

<b>Annual Report Checklist for Submission</b>	
<b>Please ensure that the following checklists are completed before your submission:</b>	
<b>Required Annual Report Items:</b>	<b>YES</b>
1. I have included a method of payment on page 2 of this report.	
2. I have included a copy of the program's state license.	
3. I have included a copy of <u>all visit summaries and all licensing reports for the past 12 months</u> and, if applicable, documentation of corrective action plans for violations and non-compliance items.	
4. The number of staff listed on the <b>All Staff Training Report</b> (page 8) reflects the total number of staff members that work with children, as indicated on item A in the <b>Staff Update</b> (page 5) of this report.	
5. I have included an <b>Individual Staff Training Report</b> (page 9) for every staff member that works with children including the Director.	
6. I have indicated the highest level of education and the number of early childhood education credits earned on every staff member's <b>Individual Staff Training Report</b> in accordance with <b>NECPA's Teacher Qualification Requirements</b> . Please refer to your program's edition of the <i>NECPA Standards Book</i> to review these requirements.	
7. I have only included continuing education hours that fall within the program's past accreditation year.	
8. I have included copies of First Aid and CPR Cards for at least 90% of all staff members working with children.	
9. I have provided a detailed summary of how my program's new employee orientation process educates new staff members on the NECPA Standards.	

<b>Review the following to determine applicability to your program:</b>	<b>YES</b>	<b>N/A</b>
1. If applicable, I have included <b>Professional Development Plans</b> (page 11) for any staff members who have not completed the required continuing education hours in the last accreditation year.		
2. If applicable, I have attached the <b>NECPA Self Report Form</b> <u>with supporting documentation</u> (see page 4 for instructions).		
3. If my program was assigned <b>Annual Report Items</b> upon accreditation, I have completed page 6 and <u>included supporting documentation</u> (ex: photographs, education logs).		
4. If my program has experienced a turnover higher than 60%, I have attached a statement regarding the turnover rate (page 5) as well as documentation of a retention plan that includes a staff development plan and training opportunities.		