



## *Encouraging Quality and Recognizing Excellence*

As a non-profit organization, our mission is to encourage and recognize as many high-quality programs as possible. With this mission as a guide, we have kept our Accreditation fees highly competitive and with your financial success in mind. Additionally, many states offer partial, if not full accreditation fee support. Contact your local licensing agency today to see what benefits your state offers. Enrollment and Verification fees are based upon your program's licensed capacity. Award Maintenance fees are flat.

<b>NECPA Accreditation Fee Chart</b>					
<i>Licensed Capacity of Program</i>	<i>Enrollment</i>	<i>Verification</i>	<i>First Annual Report</i>	<i>Second Annual Report</i>	<i>Total Fee w/ Processing</i>
7-60 Children	\$350 + 10% = <b>\$385.00</b>	\$1050 + 10% = \$1155.00	\$275	\$275	\$2,090.00
61-120 Children	\$375 + 10% = <b>\$412.50</b>	\$1150 + 10% = \$1265.00	\$275	\$275	\$2,227.50
121-240 Children	\$450 + 10% = <b>\$495.00</b>	\$1250 + 10% = \$1375.00	\$275	\$275	\$2,420.00
241+ Children	\$500 + 10% = <b>\$550.00</b>	\$1350 + 10% = \$1485.00	\$275	\$275	\$2,585.00

### **NECPA Accreditation Process: Timelines and Requirements**

**1. New Program Enrolls**

- Enrollment is valid for 2 years.
- New programs receive an 8-digit internal ID called a “NECPA Site Number,” which is used to maintain the program’s anonymity during the National Accreditation Council review phase. Enrolled programs must complete a Self Assessment Instrument, which evaluates their program and is reviewed during their verification visit.

**2. Program Requests Verification Visit**

- Programs must request a verification visit within their 2-year enrollment period.
- The verification visit will occur within 120 days from the date of the request.
- The program’s visit materials will be collected by the NECPA Verifier at the end of the verification visit and delivered to the NECPA Office for review.
- The NECPA National Accreditation Council will carry out the review and issue results within 8 weeks from the date of the visit.

**3. Program Receives Full Accreditation Result**

- Accreditation award terms are valid for 3 years.
- Programs can also receive a result of Pending, Deferred with Items, or Deferred with Revisit. Deferred with Items has a \$325 fee and Deferred with Revisit has a \$1045 fee. Programs can receive Full Accreditation after successful completion of additional steps associated with their initial result.

**4. Award Maintenance: Program Submit First and Second Annual Reports**

- The First Annual Report is due within 30 days of the program’s 1<sup>st</sup> accreditation anniversary date.
- The Second Annual Report is due within 30 days of the program’s 2<sup>nd</sup> Accreditation Anniversary Date.
- Programs are required to submit Annual Reports within 30 days of their Accreditation Anniversary Date—one for each of the first two years of the accreditation term. These are used to verify continuing compliance with NECPA Standards. There is a \$25 monthly fee for reports received after the accreditation anniversary. If an Annual Report is not received within 60 days, a program’s accreditation will be subject to Suspension and Revocation.

**5. Program Re-Enrolls for Accreditation for a New Three-Year Accreditation Award Term**

- The existing program will maintain its assigned NECPA Site Number.
- Accredited Programs are encouraged to submit Re-Enrollment Applications one year prior to the accreditation expiration date to receive new self study materials in preparation for a new verification visit. The accreditation process is cyclical; therefore, programs will complete the steps above each time they pursue Full Accreditation for a new award term.