



## **VERIFICATION CANCELLATION AND RESCHEDULE POLICY**

1. To ensure the consistency of the NECPA Verification process, Verifiers are instructed to immediately contact the NECPA Office if a program's Self-Assessment Instrument is not fully completed and/or if all necessary documentation is not compiled, labeled and easily accessible. Following the Office's notification, and in the event the Verifier must depart prematurely due to these circumstances, the program will be requested to submit the cancellation payment and the verification visit will be rescheduled.
  
2. The following fees will apply for alterations to the verification scheduling process;
  - a. \$75.00 - Additional block out date (denial of a scheduled visit date.)
  - b. \$75.00 - Cancellation outside thirty days of a confirmed visit date.
  - c. \$625.00 - Cancellation within thirty days of a confirmed visit date.
  
3. In the event there is a fluctuation or postponement of your visit due to NECPA scheduling variances, you will not incur penalties and will be notified immediately of changes by phone, email, and/or postal mail.