

Part 1. Program Update

This form is used to make the NECPA Office aware of any changes to your program.

	Yes	No
<p>1. Have there been any major changes in enrollment patterns in the past year (10% or greater change)?</p> <p>What is your current enrollment? _____</p>		
<p>2. In the last year, have you served any children with special needs?</p> <p>If Yes, what was the number of children served? _____</p>		
<p>3. Has your program's license status changed in the past year?</p> <p>If Yes, was this reported within <u>72 hours</u> of the occurrence to the NECPA using the Self Report Form? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please submit a completed Self Report)</p>		
<p>4. Has your program's license capacity changed in the past year?</p> <p>If Yes, was this reported within <u>72 hours</u> of the occurrence to the NECPA using the Self Report Form? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please submit a completed Self Report)</p>		
<p>5. Has the program completed any major remodeling to the facility or major physical plant changes or additions in the past year?</p> <p>If Yes, was this reported within <u>30 days</u> of the occurrence to the NECPA using the Self Report Form? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please submit a completed Self Report)</p>		
<p>6. Has the program had a change in Director/Administrator in the past year?</p> <p>If Yes, was this reported within <u>30 days</u> of the occurrence to the NECPA using the Self Report Form? Yes <input type="checkbox"/> No <input type="checkbox"/> (If no, please submit a completed Self Report)</p>		

- If you have answered "Yes" to questions 3-6 and have not previously reported these items using the NECPA Self Report Form, you must include a completed **NECPA Self Report Form** with the submission of this Annual Report.
- Supporting documentation for the Self Report must also be submitted and can include copies of transcripts, certificates, resumes, photo identification, and photographs of new classrooms or major modifications to the facility.
- The NECPA Self Report Form can be found on-line at www.necpa.net. Your program's Annual Report will be considered **INCOMPLETE** until a NECPA Self Report and supporting documentation is submitted and approved.