

PURPOSE

The purpose of the Application is to ensure that:

- 1) Only eligible programs formally begin the NAEYC Accreditation process.
- 2) Program leaders understand what is involved in seeking NAEYC Accreditation.
- 3) The program has the capacity to complete a comprehensive, formal program self-assessment within one year of submitting the Application.

Programs complete four steps to achieve NAEYC Accreditation. Prior to submitting the Application (Step 2), programs must have enrolled and engaged in Self-Study (Step 1). By submitting the Application, programs make a formal commitment to pursue NAEYC Accreditation— to submit their Candidacy materials including the Program Self-Assessment Report (Step 3) within one year and be ready to complete a site visit by the NAEYC Academy for Early Childhood Program Accreditation (Step 4) within six months after that. For more information, refer to the publication *Getting Started: An Introduction to Self-Study and Program Quality Improvement through NAEYC Accreditation* or visit the NAEYC Accreditation website at <http://www.naeyc.org/academy>. The information collected in the Application will be used to verify that a program meets Applicant requirements and it will assist the NAEYC Academy in planning for the program's site visit.

TABLE OF CONTENTS

Section 1: Program Information

Section 1 allows a program to update its contact information.

Section 2: Eligibility Requirements and Understanding NAEYC Accreditation

Section 2 is used to determine a program's eligibility as an Applicant for NAEYC Accreditation by collecting information to ensure that eligibility requirements are met and that key program staff and leadership understand the NAEYC Accreditation process.

Section 3: Application Fee

Section 3 collects payment information; please note that the Application fee is non-refundable. An Application will not be processed until the applicable fee is received by NAEYC.

Section 4: Selection of Due Date for Candidacy Materials

Section 5: Information to Schedule the Site visit

Section 6: Rights and Responsibilities of Programs Completing the Application

Section 7: Signature

Section 8: Program Characteristics

Section 8 is for research purposes only and will not be considered in determining a program's eligibility as an Applicant for NAEYC Accreditation.

Section 9: Next Steps

Section 9 provides information for programs regarding what happens following submission of the Application.

Section 1: PROGRAM INFORMATION

PROGRAM CONTACTS

**These names will be the contacts for confidential information between the program and the NAEYC Academy.*

Primary Contact*		Secondary Contact*	
Name		Name	
Title		Title	
Phone (____) ____ - _____	Fax (____) ____ - _____	Phone (____) ____ - _____	Fax (____) ____ - _____
Email		Email	

Note: The NAEYC Academy regularly reviews its criteria, policies, and procedures, and reserves the right at any time to modify or change any such criteria, policies, or procedures, including accreditation fees. The NAEYC Academy will provide notice of new and/or revised criteria, policies, and procedures at least sixty (60) days prior to implementation.

Programs seeking NAEYC Accreditation must follow the four steps to achieve NAEYC Accreditation. Individual staff are not required to become members of NAEYC, and programs do not need to purchase NAEYC publications or services. NAEYC publications and services are optional resources that can help early childhood educators continue to improve the experiences they provide for young children.

Section 1: PROGRAM INFORMATION Continued			
Program Name: (Legal name to appear on all correspondence and official documents from NAEYC)		Program ID: _____ (Assigned at Self-Study enrollment)	
Site Address* (Physical location for single-site program) Multi-sites enter Site 1 information; Sites 2 and 3 are entered on page 4.			
Street		Suite/dept/floor	
City		State	Zip
County		Country	
Phone (_____) _____ - _____		FAX (_____) _____ - _____	
Email		Website	
<i>*This information will be posted on the NAEYC website when a program achieves NAEYC Accreditation, except for the fax number.</i>			
Mailing Address (Correspondence) <input type="checkbox"/> Same as site address			
Street		Suite/dept/floor	
City		State	Zip
County		Country	
Email		Phone (_____) _____ - _____	
Billing Address (Invoices) <input type="checkbox"/> Same as site address <input type="checkbox"/> Same as mailing address			
Attention**: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact <input type="checkbox"/> Other:			
<i>**This person will be the contact for financial information between the program and the NAEYC Academy.</i>			
Organization Name (if different than program)			
Street		Suite/dept/floor	
City		State	Zip
County		Country	
Email		Phone (_____) _____ - _____	Fax (_____) _____ - _____
Shipping Address (Candidacy materials) NAEYC cannot accept a P.O. Box as a shipping address. <input type="checkbox"/> Same as site address <input type="checkbox"/> Same as mailing address <input type="checkbox"/> Same as billing address			
Street		Suite/dept/floor	
City		State	Zip
County		Country	
Email		Phone (_____) _____ - _____	

Section 2: ELIGIBILITY REQUIREMENTS FOR NAEYC ACCREDITATION

Programs must serve a minimum of ten (10) children within the ages of birth through kindergarten in order to become an Applicant for NAEYC Accreditation.

If other ages are served (in addition to children birth through kindergarten), ONLY the groups of children from birth through kindergarten are eligible for NAEYC Accreditation.**

My program serves a minimum of ten (10) children within the ages of birth through kindergarten.

