



## Extension Request Form Cover Page

*NAEYC's Accreditation System is committed to being appropriately responsive to programs that experience temporary operational disruptions\* during the accreditation process. This will be accomplished by allowing programs that experience a temporary operational disruption in their service to request an extension in meeting specific deadlines from the NAEYC Academy. Extensions to programs are granted on a very limited and case-by-case basis.*

*In determining whether to grant an extension, the following will be considered: length of the requested extension, the program's current accreditation status and history and the reason for the requested extension.*

\*The NAEYC Academy defines temporary operational disruption as a time-limited event (not to exceed 30 days) that inhibits or prevents a program from providing its established services. Operational disruptions may include serious weather events or other natural or human-made disasters

Extensions may also be granted on a very limited and case-by-case basis when a disruption does not prevent the program from providing its established services, but does significantly impact the program's ability to meet a submission deadline or submit to a site visit. Considerations include, but are not limited to:

1. Death of Administrator
2. Health emergency of Primary or Secondary Contact (i.e., cancer, major surgery, family tragedy)
3. Death of a staff member
4. Death of a child
5. Operational disruption such as flooding due to plumbing issues, vandalism, renovations beyond the control of the program
6. Military deployments affecting a significant portion of families served by the program.

Documentation related to the program's disruption must be submitted with the Extension Request Form.

**Please Note:** Changes in administrator or teaching staff, missed deadlines, and scheduled relocation and renovation are NOT legitimate grounds for requesting an extension.

*(Adopted by the Council for NAEYC Accreditation - July 2009)*



## Extension Request Form

Program Name		Program ID	
Primary Contact Name		Secondary Contact Name	
Phone		Phone	
Street		Suite/dept/floor	
City		State	Zip
Email		Country (if overseas)	

**Select one (1) extension type below and provide a written description of your request. Continue the written description on page 3 as needed. Sign and submit this form as indicated on page 3.**

<input type="checkbox"/> <b>Step 2: Application</b>	<input type="checkbox"/> <b>Step 3: Candidacy</b>
Current due date: _____ Length of delay requested: _____	Current due date: _____ Length of delay requested: _____
<input type="checkbox"/> <b>Step 4: Site Visit</b>	<input type="checkbox"/> <b>Step 4: Annual Report</b>
Current due date: _____ Length of delay requested: _____	Current due date: _____ Length of delay requested: _____

**Describe the disruption that has occurred at your program and how this disruption will prevent your program from meeting your established due date or submitting to a site visit. Be sure to include the date(s), duration, and nature of the disruption.**

**Description continued:**

I understand and agree that by signing and submitting this document I am affirming the truth of the information contained therein. Furthermore, I understand that my program's accreditation is null and void if false information is knowingly submitted to the NAEYC Academy at any time.

Signed: \_\_\_\_\_

*If submitted via email, your typed name serves as your electronic signature.*

Date: \_\_\_\_\_

**Submission Instructions:**

Fax: 202-232-1720 Attn: Quality Assurance

Email: [qualityassurance@naeyc.org](mailto:qualityassurance@naeyc.org)

Mail:

NAEYC Academy Quality Assurance

1313 L Street NW, Suite 500

Washington, DC 20005-4101