Order Placement			
NECPA Payment Schedule	**Quantity Per Order**	**Price Per Order**	**Subtotal**
Annual Report Fee	1	$275.00	$275.00
Annual Report Late Fee *(Each month your AR is past due will incur a $25.00 Fee)*		$25.00	
		Total	

Payment Information			
Check # (payable to NECPA):	**Visa**	**MasterCard**	**Corporate Account:**
Credit Card Number:			**Expiration (MM/YY):**
Name on Card (Please Print):			
Signature:	*I authorize NECPA to modify the above total amount to account for applicable late fees.*		
Billing Address:			
Fees are non-refundable and subject to change without prior notice. All returned checks will incur a $35 fee. Checks should be labeled with the program's NECPA Site Number.			

Agreements	
1)	I understand that the NECPA Commission reserves the right to request additional documentation to verify compliance with the NECPA standards.
2)	To the best of my knowledge, the documented staff training hours are complete and accurate. By signing below, I understand that any falsified information in the Annual Report may result in an unscheduled visit at the program's expense, suspension or withdrawal of our site's accreditation.
3)	Hard copies of all staff training certificates may be requested at any time and must be submitted to the NECPA Office within 7 business days. Failure to submit the requested training certificates may result in an unscheduled visit at the program's expense, suspension or withdrawal of accreditation.
4)	I have completed the Annual Report Checklist on page 3 of this report to confirm that my Annual report is complete and accurate.

Name (Please Print) Signature Date

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