Please indicate the total number of children enrolled in your program within the ages of birth through kindergarten. The total number must include **all** children enrolled of eligible ages, not the daily or hourly capacity.

Multi-sites, include enrollment totals for all 3 sites here and complete enrollment information for each site on page 4.

ENROLLMENT BY AGE*	TOTAL
Infant (birth to 15-month-old)	
Toddler/Twos (12- to 36-month-old)	
Preschool (30-month to 5-year-old)	
Kindergarten (public or private)	
TOTAL CHILDREN	

*Ages overlap for program flexibility. Programs should specify the number of children of eligible ages for each eligible group.

Important Definitions to Know...

Group of children is defined as those children who are assigned for most of the day to a specific teacher or team of teaching staff and who occupy an individual classroom or well-defined space.

Eligible age refers to children within the ages of birth through kindergarten.

Eligible group refers to a group of children where all children are within the ages of birth through kindergarten (or the majority, see the definition of mixed age group).

**A mixed age group that serves ages that are eligible AND ages that are not eligible for NAEYC Accreditation must be included in the accreditation process if at least 50% of the children served in the group are eligible--from birth through kindergarten. (For example, if an after school group includes kindergartners and school agers, it must be included in the accreditation process if the kindergartners make up at least 50% of the children in the group.) Groups in which fewer than 50% of the children represent eligible ages may not be included in the NAEYC Accreditation process.

Programs must be center-based or school-based in order to become an Applicant for NAEYC Accreditation.

My program is : Center-based School-based

Programs must be in operation at least one year prior to the Candidacy due date selected in the Application to become an Applicant for NAEYC Accreditation.

My program has been in operation since: _____ / _____
(month) (year)

Programs must be located in the United States or its territories, or be affiliated with the United States government in order to become an Applicant for NAEYC Accreditation.

My program is:

- Located in the United States or its territories
- Overseas and affiliated with the United States Government

Programs must be willing to meet all 10 NAEYC Early Childhood Program Standards in order to become an Applicant for NAEYC Accreditation.

My program staff and leadership are willing to meet each of the 10 NAEYC Early Childhood Program Standards.

MULTI-SITE PROGRAM INFORMATION

Only programs that enroll in NAEYC Self-Study as a multi-site program are eligible to become a multi-site NAEYC Applicant. Please enter the address and enrollment information below for each site. The total enrollment at all three sites must be on page 3.

SITE #1 ENROLLMENT

Site #1 Name:	ENROLLMENT BY AGE*	
	Infant (birth to 15-month-old)	
Site #1 address is included on page 2.	Toddler/Twos (12- to 36-month-old)	
	Preschool (30-month to 5-year-old)	
	Kindergarten (public or private)	
	SITE #1 TOTAL	

SITE #2 ADDRESS AND ENROLLMENT

Site #2 Name:

Distance from Site 1: _____ miles Distance from Site 3: _____ miles

Street			ENROLLMENT BY AGE*	TOTAL
Suite/dept/floor			Infant (birth to 15-month-old)	
City	State	Zip	Toddler/Twos (12- to 36-month-old)	
County	Country		Preschool (30-month to 5-year-old)	
Email	Website		Kindergarten (public or private)	
Phone (____) _____ - _____	Fax (____) _____ - _____		SITE #2 TOTAL (up to 60)	

SITE #3 ADDRESS AND ENROLLMENT

Site #3 Name:

Distance from Site 1: _____ miles

Street			ENROLLMENT BY AGE*	TOTAL
Suite/dept/floor			Infant (birth to 15-month-old)	
City	State	Zip	Toddler/Twos (12- to 36-month-old)	
County	Country		Preschool (30-month to 5-year-old)	
Email	Website		Kindergarten (public or private)	
Phone (____) _____ - _____	Fax (____) _____ - _____		SITE #3 TOTAL (up to 60)	

**Ages overlap for program flexibility. Programs should specify the number of children of eligible ages for each eligible group.*

Section 2: ELIGIBILITY REQUIREMENTS FOR NAEYC ACCREDITATION

Continued

Programs must be licensed/regulated* or in process of obtaining a license in order to become an Applicant for NAEYC Accreditation. If ineligible for licensure or regulation OR if in process of obtaining a license, programs must ensure that:

- 1) the program administrator has reviewed the state's licensing requirements
- 2) the Board chair/president or owner has reviewed the state's licensing requirements
- 3) the program is voluntarily in compliance with the state's licensing requirements, and
- 4) upon registration of children in the program, the program provides families with a copy of the state's licensing requirements, informs families that the program is license-exempt, and informs families that the program is voluntarily in compliance with the state's licensing requirements.

Programs ineligible for licensure also must ensure that:

- 5) the program has documentation of compliance from local fire and health inspections, and
- 6) the program completed a criminal background check on all staff and has complied with state and federal law concerning background checks. In addition, the program employs no individual convicted of a crime.

Define the license/regulation* status based on the options below. Select only ONE status.

