

Encouraging Quality...



Recognizing Excellence.

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NECPA Enrollment Application

The purpose of this form is to notify the NECPA Commission that you wish to enroll your program in the self-study process for the purpose of earning NECPA Accreditation. If your program has previously been accredited, please use the [NECPA Re-Enrollment Application](#).

Program Information

Program Name:		Year Established:	
Street Address:			
City, State, Zip Code:			
Shipping Address (if different from above):			
Director:		Program E-Mail Address:	
Phone Number:		Fax Number:	
Owner:		Select One: Center Based Home Based	
Alternate Contact:		Alternate Phone Number:	
State License Number:		License Capacity:	
Number of Classrooms:		Number of Buildings:	
Is your program working with a third-party consultant during the self-study phase?		If "Yes" and you have given the consultant permission to communicate with the NECPA Office on your behalf, please indicate their information below. (Requests to revoke permission to communicate must be submitted to the NECPA Office in writing)	
Yes	No	Consultant Name:	Consultant E-Mail:
Select the following if you would like to receive information about NECPA's professional development services:		<input type="checkbox"/> Certified Childcare Professional Information (Teachers) <input type="checkbox"/> National Administrator Credential Information (Directors)	
How did you hear about the NECPA? (Please be specific)			
If your program previously enrolled with the NECPA, but <u>never accredited</u> , please indicate NECPA Site Number:			
Are you currently or have you previously been accredited by another accreditation organization?		Yes	If "Yes", please indicate the name of the organization so that we may further assist you through this transition: _____
		No	

FOR OFFICE USE ONLY

Date Received: _____	Check Number: _____	Approval: _____
Valid State License: _____	Payment Complete: _____	Notes: _____
Lic. Capacity Match: _____	Edition: _____	_____

Order Placement

NECPA Payments Are based on license capacity	Quantity Per Order	Price Per Order	Quantity	Subtotal
Application fee for 7-60 Children	1	\$350.00		
Application fee for 61-120 Children	1	\$375.00		
Application fee for 121-240 Children	1	\$450.00		
Application fee for 241+ Children	1	\$500.00		
Additional NECPA Self Assessment Instrument <small>(One copy is included with application fee)</small>	1	\$50.00		
Additional NECPA Standards Book <small>(One copy is included with application fee)</small>	1	\$35.00		
Additional Documentation Box Labels <small>(One set is included with application fee)</small>	1	\$5.00		
Parent Flyers (Flyer designed to acquaint parents with the accreditation process and its value)	25	\$15.00		
Subtotal				\$
10% Processing Fee (required)				\$
Fees are non-refundable and subject to change without prior notice. All returned checks will incur a \$35 fee.				TOTAL
				\$

Payment Information

Check (Payable to NECPA) #:	Visa	MasterCard	PO or Invoice #:
Credit Card Number:			Expiration:
Name on Card (Please Print):			
Signature:			
Billing Address:			

Agreements – Please Initial And Sign

	I understand that the NECPA accreditation is valid for three years with the submission of an annual report during each of the accreditation years.
	I understand that a NECPA Accredited program is required to maintain NECPA standards, requirements, and physical plant under which the program is awarded accreditation.
	I understand that the NECPA Commission reserves the right to revoke the accreditation of any program found to be out of compliance with the NECPA standards.
	I understand that the enrollment period lasts for two years from the date of the NECPA Enrollment Letter issued by the NECPA Office and that the NECPA Verification Visit Request Form must be submitted within that time period.
	I have included a copy of this program's current state license with the Enrollment Application Form.

Name (Please Print)

Signature

Date

For more information on NECPA news, policies, procedures, amendments and updates, please visit www.necpa.net.