



NECPA

National Early Childhood
Program Accreditation

Encouraging Quality... Recognizing Excellence.

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NECPA Multi-Site Participation Agreement for E-Filing System

The purpose of this form is to notify the NECPA Commission of a center's participation in an approved program-wide Electronic Filing System. The Center Director is required to complete this formal agreement prior to each Verification Visit.

Program Information

| | |
|------------------------|----------------|
| Center Name: | Site Number: |
| Director: | Company Name: |
| Street Address: | |
| City, State, Zip Code: | |
| Phone Number: | Email Address: |

Agreements – Sign and Initial

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|--|--|
| | I understand and confirm that my program abides by the policies and procedures included in the Electronic Filing System. |
| | I understand that the program-wide Electronic Filing System must be readily accessible to all center staff members, including administrative staff and teaching staff. |
| | I understand that any staff member who may need to access the filing system must be granted the necessary access. |
| | I understand that my NECPA verifier will ask to observe director-access of the e-filing system on the day of my verification visit. |
| | I understand that if my center abides by a different master policy, this different policy will be labeled and included in my center-specific documentation box. |
| | I understand and confirm that my NECPA verifier will ask to review and verify the physical documentation box with correctly labeled <u>center-specific</u> items. |

Name (Please Print)

Signature

Date

For more information on NECPA news, policies, procedures, amendments and updates, please visit www.necpa.net.