

Verification Visit Scheduling Process: Important Information

The NECPA does not conduct verification visits on Federal Holidays. Please omit these dates from your selection of Block Out Dates:

Holiday Schedule	
January 1	New Year's Day
January	Birthday of Martin Luther King, Jr.
February	Washington's Birthday
May	Memorial Day
June	Juneteenth
July 4	Independence Day
September	Labor Day
October	Columbus Day
November	Veterans Day
November	Thanksgiving Day
December 25	Christmas Day

NECPA Verification policies and Cancellation Fees

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 necessary documentation is not completed and easily accessible. Following the NECPA Office's notification, and in the event the verifier must depart prematurely due to these circumstances, the program will be asked to resubmit a verification payment and the verification visit will be rescheduled.
2. The following fees will apply:
 - a. \$75.00 - Denial of a verification visit date that is not listed as a block out date on your visit request form
 - 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. When a program cancels a confirmed verification visit date, the processing time for scheduling will reset to a guaranteed visit within 120 days from the date the program submits a completed Verification Cancellation and Visit Reschedule Form. Block Out Dates are not included in the rescheduling process—programs may elect to purchase additional dates on the reschedule form.
4. 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 and/or email.

Am I Ready for my Verification Visit?

- I have completed my Self Assessment Instrument by answering ALL questions and have collected surveys from at least 70% of my full and part time staff and 50% of the families we serve.
- I have completed the Program/Center Identification and Contact Information page in the Self Assessment Instrument.
- I have a copy of my current state license for the verifier.
- I have a filing system with copies of written documentation for each item in the Yellow section.
- I have ensured that the facility itself as well as teacher to child interactions, and program operations are fully aligned with the NECPA standards according to the policies and procedures described in the Yellow documentation section and the observation items in the Blue section of the Self Assessment Instrument.
- Diplomas, degrees and credentials of staff members are documented (a notarized statement of credentials will be accepted with appropriate information as to date and name of the educational institution where a graduation or degree was earned)
- All staff training hours from **12 months prior to your visit date** are well organized and ready to be reviewed by your verifier. This may require programs with staff members that have not yet completed the necessary 24 or 30 hours of continuing education to make additions to the corresponding documentation file with new training certificates or professional development plans in the weeks or months leading up to the visit.