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- A description of the copyrighted work that you claim has been infringed;
- The title of the blog post and/or a description of where the material that you claim is infringing is located on our website;
- Your address, telephone number, and email address;
- A statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law; and
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The PA Key does its best to ensure that the information posted to this site is both timely and accurate. However, articles that were accurate when posted may become outdated over time. We may post follow-up articles and we may also continue to provide access to the original article in our online archive referring readers to the updated content. If the outdated article/post has been revised and updated to reflect current best practices, old articles/posts may be removed from the website at the discretion of the PA Key.

Solicitation and Links to Other Websites
Blog posts may contain links to external websites maintained by third parties not affiliated with the PA Key. In linking to such third party sites, it does not imply an endorsement or sponsorship of such sites, the information, products, and/or services offered on or through the sites. In addition, the PA Key, nor its parent or subsidiary organizations, nor their affiliates operate or control in any respect any information, products or services that third parties may provide on or through this website or on websites linked from www.programqualityassessmentinpa.org, www.programqualityassessmentinpa.net, or www.programqualityassessmentinpa.com.

Links may be removed or replaced at the discretion of the PQA team at any time and without notice. Links to sites containing the following types of content are not considered appropriate by the PA Key:

- Sites that exhibit hate, bias, discrimination, pornography, libelous or otherwise defamatory content
- Affiliation or advocacy of a political party, organization, or candidate running for office
Guest Blogger Procedures

Thank you for your interest in writing for the “Let’s Talk Quality! Program Quality Assessment in PA” blog. Please review the following information prior to submitting a post.

The blog audience includes early childhood professionals, directors, teachers, coaches, administrators and others that see the importance of early childhood education. We strive to educate the audience through research driven content and personal experiences.

A blog post may cover a wide range of early childhood topics relevant to the children, staff, families, and communities served. The audience has the ability to comment on the post in order to encourage discussion among the field.

Post Format Guidelines

- 300-1000 words
- Arial font, 12 point
- Reference sources if applicable, linking to other sites, if possible
- Avoid references that are selling something (exceptions include ERSi, Teachstone and other author websites that provide information on the Program Observation Instruments themselves).
- All posts must be meet WCAG 2.0 standards for web accessibility.

What Is Not Acceptable

- Anything that has been covered on our blog before. Please do a search of the site before submitting your proposal.
- Anything whose sole purpose it to promote your company or organization
- Anything overly critical of individuals or companies

Fine Print

- The information submitted must be your own individual work. This includes any images (photos or pictures) that you submit. All photos must be accompanied with a completed photo consent form.
- The submission does not guarantee publishing. The PA Key reserves the right to deny any request.
- Submissions must meet the PA Key’s quality standards in order to be published.
- The PA Key reserves the right to edit and adapt your guest blog content as we see fit, and update it in the future for accuracy, timeliness, and comprehensiveness. The post may also be removed from the site if the PA Key deems it necessary.

Guest Blogger Submission Form
Please attach a Word document of your blog post. If you have included images, including photographs, please include them and the completed photo consent form.

By submitting this form and the attached blog posts, pictures and consent form (if applicable), the undersigned agrees to the following:

- The information submitted is my individual work and is not subject to plagiarism accusations from other sources. This includes any pictures that may have been submitted. Any submitted photos include a completed photo consent form.
- The submission does not guarantee publishing. The blog team reserves the right to deny any request.
- Submissions must meet the PA Key’s quality standards in order to be published.
- The PA Key reserves the right to edit and adapt your guest blog content as we see fit, and update it in the future for accuracy and comprehensiveness. The post may also be removed from the site if the team deems it necessary.
- If published, the blog post becomes the property of the PA Key, and all rights to the post become the property of the PA Key.

__________________________________________  __________________________________________
(Print Name)  (Signature)

_______________________
(Date)

**Appendices**
Appendix A: Pennsylvania’s Program Quality Assessment Photo Waiver Form

I hereby grant Berks County Intermediate Unit, the parent organization of the PA Key/Program Quality Assessment team, its legal representatives and assignees, and those acting with its authority and permission, such as the Office of Child Development and Early Learning, Early Intervention Technical Assistance, PA Training and Technical Assistance Network (PaTTAN) the absolute right and permission to copyright, use, reuse, publish, and republish, photographic portraits, or pictures of my classroom environment.

____________________________________________________________________________________

(names of classrooms)

Without restriction as to changes or alterations, or reproductions thereof in color or otherwise made through any media for art, advertising, trade, or any other purpose whatsoever. I also consent to the use of any printed matter in conjunction therewith.

I hereby waive any right that I may have to inspect or approve the finished product or products or the advertising copy or printed matter that may be used in connection therewith or the use to which it may be applied.

I hereby release, discharge and agree to save harmless Berks County Intermediate Unit, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said picture(s) or in any subsequent processing or manipulation thereof, as well as any publication thereof. I understand that I will receive no financial compensation for the use of these recorded materials.

I hereby warrant that I am of legal age and have every right to contract in the above regard as Program Director for the classroom(s) indicated.

Please be advised that the completion of this consent does not guarantee photo/description will be used for publication.

To be completed if program is submitting a photo and description/narrative for inclusion in blog. (Programs may submit a photo and guest blog post related to the photo OR a photo and description of focus of photo for the PQA team to use to supplement a blog post article.)

Brief description of purpose of photo (example: exemplary book area, developmentally appropriate school-age dramatic play area/props):

The PA Key/BCIU may revise the description without additional consent of the program.
If used in publication, please use the following credit for citing my program (example: Bunnies Classroom, XYZ Child Care Center, Anywhere, PA) ____________________________

Program Director’s Signature ______________________________ Date ______________________________

Program Name and Address ______________________________

Program Phone Number ______________________________

Please return to: (insert your name and email information)