at least one programme every 18 months and that you participate in regular peer coaching, and a fidelity check every 18 months.

Peer coaching and fidelity checks ensure you're doing the very best for your whānau and kaiako. They're also a chance for you to network and hear about new materials and innovations to the programmes.