**NAEYC defines "regulated" as programs that are not licensed but under the regulation of a public agency, for example, Boards of Education (such as public school programs) or the U.S. military.*

- 1) My program is **licensed/regulated***.
 Full License
 Temporary License
 Provisional License
 Other: _____

Complete the following sentences if applicable to the program:

My program is **licensed, as required** by _____ (state) _____ (agency).

My program is **license-exempt but voluntarily licensed** by _____ (state) _____ (agency).

My program is **regulated*** by _____.

**NAEYC defines "regulated" as programs that are not licensed but under the regulation of a public agency, for example, Boards of Education (such as public school programs) or the U.S. military.*

- 2) My program is **license-exempt, eligible for licensure**, and the application is **in process** by _____ (state) _____ (agency) and, until the program becomes licensed, I verify that:

- 1) the program administrator has reviewed the state's licensing requirements
- 2) the Board chair/president or owner has reviewed the state's licensing requirements
- 3) my program is voluntarily in compliance with the state's licensing requirements, and
- 4) upon registration of children in the program, my program provides families with a copy of the state's licensing requirements, informs families that the program is license-exempt, and informs families that the program is voluntarily in compliance with the state's licensing requirements.

- 3) My program is **license-exempt, NOT eligible for licensure**, and I verify that:

- 1) the program administrator has reviewed the state's licensing requirements
- 2) the Board chair/president or owner has reviewed the state's licensing requirements
- 3) my program is voluntarily in compliance with the state's licensing requirements
- 4) upon registration of children in the program, my program provides families with a copy of the state's licensing requirements, informs families that the program is license-exempt, and informs families that the program is voluntarily in compliance with the state's licensing requirements
- 5) at the time of candidacy the program will have documentation of fire and health inspections, and
- 6) at the time of candidacy the program will have completed a criminal background check on all staff and have complied with state and federal law concerning background checks. In addition, the program employs no individual convicted of a crime involving sexual abuse or child abuse or neglect.

Section 2: UNDERSTANDING NAEYC ACCREDITATION Continued

In order to become an Applicant for NAEYC Accreditation, programs must demonstrate that **key program staff and leadership understand the NAEYC Accreditation process**. *Key program staff and leadership* include at a minimum the program administrator and representatives from teaching staff and governance structure.

Please acknowledge your understanding of the following statements by placing a check in each box. Each statement must be checked in order to become an Applicant for NAEYC Accreditation.

- All program staff and leadership have been informed of our intent to pursue NAEYC Accreditation.
- My program has been enrolled in Self-Study (Step 1). Staff are familiar with the Self-Study kit and are in the final stages of the self-study process at this time.

Key program staff and leadership should be familiar with the four steps and requirements to achieve NAEYC Accreditation. By checking the statements below, we are indicating that steps have been taken to ensure that key program staff and leadership understand each of these aspects of NAEYC Accreditation.

We understand that:

- The formal Program Self-Assessment Report submitted with the Candidacy materials (Step 3) must demonstrate our program's confidence that it meets each of the 10 NAEYC Early Childhood Program Standards.
- Our program will not be assessed on every criterion, but will be assessed on a subset of criteria from each of the 10 standards that may include any one of the criteria.
- Our program must meet all Required Criteria* and demonstrate satisfactory performance, as a program overall, on at least 80% of the NAEYC Accreditation Criteria on which our program is assessed within each standard, with at least 70% of the applicable criteria for each standard met in each observed classroom. *See page 38 of *Getting Started: An Introduction to Self-Study and Program Quality Improvement through NAEYC Accreditation*.
- Our program may be assessed on Emerging Practice Criteria.** If our program is assessed on and meets Emerging Practice Criterion, our program will receive credit. If our program is assessed on but does not meet an Emerging Practice Criterion, it will not count against our program. Emerging Practice criteria will be handled in this manner until the full criteria review in 2010. NAEYC will use data gathered on these criteria to inform their future implementation. **See <http://www.naeyc.org/academy/primary/feedbackstandards> for more information.
- The Program Self-Assessment Report (PSAR) will be sent to our program approximately 8 weeks before the Candidacy due date (Step 3) selected in the Application. The PSAR is used to document specific evidence of our program's Self-Assessment and must be completed and returned to the Academy by the Candidacy due date.
- Our program selects its due date for Candidacy materials (Step 3) in this Application (Step 2). Completed Candidacy materials and payment must be submitted by this due date. If my program fails to submit the Candidacy materials and fee by the selected due date, then my program will be withdrawn as an Applicant for NAEYC Accreditation. If my program is currently NAEYC Accredited, then the accreditation status will expire at the end of the current term. If withdrawn, my program can re-apply by submitting a new Application and fee.

To become an Applicant for NAEYC Accreditation, a program **must develop a collaborative process to complete the Program Self-Assessment Report that involves the program administrator, teaching staff, families, and representatives of the program's governance**.

Please acknowledge your understanding of the following statements by placing a check in each box. Each statement must be checked in order to become an Applicant for NAEYC Accreditation.

