



## PROCEDURE FOR SUBMISSION OF ANNUAL REPORTS

In order to maintain accreditation in good standing for three years the following procedure will be followed:

- An annual report must be submitted. The annual report will reflect improvements as recommended in the NECPA profile from the previous year.
- A copy of the current state license must be submitted. If licenses are not issued annually or the state is delinquent in issuing new licenses, the program must submit a letter from the state licensing agency stating that the license is currently valid.
- Accredited programs will be sent a letter, an annual report form and an invoice for \$275.00 three months prior to their original accreditation date.
- Annual reports are due within thirty days of the original accreditation date.
- If the annual report is not received within that time, a late fee of \$25.00 will be invoiced to the program and a second request mailed.
- If the report is not received within sixty days of your original accreditation date, the school will be dropped from the NECPA roll of accredited schools and considered not in good standing.
- Accredited programs will be notified by the NECPA Commission one year prior to expiration of accreditation and encouraged to start the process in order not to allow accreditation to expire.