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## NECPA Verification Cancellation and Visit Reschedule Form

(Visit cancelled 30+ days before scheduled visit date)

The purpose of this form is to notify the NECPA Commission that your program is cancelling a confirmed verification visit and that you request your verification visit to be rescheduled within 120 days of this reschedule request.

**PLEASE RETURN THIS FORM TO RESCHEDULE A VERIFICATION VISIT.**

### Program Information

Program Name:

NECPA Site Number:

Address:

City, State, Zip Code:

Director Name:

Phone Number:

Fax Number:

Program Email Address:

### Visit Scheduling Timeframe Reference

Use the chart below to determine your program's projected scheduling period based on the date of your reschedule request.

**Verification Scheduling:** Your program's rescheduled visit will occur within 120 days (4 months) from the date the NECPA Office receives a Verification Visit Request Form with full payment.

**National Accreditation Council (NAC) Review:** The results of your program's verification visit will be issued within 60 days from the date of the visit.

*\*Accredited programs should contact the NECPA Office immediately with any concerns about a lapse in accreditation.*

**Date of Reschedule Request:**

*Example: October 1, 2017*

**( ADD + 4 Months to your  
Reschedule Request Date )**

**Program visit will occur no later than:**

*Example: February 1, 2018*

### FOR NECPA OFFICE USE ONLY

Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Cancelled Date: \_\_\_\_\_

Timeline Review: \_\_\_\_\_ Payment Complete: \_\_\_\_\_ Notes: \_\_\_\_\_

Additional B.O.D. (Y/N): \_\_\_\_\_ Edition: \_\_\_\_\_

Order Placement					
<b>Cancellation Fees</b>		<b>Price Per Order</b>			<b>Subtotal</b>
Fee for cancelation 30+ days before scheduled visit date		\$75.00			\$
Expedited Verification Visit Fee ( <b>optional</b> )		\$500.00			\$
<b>*Block Out Dates are not included in the rescheduling process—programs may elect to purchase additional dates using this form.</b>					
<b>OPTIONAL</b> Additional Block Out Dates: (ONE DAY per box)	1)	2)	3)	4)	5)
	6)	7)	8)	9)	10)
<b>Optional Block Out Dates</b>		<b>Price Per Date</b>		<b>Quantity</b>	<b>Subtotal</b>
Additional Block Out Date Fee ( <b>optional</b> )**		\$25.00			\$
<b>Grand Total</b>					<b>\$</b>
Payment Information					
Check Number (Payable to NECPA):			Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	Discover <input type="checkbox"/>
Credit Card Number:				Expiration:	
Name on Card (Please Print):					
Signature (if different):					
Billing Address (if different):					
Fees are non-refundable and subject to change without prior notice. All returned checks will incur a \$35 fee.					
**The fee for Additional Block Out Dates is \$25.00 per date. If Block Out Dates are written above, but an accurate quantity is not reflected on the Order Placement section, the dates will not be considered during the scheduling process.					

Agreements – Initial Each and Sign Below	
	I have answered each question in the yellow and blue sections of the Self Assessment Instrument or given a written explanation in the comment section if the question is not applicable to my program.
	I have collected surveys from at least 70% of my full and part time staff and 50% of the families we serve.
	In the event that I place my program’s verification status on hold, any changes to NECPA standards and fees will be applicable to the program at the time of reactivation of the verification visit request.
	I understand that my visit will be scheduled within 120 days once the NECPA office receives this form <u>and</u> payment in full.
	I understand that program cancellations, changes to block out dates, requests to place program on hold, and/or refusal of visit dates are subject to additional fees.
	I understand that if the payment for any Additional Block Out Date listed above is not authorized in the Order Placement Section of this form, those Additional Block Out Dates will not be considered in the scheduling process.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*For more information on NECPA news, policies, procedures, amendments and updates, please visit [www.necpa.net](http://www.necpa.net).*

## Verification Visit Scheduling Process: Important Information

The NECPA does not conduct verification visits on Federal Holidays. Please omit these dates from your selection of Block Out Dates:

2018 Holiday Schedule		2019 Holiday Schedule	
Monday, January 1	New Year's Day	Tuesday, January 1	New Year's Day
Monday, January 15	Birthday of Martin Luther King, Jr.	Monday, January 21	Birthday of Martin Luther King, Jr.
Monday, February 19	Washington's Birthday	Monday, February 18	Washington's Birthday
Monday, May 28	Memorial Day	Monday, May 27	Memorial Day
Wednesday, July 4	Independence Day	Thursday, July 4	Independence Day
Monday, September 3	Labor Day	Monday, September 2	Labor Day
Monday, October 8	Columbus Day	Monday, October 14	Columbus Day
Monday, November 12	Veterans Day	Monday, November 11	Veterans Day
Thursday, November 22	Thanksgiving Day	Thursday, November 28	Thanksgiving Day
Tuesday, December 25	Christmas Day	Wednesday, December 25	Christmas Day

### NECPA Verification policies and Cancellation Fees

1. To ensure the consistency of the NECPA Verification process, verifiers are instructed to immediately contact the NECPA Office if a program's Self Assessment Instrument is not fully completed and/or if necessary documentation is not completed and easily accessible. Following the NECPA Office's notification, and in the event the verifier must depart prematurely due to these circumstances, the program will be asked to resubmit a verification payment and the verification visit will be rescheduled.
2. The following fees will apply:
  - a. \$75.00 - Denial of a verification visit date that is not listed as a block out date on your visit request form
  - b. \$75.00 - Cancellation outside thirty days of a confirmed visit date
  - c. \$625.00 - Cancellation within thirty days of a confirmed visit date
3. When a program cancels a confirmed verification visit date, the processing time for scheduling will reset to a guaranteed visit within 120 days from the date the program submits a completed Verification Cancellation and Visit Reschedule Form. Block Out Dates are not included in the rescheduling process—programs may elect to purchase additional dates on the reschedule form.
4. In the event there is a fluctuation or postponement of your visit due to NECPA scheduling variances, you will not incur penalties and will be notified immediately of changes by phone and/or email.

### Am I Ready for my Verification Visit?

- I have completed my Self Assessment Instrument and have collected surveys from at least 70% of my full and part time staff and 50% of the families we serve.
- I have completed the Program/Center Identification and Contact Information page in the Self Assessment Instrument.
- I have a copy of my current state license for the verifier.
- I have a filing system with copies of written documentation for each item in the Yellow section.
- I have ensured that the facility itself as well as teacher to child interactions, and program operations are fully aligned with the NECPA standards according to the policies and procedures described in the Yellow documentation section and the observation items in the Blue section of the Self Assessment Instrument.
- Diplomas, degrees and credentials of staff members are documented (a notarized statement of credentials will be accepted with appropriate information as to date and name of the educational institution where a graduation or degree was earned)
- All staff training hours from **12 months prior to your visit date** are well organized and ready to be reviewed by your verifier. This may require programs with staff members that have not yet completed the necessary 24 or 30 hours of continuing education to make additions to the corresponding documentation file with new training certificates or professional development plans in the weeks or months leading up to the visit.