- My program has a plan in place to involve the program administrator, teaching staff, families, and program leadership in a collaborative process to complete our Self-Assessment.
- My program will be prepared to respond to a request for evidence and submit the Program Self-Assessment Report by the Candidacy due date to demonstrate our belief that the program is meeting each of the 10 NAEYC Early Childhood Program Standards.

Section 3: APPLICATION FEE			
Level 1	10-60 Children	\$200	<p>The Application fee is non-refundable.</p> <p>If a program is not accepted as an Applicant for NAEYC Accreditation, the program can resubmit a new Application and fee when it meets all the Applicant requirements.</p> <p>If a program fails to submit its Candidacy materials by the deadline selected in the Application, the program is voluntarily withdrawing from the process.</p>
Level 2	61-120 Children	\$275	
Level 3	121-240 Children	\$350	
Level 4	241-360 Children	\$425	
Add \$75 for every additional 120 children.			

PAYMENT INFORMATION			
<input type="checkbox"/> Check <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex <input type="checkbox"/> Discover <input type="checkbox"/> Purchase Order (must be attached)			
Credit card/check or purchase order number		Credit card expiration date	
		_____ Month _____ Year	
Credit card/checking account or purchase order holder			
For Credit card payments, complete the section below.			
Signature of credit card holder			
Credit card billing address			
City	State	Zip	Country

MAILING INSTRUCTIONS
<p>NAEYC Academy P.O. Box 96036 Washington, D.C. 20090-6036</p> <p>Make a copy of the Application for the program files before submitting it to NAEYC. Making a copy is important because NAEYC will keep the original.</p> <p>Please submit the completed Application to NAEYC with applicable fee. An Application will not be processed until the applicable fee is received by NAEYC. If sending payment under separate cover, include the Program ID with payment. Programs that do not submit a complete Application with fee may be required to submit a new Candidacy due date.</p>

Section 4: SELECTION OF DUE DATE FOR CANDIDACY MATERIALS FOR PROGRAMS SEEKING ACCREDITATION

Every program moves through the four step NAEYC Accreditation process on a different timeline, depending on the program's current accreditation status and the amount of time needed to successfully complete the tasks associated with each of the four steps:

Programs that are **not currently NAEYC Accredited** may pursue initial accreditation following the general submission dates. The program may choose when to submit the Application and secure a Candidacy due date. If your program becomes a Candidate for NAEYC Accreditation, the site visit will occur within 6 months of the Candidacy due date. The program will receive an accreditation decision within 3 months of the site visit date.

To avoid a lapse in accreditation status, a **currently NAEYC Accredited** program must pursue reaccreditation according to submission deadlines published in the timeline for currently accredited programs. Refer to the website www.naeyc.org/academy for more information. Currently accredited programs that are willing to experience a lapse in their NAEYC Accreditation may pursue reaccreditation following the general submission dates.

Using the charts below, select your Application submission cycle, Candidacy due date, and subsequent dates for the site visit to occur.

APPLICATION SUBMISSION CYCLES (CHOOSE <u>ONE</u> CYCLE BELOW):	CANDIDACY DUE DATES (CHOOSE <u>ONLY ONE</u>, BASED ON APPLICATION CYCLE):
<input type="checkbox"/> July 1, 2009 to Oct 31, 2009 →	<input type="checkbox"/> Jan 31, 2010 <input type="checkbox"/> May 31, 2010 <input type="checkbox"/> Sept 30, 2010
<input type="checkbox"/> Nov 1, 2009 to Feb 28, 2010 →	<input type="checkbox"/> May 31, 2010 <input type="checkbox"/> Sept 30, 2010 <input type="checkbox"/> Jan 31, 2011
<input type="checkbox"/> March 1, 2010 to June 30, 2010 →	<input type="checkbox"/> Sept 30, 2010 <input type="checkbox"/> Jan 31, 2011 <input type="checkbox"/> May 31, 2011
<input type="checkbox"/> July 1, 2010 to Oct 31, 2010 →	<input type="checkbox"/> Jan 31, 2011 <input type="checkbox"/> May 31, 2011 <input type="checkbox"/> Sept 30, 2011
<input type="checkbox"/> Nov 1, 2010 to Feb 28, 2011 →	<input type="checkbox"/> May 31, 2011 <input type="checkbox"/> Sept 30, 2011 <input type="checkbox"/> Jan 31, 2012
<input type="checkbox"/> March 1, 2011 to June 30, 2011 →	<input type="checkbox"/> Sept 30, 2011 <input type="checkbox"/> Jan 31, 2012 <input type="checkbox"/> May 31, 2012
<input type="checkbox"/> July 1, 2011 to Oct 31, 2011 →	<input type="checkbox"/> Jan 31, 2012 <input type="checkbox"/> May 31, 2012 <input type="checkbox"/> Sept 30, 2012

