



NAEYC Enrollment Maintenance Form

PURPOSE			
<p>After submitting the Enrollment form (Step 1), a program will be enrolled in NAEYC Accreditation for two years.</p> <p>To maintain its status as an enrolled program after two years, a program must complete the following form and submit an Enrollment Maintenance fee of \$125. For each additional year the program wishes to retain its enrolled status, the \$125 Enrollment Maintenance fee will be assessed.</p> <p>Once a program becomes an Applicant for NAEYC Accreditation (Step 2), the Enrollment Maintenance fee is no longer required to maintain its status as an enrolled program and it will no longer be assessed the fee for the term of application. If said term of application expires, the program will return to Enrollment status and will be assessed an Enrollment Maintenance fee.</p>			
PROGRAM INFORMATION			
Program Identification			
Program Name: <i>Legal name to appear on all correspondence and official documents from NAEYC, including the NAEYC Accreditation Certificate.</i>			
Program ID#:			
Designated Program Administrator		Secondary Contact	
<i>The Designated Program Administrator is responsible for receiving written correspondence regarding the program's accreditation and can update NAEYC with changes to program information. See Clarification on Program Administrator for more information.</i>		<i>The Secondary Contact will be copied on all correspondence regarding the program's accreditation and can update NAEYC with changes to program information.</i>	
Name:		Name:	
Title:		Title:	
Phone:	Fax:	Phone:	Fax:
Email:		Email:	
Additional Contacts			
<i>Additional Contacts are authorized to receive confidential programmatic information from NAEYC. Programs may name up to three (3) additional contacts.</i>			
Name:	Name:	Name:	
Title:	Title:	Title:	
Program Address			
<i>Contact information will be posted on the NAEYC website when a program achieves NAEYC Accreditation.</i>			
Street Address:			Suite/dept/floor:
City:	State:	Zip:	
County:	Country:		
Phone:	Fax:		
Email:	Website:		

PROGRAM INFORMATION Continued

Mailing Address

To be used for written correspondence to the program.

Same as program address

Street Address: Suite/dept/floor:

City: State: Zip:

County: Country:

Email: Phone:

Billing Address

To be used for invoices sent to the program.

Same as program address Same as mailing address

Attention:

This individual must also be listed as the Designated Program Administrator, Secondary Contact, or an Additional Contact on page 1.

Organization Name (if different than program name):

Street Address: Suite/dept/floor:

City: State: Zip:

County: Country:

Email: Phone: Fax:

Shipping Address

To be used for the shipment of all NAEYC Accreditation Materials.

Same as program address Same as mailing address Same as billing address

Street Address: Suite/dept/floor:

No P.O. Boxes accepted

City: State: Zip:

County: Country:

Email: Phone:

ENROLLMENT MAINTENANCE FEE

Yes, my program wishes to remain enrolled in NAEYC Accreditation for an additional year beyond the two year enrollment period and will submit the \$125 Enrollment Maintenance fee along with this form (see payment information below).

Late Fee

If the program submits the Enrollment Maintenance form up to one (1) calendar month past the its due date, a late fee of \$150 must be included with the payment. Please note that this form will not be accepted unless NAEYC receives the applicable fee within one (1) calendar month past its due date.

I acknowledge that this form is being submitted up to one (1) calendar month past the its due date and the \$150 late fee is included with the payment.

PAYMENT INFORMATION

Choose ONE method of payment and include applicable information below. **The Enrollment Maintenance fee is nonrefundable. This form will not be processed until NAEYC receives the applicable fee.**

Check

Check Number:

Name on Checking Account:

Attach check to this form

If check is sent under separate cover, program ID number or other identifying information must be included on the check.

Purchase Order

Purchase Order Number:

Name on Purchase Order:

Attach purchase order to this form.

If purchase order is sent under separate cover, program ID number or other identifying information must be included on the purchase order.

Credit Card

VISA MasterCard Amex

Credit Card Number:

Credit Card Expiration Date: Month: Year:

Name on card/checking account or purchase order holder:

Card billing address:

City:	City:	City:
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Country:

I authorize NAEYC to charge the above credit card at the amount of \$100

Signature:

Programs who do not wish to provide their credit card information at this time may pay by phone, 1-800-424-2460, option 3, option 1.

International ACH

Only applicable for international programs pursuing NAEYC International Program Recognition.

International ACH Number:

Name on International ACH:

Signature:

NAEYC Information for Transfer:

Account Number: 2000013841458 Account Number: 2000013841458 Account Number: 2000013841458

International Wire Transfer

Only applicable for international programs pursuing NAEYC International Program Recognition.

International Wire Transfer Number:

Name on International Wire Transfer:

I acknowledge that a \$20 fee is included with the payment for processing.

Signature:

NAEYC Information for Transfer:

Account Number: 2000013841458 Routing Number: 121000248 Swift Code: WFBIUS6S

SUBMISSION INSTRUCTIONS

Send completed form to:
accreditation.information@naeyc.org

NAEYC accepts the postmark date, the fax date, or the email sent date as the submission date. NAEYC recommends that programs obtain written confirmation of receipt of all forms sent to NAEYC P.O. Boxes. Please discuss tracking options with your local Post Office. NAEYC is not able to sign for materials that are delivered to a P.O. Box by an individual courier such as UPS or FedEx. Similarly, NAEYC recommends that programs save a copy of any fax confirmation pages or automated email replies as confirmation of receipt of all forms emailed to NAEYC.

Copy this form for your program's records before submission. NAEYC will not return this form to the program.

DISCOUNT CODE

Enter Discount Code: