

For Office Use Only
YM Received Date:
YM Status:
YM AD Request Date:
YM Approval E-Mail Date:



Encouraging Quality...

Recognizing Excellence.

PO Box 2948
1-855-706-3272

Merrifield, VA 22116
1-855-806-3272 fax

NECPA First Annual Report

The purpose of this form is to update the NECPA Commission of any changes, updates and staff training for the past accreditation year in order to maintain NECPA Accreditation.

Instructions for completing your First Annual Report:

- **Annual reports are due within 30 days of your accreditation anniversary date**, and are to be sent no earlier than 30 days before this date.
- This form should ONLY be used if this is your program's First Accreditation Anniversary Date.
- This annual report should be reflective of your program's past accreditation year.
- Please complete all fields; do not leave any item blank. Only mark an item as N/A if it is not applicable.
- All pages of the Annual Report must be labeled with the program's site number, including additional documentation and copies of First Aid/CPR certificates.
- Please keep a complete copy of your annual report, including all supplemental documentation, as these documents will not be returned to your program.
- Your report will be reviewed within 6-8 weeks of receipt and communication of results will be given via e-mail.
- If the annual report is not received within 30 days of your anniversary due date, a final notice will be issued and a **monthly late fee of \$25.00 will be applied to your account each month the report is late**. This final notice will provide a grace period of 30 days to submit the late annual report. If your report is not received within 30 days of your final notice issuance, your accreditation will be suspended.
 - For Example: If your accreditation date is June 30, 2016, your first anniversary date is June 30, 2017. Your First Annual Report is due between June 1, 2017 and June 30, 2017. If your report is not received by June 30, 2017, a **monthly** late fee of \$25.00 will be invoiced to your program. If the annual report is not received by July 30, 2017, a final notice will be issued. This final notice will provide a grace period of 30 days to submit the late annual report. If your report is not received by August 30, 2017, your accreditation will be suspended.
- Please Note: If your program does not comply with e-mail requests for additional documentation during the Annual Report review process, the program will be subject to suspension and removal from the on-line NECPA Accredited Programs Database until additional documentation is received.

Annual Report Submission – Choose ONLY One

Mail	The NECPA Commission, Inc., PO Box 2948, Merrifield, VA 22116 (NOTE* UPS and FedEx not accepted)
E-Mail	AnnualReport@necpa.net (Please Note: Program's NECPA Site Number must be included in the subject field)
Fax	1-855-806-3272 (Please Note: Program's NECPA Site Number must be noted on the cover page)

Program Information

NECPA Site Number:	
Program Name:	
Street Address:	
City, State, Zip Code:	
Director Full Name:	Owner:
Phone Number:	Email Address:

Determine Your Accreditation Due Dates

<i>Example:</i> Accreditation Award Date: 11/30/2016 First Anniversary Date: 11/30/2017 Second Anniversary Date: 11/30/2018	Most Recent Accreditation Award Date:	
	First Anniversary Date:	<i>This is your program's first AR due date.</i>
	Second Anniversary Date:	<i>This is your program's second AR due date.</i>