IF I SELECT THIS CANDIDACY DUE DATE:	THEN MY SITE VISIT WILL OCCUR BY:
September 30	March 31 <i>(visit occurs between October and March)</i>
January 31	July 31 <i>(visit occurs between February and July)</i>
May 31	November 30 <i>(visit occurs between June and November)</i>

I have chosen the date my program is submitting the Application and our Candidacy due date.*

I understand and agree that:

- My program will be open for at least three of the six months after our Candidacy due date (the period in which the site visit will be conducted.)
- Submitting Candidacy materials prior to the selected Candidacy due date does not change the timeframe for my site visit.
- Completed Candidacy materials and payment must be submitted by the due date chosen. If my program fails to submit the Candidacy materials and fee by the selected due date, then my program will be withdrawn as an Applicant for NAEYC Accreditation. If withdrawn, my program can re-apply by submitting a new Application and fee. If currently accredited, my program's accreditation status will expire at the end of the current term.
- The six-month timeframe for a site visit may be extended at the sole discretion of the NAEYC Academy (for example, due to a natural disaster).
- Once the Application is complete, the Candidacy due date has been selected and **MAY NOT BE CHANGED.**

Signature _____

Title _____

**Each box must be checked in order to become an Applicant for NAEYC Accreditation.*

Section 5: INFORMATION TO SCHEDULE THE SITE VISIT

In order for the NAEYC Academy to plan your site visit, please answer the following questions.

Hours of Operation		
Days Open	Opening Time	Closing Time
<input type="checkbox"/> Monday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Tuesday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Wednesday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Thursday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Friday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Saturday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>
<input type="checkbox"/> Sunday	___: ___ a.m. p.m. <small>(Circle one)</small>	___: ___ a.m. p.m. <small>(Circle one)</small>

Program is 24 hours/day, 7 days a week.

Number of full-day groups* of children from birth through kindergarten: _____

Number of part-day groups* of children from birth through kindergarten: _____

TOTAL number of groups* of children from birth through kindergarten: _____

**Count only groups that include eligible children (within the ages of birth through kindergarten).*

Group of children is defined as those children who are assigned for most of the day to a specific teacher or team of teaching staff and who occupy an individual classroom or well-defined space. Intermingling of children from different groups within a larger room or area for over 2 hours makes them a separate group.

The TOTAL number of groups of children ages birth through kindergarten = the number of FULL-DAY groups + the number of PART-DAY groups.

FULL-DAY refers to more than 5 hours.

PART-DAY refers to 5 hours or less.

A mixed age group that serves ages that are eligible AND ages that are not eligible for NAEYC Accreditation must be included in the accreditation process if at least 50% of the children served in the group are eligible (from birth through kindergarten). (For example, if an after school group includes kindergartners and school agers, it must be included in the accreditation process if the kindergartners make up at least 50% of the children in the group.) Groups in which fewer than 50% of the children represent eligible ages may not be included in the NAEYC Accreditation process.

Total Number of Teaching Staff: _____

Teaching staff refers to all members of the teaching team, including all teachers or assistant teachers.

Teachers are defined as those adults with primary responsibility for a group of children. The teacher must spend the vast majority of time with one group of children who attend at the same time.

Assistant teachers are defined as adults employed by the program to work under the direct supervision of a teacher. The vast majority of the time the assistant teacher works directly with the teacher in the same space and with the same group of children. Note: Volunteers are not included in the count of teaching staff.

(See page 19 of Getting Started: An Introduction to Self-Study and Program Quality Improvement through NAEYC Accreditation).

Section 5: INFORMATION TO SCHEDULE THE SITE VISIT Continued

My Program Operates 12 Months/Year.
Please answer the questions below.

OR

My Program Operates Less Than 12 Months/Year.
Please answer the questions below.

Summer enrollment differs from the school year.
 YES: If yes, please complete the table below.
 NO

Please indicate the total number of children served of each age during the **summer months**. The total number must include **all** children enrolled of these ages, not the daily or hourly capacity. If the program serves an eligible age, it must be included.

SUMMER ENROLLMENT BY AGE*	TOTAL
Infants (birth to 15 months)	
Toddlers/Twos (12- to 36-month-olds)	
Preschool (30-month to 5-year-olds)	
Kindergarten (public or private)	
TOTAL CHILDREN	

*Programs should specify the ages for eligible children in each eligible group. Multi-sites include enrollment totals for all 3 sites here.

The summer program begins:
____ / ____ / ____
(month) (date) (year)

The summer program ends:
____ / ____ / ____
(month) (date) (year)

The program begins serving children:
____ / ____ / ____
(month) (date) (year)

The program closes:
____ / ____ / ____
(month) (date) (year)

The best person to contact during the time the program is closed:

Name: _____
Phone: (____) ____ - ____
Fax: (____) ____ - ____
E-Mail: _____
Address: _____

During the summer, a different program is offered on the site which has a separate identity (for example, a different name, mission, program type, significant operational changes), is separately administered, and has a distinguishable budget, therefore this summer program is not eligible and will not be included in the NAEYC Accreditation process. (Check box if this applies to your program.)

