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www.necpa.net

NECPA Re-Enrollment Application

The purpose of this form is to notify the NECPA Commission that you wish to re-enroll your program in the self-study process for the purpose of renewing NECPA Accreditation.

Program Information

Please indicate if your program chooses to enroll under the 2017 NECPA Standards edition*: Yes No

**Option available between September 1, 2017 and December 31, 2017*

Program Name:	Accreditation Expiration Date*: <i>*If you are re-enrolling less than 1 year prior to the date above, please contact the NECPA Office to review your program's timeline.</i>
Site Number:	

Street Address:

City, State, Zip Code:

Shipping Address (if different from above):

Director:	Program E-Mail Address:
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Phone Number:	Fax Number:
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Owner:	Select One: Center Based Home Based
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Alternate Contact:	Alternate Phone Number:
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State License Number:	License Capacity:
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Number of Classrooms:	Number of Buildings:
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Is your program working with a third-party consultant during the self-study phase? Yes <input type="checkbox"/> No <input type="checkbox"/>	If "Yes" and you have given the consultant permission to communicate with the NECPA Office on your behalf, please indicate their information below. Consultant Name: _____ Consultant E-Mail: _____
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Are you available to provide guidance and mentorship to directors in your area seeking NECPA accreditation for the first time? Mentors may assist directors in the self-study process via phone or e-mail. To qualify for a <u>NECPA Mentorship Certificate of Service</u> , mentors are asked to be available for mentee support at least four hours a month.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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FOR OFFICE USE ONLY

Date Received: _____	Check Number: _____	Months Prior to Exp: _____
Valid State License: _____	Payment Complete: _____	Approval: _____
Lic. Capacity Match: _____	Director on Profile: _____	Edition: _____

Order Placement

NECPA Payments are based on license capacity	Quantity Per Order	Price Per Order	Quantity	Subtotal
Application fee for 7-60 Children	1	\$350.00		
Application fee for 61-120 Children	1	\$375.00		
Application fee for 121-240 Children	1	\$450.00		
Application fee for 241+ Children	1	\$500.00		
Additional NECPA Self Assessment Instrument <small>(One copy is included with application fee)</small>	1	\$50.00		
Additional NECPA Standards Book <small>(One copy is included with application fee)</small>	1	\$35.00		
Additional Documentation Box Labels <small>(One set is included with application fee)</small>	1	\$5.00		
Parent Flyers (Flyer designed to acquaint parents with the accreditation process and its value)	25	\$15.00		
Subtotal				\$
10% Processing Fee (required)				\$
Fees are non-refundable and subject to change without prior notice. All returned checks will incur a \$35 fee.				TOTAL
				\$

Payment Information

Check (Payable to NECPA) #:	Visa	MasterCard	PO or Invoice #:
Credit Card Number:			Expiration:
Name on Card (Please Print):			
Signature:			
Billing Address:			

Agreements – Please Initial and Sign

	I understand that the NECPA accreditation is valid for three years with the submission of an Annual Report during each of the accreditation years.
	I understand that a NECPA Accredited program is required to maintain NECPA standards, requirements and physical plant under which the program is awarded accreditation.
	I understand that the NECPA Commission reserves the right to revoke the accreditation of any program found to be out of compliance with the NECPA standards.
	I understand that the re-enrollment period lasts for two years from the date of the NECPA Enrollment Letter issued by the NECPA Office and that the NECPA Verification Visit Request Form must be submitted within that time period.
	I understand that a NECPA accredited program is asked to request a verification visit at least 8 months prior to the accreditation expiration date to prevent a lapse in accreditation.
	I have included a copy of this program’s current state license with the Re-Enrollment Application Form.

Name (Please Print)

Signature

Date

For more information on NECPA news, policies, procedures, amendments and updates, please visit www.necpa.net.