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NECPA Multi-Site Participation Agreement for E-Filing System

The purpose of this form is to notify the NECPA Commission of a center's participation in an approved program-wide Electronic Filing System. The Center Director is required to complete this formal agreement prior to each Verification Visit.

Program Information

Center Name:	Site Number:
Director:	Company Name:
Street Address:	
City, State, Zip Code:	
Phone Number:	Email Address:

Agreements – Sign and Initial

	I understand and confirm that my program abides by the policies and procedures included in the Electronic Filing System.
	I understand that the program-wide Electronic Filing System must be readily accessible to all center staff members, including administrative staff and teaching staff.
	I understand that any staff member who may need to access the filing system must be granted the necessary access.
	I understand that my NECPA verifier will ask to observe director-access of the e-filing system on the day of my verification visit.
	I understand that if my center abides by a different master policy, this different policy will be labeled and included in my center-specific documentation box.
	I understand and confirm that my NECPA verifier will ask to review and verify the physical documentation box with correctly labeled <u>center-specific</u> items.

Name (Please Print)

Signature

Date

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