In addition to these characteristics, the Academy will require additional documentation with the Candidacy materials regarding this separate identity. This will help the Academy determine if the programs may be separated, such as advertisements and listings to the public.

There are fewer groups during the summer months compared to the school year. If my visit occurred during the summer, the assessor would not be able to observe 50% of all eligible groups present during the school year.
 NO YES- Explain:

Specific eligible ages or groups are not present during the summer months compared to the school year. NO YES- Explain:

Additional eligible ages or groups are present only in the summer months compared to the school year. NO YES- Explain:

Eligible age refers to children within the ages of birth through kindergarten.

Eligible group refers to a group of children where all children are within the ages of birth through kindergarten (or the majority, see the definition of mixed age group).

Section 5: INFORMATION TO SCHEDULE THE SITE VISIT Continued

If children in the program speak languages other than English:

The children speak _____ during the program
(language)

- all of the time
- most of the time
- sometimes
- never.

In how many groups? _____ .

The children also speak _____ during the program
(language)

- all of the time
- most of the time
- sometimes
- never.

In how many groups? _____ .

If children in the program speak languages other than English:

The teacher(s) speak _____ to children during the program
(language)

- all of the time
- most of the time
- sometimes
- never.

In how many groups? _____ .

The teacher(s) also speak _____ to children during the program
(language)

- all of the time
- most of the time
- sometimes
- never.

In how many groups? _____ .

Are there any special circumstances the NAEYC Academy should consider in scheduling the site visit, such as offering back-up care or drop-in care? NO YES

If yes – explain:

All documents (including child and staff files) and evidence supporting the Program Self-Assessment Report will be organized and readily available during the site visit.

Yes No If no, please explain:

Section 6: RIGHTS AND RESPONSIBILITIES OF PROGRAMS COMPLETING THE APPLICATION FOR NAEYC ACCREDITATION

PROGRAM RIGHTS

Right: To receive professional and timely technical support in completing the Application. NAEYC Academy staff are available by phone, toll-free, at (800) 424-2460, Monday - Friday, 9:00 AM to 5:00 PM ET, and by email at accreditation.information@naeyc.org. The web site <http://www.naeyc.org/academy> also provides resources and information on NAEYC Accreditation.

Right: To report a concern or compliment to the NAEYC Academy about the accreditation process. A form is available online at <http://www.naeyc.org/academy/primary/systemfeedback>.

Right: To choose when to submit the Application and to select a Candidacy due date when submitting that Application. Currently NAEYC Accredited programs are encouraged to select a Candidacy due date based on the NAEYC guidelines so their accreditation status does not lapse. Currently NAEYC Accredited programs may also choose to submit their Application on their own schedule and select a Candidacy due date other than the NAEYC guidelines, but if they choose to do so, the NAEYC Academy will not be responsible for ensuring their accreditation status does not lapse.

Right: To receive information from the NAEYC Academy including updates on the NAEYC Accreditation system, policies, and procedures through the email address provided to the Academy.

Right: To withdraw from the Application process at any time. NAEYC Accreditation is a voluntary process. (Please note, however, that the Application fee is non-refundable.)

PROGRAM RESPONSIBILITIES

Responsibility: To ensure the program is using the most current version of NAEYC Early Childhood Program Standards, Accreditation Criteria, and procedures when the Application is submitted for NAEYC Accreditation.

Responsibility: To make a copy of the Application for the program files before submitting it to NAEYC. Making a copy is important because NAEYC will keep the original.

Responsibility: To submit the completed Application to NAEYC with applicable fee. An Application will not be processed until the applicable fee is received by NAEYC. If sending payment under separate cover, include the Program ID with payment. Programs that do not submit a complete Application with fee may be required to submit a new Candidacy due date.

Responsibility: To visit <http://www.naeyc.org/academy> frequently and to read information from the NAEYC Academy. These resources provide valuable information and updates on the NAEYC Accreditation system, policies, and procedures.

Responsibility: Completed Candidacy materials and payment must be submitted by the due date chosen. If a program fails to submit the Candidacy materials and fee by the selected due date, then the program will be withdrawn as an Applicant for NAEYC Accreditation. If withdrawn, a program can re-apply by submitting a new Application and fee.

Responsibility: To ensure all program contact information including program administrator, email, phone, and site, mailing, billing, and shipping addresses are current. This information can be updated at <http://program.naeyc.org>. Updating this information is the only way to ensure receiving information about the status of an Application and updates about NAEYC Accreditation.

Responsibility: To pay Self-Study enrollment, Application, Candidacy, and site visit fees based on the number of eligible children enrolled by a program. Programs will be billed for supplemental fees (according to NAEYC levels) if program enrollment increases during the accreditation process. This is because the costs incurred by the NAEYC Academy for the accreditation process is directly related to the number of eligible children enrolled in each program.

Responsibility: To notify NAEYC immediately if the program no longer meets all of the eligibility requirements, such as serving a minimum of ten children. If a program does not meet all the requirements, it will not be able to achieve NAEYC Accreditation. The fees paid by the program as it moves forward in the process are non-refundable.

