



## NECPA Extension Request Form

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. Programs may be required to expedite their Verification Visit Request and/or National Accreditation Council Review.

### NECPA Extension Request Form Requirements:

1. The program must put in writing the reason(s) for the extension request and the length of extension 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:
  - A) Non re-enrolled programs must submit their enrollment application, verification request and corresponding fees. The program will incur a monthly extension fee if the extension is granted.
  - B) 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
  - C) Programs in the following categories will incur a monthly extension fee if the extension is granted:
    - a. Programs that have submitted their verification request and are awaiting a visit;
    - b. Programs that have had their verification visit and are awaiting their determination;
    - c. Programs currently "Pending" or "Deferred with Items."

### Program Information – Enter ALL Applicable Dates Below:

NECPA Site Number:

Program Name:

Director Name:

Address (Street, City, State, Zip Code):

Program Accreditation Expiration Date:

Program Re-Enrollment Date:

Program Verification Request Date:

Program Verification Visit Date (if scheduled):

Program Deferral Re-Verification Request Date (if applicable):

Program Deferral Re-Verification Visit Date (if applicable/scheduled):

### Reason(s) for Request and Length of Extension Requested:

Please write the reason(s) for the request in the space provided. Include as much detail as possible. Use a separate page if necessary.

Length of Extension Requested (Extensions will not exceed 6 months):

### Understandings and Agreements

1. \_\_\_\_\_ (Initial) I have submitted all necessary request forms and fees prior to or with this request.
2. \_\_\_\_\_ (Initial) I understand that extension requests are reviewed by the NECPA Extension Request Committee on a case-by-case basis and there is no guarantee that an extension will be granted.
3. \_\_\_\_\_ (Initial) I understand that the program will be notified by written correspondence within 30 days of the submission of an extension request.
4. \_\_\_\_\_ (Initial) I understand that if granted, the program may be required to submit one or both of the following forms and applicable fees: 1) Expedited Verification Visit Request Form; 2) Expedited National Accreditation Council Results Request Form.
5. \_\_\_\_\_ (Initial) I understand that once the program has received full accreditation, The NECPA Commission reserves the right to incorporate any time granted for an extension into the program's three year accreditation award period.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **NECPA ACCREDITATION EXTENSION REQUEST POLICY**

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

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

- The accredited program must have re-enrolled and requested a verification visit prior to requesting an extension. Extension requests received by programs that have not re-enrolled and requested a verification visit will not be reviewed.
- The program must put in writing the reason(s) for the extension request and the amount of time being requested following these instructions:
  - The NECPA Extension Request Form must be completed and submitted to the NECPA Office.
  - The NECPA Extension Request Form should contain an overview of your program's timeline (*i.e. date of re-enrollment and/or date of visit request*) and detailed information regarding extenuating circumstances.
  - The NECPA Office must receive this request prior to a program's accreditation expiration.

### **Where to submit your extension request:**

**Email:** NECPA@necpa.net  
**Fax:** 855-806-3272  
**Mail:** PO BOX 2948 Merrifield, VA 22116

### **What happens after a program submits an extension request:**

- The program's extension request will be submitted to the Extension Committee.
- The Committee will determine the length of the extension time during its review.
- The program will be notified of the Committee's decision via e-mail within 30 days of the submission of the extension request letter. Programs that receive conditional extension approvals are required to submit any corresponding material and fees before an official extension letter can be issued.
  - Extensions granted by the Committee may be contingent upon a program's submission of the Expedited Verification Visit Request Form and/or the Expedited National Accreditation Council (NAC) Results form.
- Time granted during an extension will be incorporated into the program's three year accreditation period. Accreditation is granted for only three years, any time used during an extension period will be backdated to the appropriate accreditation start date.
- For example, if a program expires in August 2017 and is granted a 3 month extension through November 2017, once accredited, the program will be awarded accreditation from August 2017 to August 2020 to incorporate the 3-month extension.
- Extensions granted will not exceed a total of six months.