



NECPA Annual Report Submission Policy

The NECPA Commission requires that NECPA accredited programs submit an Annual Report (AR) on their first and second anniversary date in order to maintain accreditation. All reports must be submitted within the program's anniversary month. For example, if a program's accreditation award date is January 31, 2020, their Annual Report is due within the month of January. Please see the below procedure for submitting annual reports.

Submission of your program's Annual Report

- An accredited center will receive an Annual Report reminder **postcard, email and call 60 and 30 days prior** to their due date. The annual report reminder email will contain this posted policy.
- An accredited center is responsible for submitting the Annual Report in full with all required documentation.
- Annual reports that are not submitted within the required timeframe with all required documentation will be subject to the below criteria.

What happens if an accredited center DOES NOT submit their Annual Report in full or within their program's anniversary month?

- If a program does not submit their AR in full or within their required timeframe, they will be notified via email and phone that they have **15** business days to submit their AR/additional documentation or will be placed in a "suspended" accreditation status.
- All programs will be invoiced a **\$100.00** late fee for each month they are late.

What happens if an accredited center DOES NOT submit their annual report or additional annual report documentation within this required time period?

- The program will receive notification via email and phone that they have been placed in a "suspended" accreditation status and will lose their accreditation if they do not submit their annual report/additional documentation.
- The program will have an additional **15** business days to submit all required documentation in order to retain their accreditation and will be subject to an additional **\$100.00** award reinstatement fee.



NECPA

National Early Childhood
Program Accreditation

Encouraging Quality... Recognizing Excellence.

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What happens if an accredited center DOES NOT respond to this secondary time period?

- The program will be notified via direct mail and email that their program's accreditation has been revoked. The program will be moved to a "revoked" status in NECPA's database and will no longer appear on the NECPA website. The NECPA office will update any applicable state agencies as well as Child Care Aware of America of this change.

What happens if an accredited center is placed on a provisional or probationary license?

- Programs that are on a provisional or probationary license for serious or repeated violations are responsible for alerting the NECPA office of this change within 72 hours. This information must be submitted via the NECPA Self Report Form.
- A program that does not submit information to the NECPA office regarding their probationary license via self-report is subject to immediate accreditation revocation by The NECPA Commission.