



NECPA ACCREDITATION EXTENSION REQUEST POLICY

The NECPA Commission offers currently accredited programs the opportunity to request an extension of accreditation. All requests are reviewed by the NECPA Extension Request Committee on a case-by-case basis and there is no guarantee that a request will be granted.

The following conditions must be met in order for an extension to be considered:

1. The program must put in writing the reason(s) for the extension request and the amount of time being requested.
2. The NECPA Office must receive this request prior to a program's accreditation expiration.
3. The corresponding forms and fees must be submitted before an extension request will be reviewed:
 - Non re-enrolled programs must submit their enrollment application and fee, complete and submit a third annual report and fee, and will incur a monthly extension fee if the extension is granted.
 - Currently enrolled programs must submit a third annual report and fee, and will incur a monthly extension fee if the extension is granted. Annual reports must be approved before an extension can be granted. If an annual report is not initially approved; additional documents can be submitted for approval. Annual report fees are non refundable.
 - Programs currently “Deferred with a Revisit” must submit their re-verification visit request and fee, and will incur a monthly extension fee if the extension is granted.
 - Programs in the following categories will incur a monthly extension fee if the extension is granted:
 - Programs that have had their verification visit and are awaiting review.
 - Programs currently “Pending” or “Deferred with Items”

The following steps will be taken by the NECPA Office:

1. The program’s extension request will be submitted to the Extension Request Committee and Commission.
2. The Committee and Commission will determine the length of the extension time during its review.
3. The program will be notified by written correspondence within 30 days of the submission of an extension request and any corresponding material and fees. Each additional month of extension incurs a fee based on the program’s total enrollment and verification fee, which will be invoiced monthly. Extension fees will only apply to the portion of the extension that the program uses.

For example, if a program is granted an extension from August 2015 to November 2015 and receive an accreditation date of October 31, 2015 they will only be billed for 2 months.

Protocol for granted extensions

1. Once a program has received full accreditation, the NECPA Extension Request Committee and Commission reserve the right to incorporate any time granted for an extension into a program's three year accreditation period. Accreditation is granted for only three years, any time used during an extension period may be backdated to the appropriate accreditation start date.
 - For example, if a program expires in August 2015 and is granted a 3 month extension, once accredited, the program may be awarded accreditation from August 2015 to August 2018 to incorporate the 3 month extension. The decision to backdate the accreditation will be done on a case-by-case basis.
3. Extensions granted will not exceed a total of one year.
4. Programs that request an extension because of a change of ownership or modification of accreditation will be granted a 6 month accreditation extension. These programs will not incur monthly extension fees.