NAEYC Appeal Letter Template

INSTRUCTIONS

The following letter template is available for programs that wish to exercise the right to appeal an accreditation decision. For more information regarding the appeals process, refer to the NAEYC Website.

PROGRAM INFORMATION

Program Name:	Program ID#:

APPEAL DECISION

Select the decision the program is appealing:

- ☐ Accreditation Revoked
- ☐ Accreditation Deferred
- ☐ Accreditation Denied
- ☐ Candidacy Denied
- ☐ Extension Request Denied

SUBMISSION INSTRUCTIONS

The appeal letter must be submitted to NAEYC within 30 days of the receipt of the NAEYC Academy's decision to ensure that the program retains status as an NAEYC-Accredited program throughout the appeal process if applicable.

Mail completed form to:	**Email completed form to:**	**Fax completed form to:**
NAEYC Academy Attn: Quality Assurance 1313 L Street NW, Suite 500 Washington, DC 20005-4101	qualityassurance@naeyc.org	(202) 232-1720

NAEYC accepts the postmark date as the submission date. NAEYC will confirm receipt of this Appeal letter via email. Copy this form for your program's records before submission.

APPEAL LETTER

Please write your program's appeal letter in the space provided on the following five pages. Programs may include documentation not previously available from external investigations, such as licensing, regulatory, or medical investigations to the appeal letter. Please remove all personal identifying information from the appeal letter and attached materials, including names of children, families, and staff members (use Teacher A, Child B, etc.).

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