Section 7: SIGNATURE

- I verify that the information submitted in the Application is accurate.
- I verify that my program meets all of the eligibility requirements for NAEYC Accreditation.
- I have read and understand my program's rights and responsibilities.
- I have chosen the Candidacy due date for my program in the Application, and my program will submit our Candidacy materials by this date.
- Our program will be in operation for at least one year by the Candidacy due date.
- I understand that the Application fee submitted is non-refundable.
- I understand my program should submit the completed Application to NAEYC with applicable fee. I understand that an Application will not be processed until the applicable fee is received by NAEYC. If sending payment under separate cover, include the Program ID with payment. Programs that do not submit a complete Application with fee may be required to submit a new Candidacy due date.

(Print Full Name)

(Title)

Signature _____

Date: ____ / ____ / ____
 (month) (date) (year)

Each box must be checked in order to become an Applicant for NAEYC Accreditation.

Section 8: PROGRAM CHARACTERISTICS
Section 8 is for research purposes only and will not be considered in determining a program's eligibility as an Applicant for NAEYC Accreditation.

PROGRAM INFORMATION

<p>Is this program owned and/or operated by another organization, chain, or corporation? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, list the name of that organization. (If the program is held within a subsidiary of a larger corporation, please use the name of the larger corporation or holding company)</p>	<p>Corporate structure (check all that apply)</p> <input type="checkbox"/> Nonprofit <input type="checkbox"/> For profit <input type="checkbox"/> Public agency
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<p>The program is affiliated with a(n):</p> <input type="checkbox"/> College/university <input type="checkbox"/> Employer-sponsored <input type="checkbox"/> Faith-based institution <input type="checkbox"/> Head Start <input type="checkbox"/> Hospital <input type="checkbox"/> Migrant services <input type="checkbox"/> Military installation <input type="checkbox"/> Public school	<p>(check all that apply)</p> <input type="checkbox"/> US government facility <input type="checkbox"/> Parent Cooperative <input type="checkbox"/> Indian Tribe <input type="checkbox"/> Alaskan Native Village <input type="checkbox"/> Other (please describe): _____ _____ _____	<p>The program's site is located in a(n):</p> <input type="checkbox"/> Urban <input type="checkbox"/> Rural <input type="checkbox"/> Suburban <input type="checkbox"/> Military Base area.
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CHARACTERISTICS OF ENROLLED CHILDREN

<p>What percentage of children enrolled in your program (from birth to kindergarten) are:</p> <p>African American _____ % Asian _____ % Caucasian _____ % Latino _____ % Native American _____ % Pacific Islander _____ % Other _____ %</p>	<p>Do you serve any special populations?</p> <input type="checkbox"/> Not applicable <input type="checkbox"/> Migrant workers <input type="checkbox"/> Teen parents <input type="checkbox"/> Homeless families <input type="checkbox"/> Other, specify:
<p>What percent of enrolled children (birth through kindergarten) have been formally diagnosed as having special needs?</p> <input type="checkbox"/> 100 % <input type="checkbox"/> 76 – 99% <input type="checkbox"/> 51 – 75% <input type="checkbox"/> 26 – 50% <input type="checkbox"/> 11 – 25% <input type="checkbox"/> 6 – 10 % <input type="checkbox"/> 1 – 5% <input type="checkbox"/> None at this time	<p>Do any enrolled children have any of the following special needs?</p> <input type="checkbox"/> Hearing impairment <input type="checkbox"/> Visual impairment <input type="checkbox"/> Orthopedic handicaps <input type="checkbox"/> Speech & language <input type="checkbox"/> Behavioral <input type="checkbox"/> Neurological disorders <input type="checkbox"/> Maintenance care diseases (diabetes, HIV) <input type="checkbox"/> Down Syndrome <input type="checkbox"/> Emotional disturbance <input type="checkbox"/> Autism, spectrum disorders <input type="checkbox"/> Learning disabilities <input type="checkbox"/> ADHD <input type="checkbox"/> Mentally disabled/Developmentally Delayed <input type="checkbox"/> Other, specify:

Section 8: PROGRAM CHARACTERISTICS Continued

PROGRAM FUNDING

<p>What percentage of children enrolled (from birth through kindergarten) receive need-based financial assistance to attend your program through scholarships, sliding fee scales, or public subsidies?</p> <p> <input type="checkbox"/> 100% <input type="checkbox"/> 76–99% <input type="checkbox"/> 51–75% <input type="checkbox"/> 26–50% <input type="checkbox"/> 11–25% <input type="checkbox"/> 6–10% <input type="checkbox"/> 1–5% <input type="checkbox"/> None at this time </p>	<p>What percent of your funding comes from the following sources?</p> <p> _____% Tuition/fees _____% Government funding/subsidies _____% Employers of families served _____% Support from sponsoring organization _____% Private donors _____% In-kind contributions _____% Grants _____% Fundraising _____% Other, specify: </p>
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PROGRAM ADMINISTRATORS

