



PROGRAM SELF REPORT POLICY

The purpose of the NECPA program self-report policy is to communicate to the NECPA Commission any licensing violations and/or major changes, which may affect its accreditation status and ability to comply with standards. An accredited program retains a duty to declare certain information within designated timeframes and prior to annual reporting.

Failure to submit timely and accurate notification on the NECPA self report form may result in immediate revocation of accreditation status.

Within 72 hours, a program shall properly advise the NECPA Commission of any changes as described, but not limited to:

- Any notice of suspension, probation, provisional or revocation in licensing status

Within 30 days, a program shall properly advise the NECPA Commission of any changes as described, but not limited to:

- New Ownership
- Director/Administrator
- Legal Action
- Criminal activity that may impact daily operations
- Relocation of site
- Re-modification and expansion of current buildings or grounds
- Significant damage to the building or outdoor areas
- Addition of new age group
- Hours of Operations

The following outcomes for Commission review:

1. Request of submission of additional documentation and/or immediate suspension of accreditation status
2. Undergoing a full or partial verification visit at the program's expense and/or immediate suspension of accreditation status
3. Revocation of accreditation status.