



## 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:
  - Request letters to the Extension Committee must be submitted on the program's official letterhead.
  - Request letters 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](mailto: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.