<p>What are the job titles of the individuals responsible for the leadership and management of your program? (check all that apply)</p> <p> <input type="checkbox"/> Program director/administrator <input type="checkbox"/> Executive director <input type="checkbox"/> President <input type="checkbox"/> Chief Executive Officer <input type="checkbox"/> Principal <input type="checkbox"/> Assistant principal <input type="checkbox"/> Assistant director <input type="checkbox"/> Educational Coordinator <input type="checkbox"/> Chief Financial Officer <input type="checkbox"/> Superintendent <input type="checkbox"/> Business Manager <input type="checkbox"/> Other, specify: _____ _____ _____ </p> <p>_____ How many staff in total are responsible for the leadership and management of your program?</p>	<p>Of those responsible for the program's leadership and management, how many have completed the following level of education?</p> <p> _____ Graduate degree _____ Baccalaureate degree _____ Associate degree _____ Some college _____ Other, specify: _____ _____ </p> <p>_____ How many of these individuals have at least nine (9) credit-bearing semester hours of specialized college-level course work in administration, leadership, and management AND at least 24 credit-bearing semester hours of specialized college-level course work in early childhood education, child development, elementary education, or early childhood special education that encompasses child development and children's learning from birth through kindergarten; family and community relationships; the practices of observing, documenting, and assessing young children; teaching and learning processes; and professional practices and development?</p>
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Section 8: PROGRAM CHARACTERISTICS Continued

TEACHERS (with primary responsibility for leading a group of children)	TEACHER ASSISTANTS/AIDES (adults that work under direct supervision of a teacher)
Number of teachers: _____ _____ of these are new within the past year.	Number of teacher assistants/aides: _____ _____ of these are new within the past year.
Of the teachers in your program, how many have completed the following highest level of education? _____ Graduate degree in ECE or related field _____ Baccalaureate degree in ECE or related field _____ Associate degree in ECE or related field _____ Baccalaureate degree in non-EC related field _____ Child Development Associate credential _____ Some college _____ High School/GED _____ Other, specify: _____ _____	Of the teacher assistants and teacher aides in your program, how many have completed the following highest level of education? _____ Graduate degree in ECE or related field _____ Baccalaureate degree in ECE or related field _____ Associate degree in ECE or related field _____ Baccalaureate degree in non-EC related field _____ Child Development Associate credential _____ Some college _____ High School/GED _____ Other, specify: _____ _____
How many teachers are: _____ Currently enrolled in an Baccalaureate program in ECE or related field _____ Currently enrolled in an Associate degree program in ECE or related field _____ Currently working toward a Child Development Associate Credential	How many teacher assistants and teacher aides are: _____ Currently enrolled in an Baccalaureate program in ECE or related field _____ Currently enrolled in an Associate degree program in ECE or related field _____ Currently working toward a Child Development Associate Credential

RESEARCH PARTICIPATION

Information gathered on our application forms and during our site visit will become part of a national database of early childhood knowledge. As we put together information about programs across the nation we will be able to describe fully all aspects of early childhood programs in ways that have never been achieved before. Ideas that emerge from the work of programs will guide professional development, research, and program development. At no time will individual programs, teachers, children or families be identified in any way. In keeping with the professional ethics of Institutional Research Boards in universities, NAEYC is committed to keeping work of individual programs confidential.

Programs may have opportunities to engage in research projects, but will at that time be fully informed of the scope and nature of the project, and will at that time be able to decide if they wish to participate. If you have concerns about the use of information gathered during the accreditation process, please check this box and we will contact you to answer your questions.

Check here if your program has concerns about the use of information gathered during the accreditation process and you will be contacted.

Section 9: NEXT STEPS

1. After the Application is submitted (both the Application and applicable fees), it will be reviewed by NAEYC Academy staff.
2. Programs that meet all Applicant requirements will be notified that they have been **approved as Applicant for NAEYC Accreditation**. Approximately 8 weeks before the Candidacy due date selected in the Application, Applicant programs will receive forms for submitting the Program Self-Assessment Report. This report and all other Candidacy materials are due on the Candidacy due date without exception.

Programs that do not meet all Applicant requirements will be notified that they are **not approved** as an Applicant for NAEYC accreditation. They may submit another Application and fee when all eligibility requirements are met.

3. While awaiting notification, the program should continue to make program improvements using the NAEYC Early Childhood Program Standards and Accreditation Criteria as its guide.

MAILING INSTRUCTIONS

NAEYC Academy
 P.O. Box 96036
 Washington, D.C. 20090-6036

Do not forget to make a copy of the Application for the program files before submitting it to NAEYC. Making a copy is important because NAEYC will keep the original.

Please submit the completed Application to NAEYC with applicable fee. An Application will not be processed until the applicable fee is received by NAEYC. If sending payment under separate cover, include the Program ID with payment. Programs that do not submit a complete Application with fee may be required to submit a new Candidacy due date.