



Established Timeframe for Submitting Self Report Effective July 1, 2009

Programs reporting licensing violations and/or major programmatic changes to NAEYC **before** July 1, 2009 must inform the NAEYC Academy of any major changes to the program within 90 days. **On or after** July 1, 2009, all currently accredited programs and programs that have applied to become accredited are required to inform the NAEYC Academy according to the established guidelines below.

WITHIN 72 HOURS

All currently accredited programs and programs that have applied to become accredited are required to inform the NAEYC Academy within seventy-two (72) hours of any of the following violations or incidents:

- Actual, alleged or potential violations related to NAEYC Required Criteria: 1.B.09, 3.C.02, 3.C.04 and 5.A.12;
- Any notice of suspension, revocation, probation, or other change in licensing/regulation status;
- Any incident that resulted in one of the following: (1) the death of any child from any cause; or (2) any serious injury to any child that required medical treatment; and
- Any unusual incident or lack of supervision that threatened the physical or emotional health or safety of any child including any suspected or substantiated physical or psychological abuse of any child.

Programs may use the Annual Report to report the above violation(s) or incidents ONLY if the Annual Report is being submitted to the NAEYC Academy within a 72 hour time period following the incident. Programs will indicate that the Annual Report includes information related to a required 72 hour report by marking the designated box on the Annual Report cover sheet. All other, programs should use the NAEYC Academy Program Self Report Form.

WITHIN 30 DAYS

All currently accredited programs and programs that have applied to become accredited are required to inform the NAEYC Academy within thirty (30) days of any changes that may alter the program's continued compliance with NAEYC accreditation standards and criteria including, but not limited to, the following program changes:

- New ownership or administrator;
- Court orders or legal action;
- Addition or expansion to a current site
- Change in location or severe damage to the building and/or grounds; and
- Addition of a new age group that was not previously served

Programs may use the Annual Report to report the above change(s) ONLY if the Annual Report is being submitted to the NAEYC Academy within a 30 day time period following the change. All other programs should use the NAEYC Academy Program Self Report Form.

Upon review of this information, the NAEYC Academy may require additional verification to ensure that the program is maintaining their NAEYC Accreditation.

Failure to report these changes and/or violations within the above timeframes will result in additional verification requirements, which may include a verification visit, at the program's expense.