

Information about Candidacy Materials (Step 3) for NAEYC Accreditation of Programs for Young Children

After completing Self- Study (Step 1), programs officially begin the accreditation process by submitting an Application in which they commit to a Candidacy due date (Step 3). In preparation for this Candidacy due date, programs must:

- Use the resources in *Folder 4. Tools for Self-Assessment* in the [TORCH Resource Library](#) to compile evidence on how your program meets the 10 NAEYC Early Childhood Standards.
- Gather documentation that your program meets [Candidacy Requirements](#).
- Review information regarding [Candidacy \(Step 3\)](#).

The purpose of Candidacy is to demonstrate key components of high quality programming and preparedness for the site visit. To meet this end, programs are required to:

- Complete the program- specific Candidacy Materials made available in the [Program Record 8](#) weeks prior to the Candidacy due date selected in the Application (Step 2). Note that programs that submit Candidacy Materials that were NOT assigned to their program will have them returned and may miss their Candidacy due date.
- Submit [Candidacy fee](#).

For more information, visit the NAEYC website at www.naeyc.org/academy and click on *Pursuing Accreditation or Reaccreditation*. For additional resources, access the *Resource Library* in [TORCH](#).

The following is a sample of the Candidacy Materials used for the January 31, 2012 Candidacy due date. Note that changes may be made to these materials for future Candidacy due dates, but the vast majority of the information collected will remain unchanged.

PURPOSE

The purpose of the Candidacy Materials is to ensure that programs meet all Candidacy Requirements, and therefore are eligible for a site visit. For more information, visit the NAEYC [Academy website](#) and click on *Pursuing Accreditation*.

INSTRUCTIONS

Congratulations on beginning Step 3: Becoming a Candidate for NAEYC Accreditation! **These materials should have been downloaded from your [program's record](#). If you received these materials through any other method STOP, and either go to your program record to download the appropriate materials or call (800) 424-2460 option 3, then option 1.** Each program must complete the version of the Candidacy Materials that is assigned to the specific program and are located within the program's record. Programs may not share their program's Candidacy Materials with other programs or through other individuals. Programs that submit Candidacy Materials that were NOT assigned to their program will have them returned and may miss their Candidacy due date.

Use this form to document all required information, including requested documentation ONLY; do not submit additional information (i.e. awards, handbooks, photographs, etc.) which may be reviewed during the site visit if your program is accepted as a Candidate.

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Section 1: PROGRAM INFORMATION**Program Identification**

Program Name:

Legal name to appear on all correspondence and official documents from NAEYC, including the NAEYC Accreditation Certificate.

Program ID#:

Designated Program Administrator

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.

Name:

Title:

Phone:

Fax:

Email:

Secondary Contact

The **Secondary Contact** will be copied on all correspondence regarding the program's accreditation and can update NAEYC with changes to program information.

Name:

Title:

Phone:

Fax:

Email:

Additional Contacts

Additional Contacts are authorized to receive confidential programmatic information from NAEYC. Programs may name up to three (3) additional contacts.

Name:

Name:

Name:

Title:

Title:

Title:

Multiple Programs within the Same Facility

NAEYC Accreditation is granted to the overall program, and will not be granted to individual classrooms within a program. Throughout the NAEYC Accreditation process, all eligible groups a program serves must be reported and may be observed during a site visit. **This includes groups within the program that operate during the summer and after-school care groups.**

A group can only be excluded from a program's NAEYC Accreditation if it is part of a separate program that has a separate public identity. A program pursuing NAEYC Accreditation must notify NAEYC of all separate programs that operate within its facility and be able to demonstrate a separate budget, administration, license and/or other criteria.

Complete the information below to inform NAEYC of other programs that operate within your program's facility.

My program is the only program that operates within its facility. Yes No

NOTE: If "yes" is checked above, and your program offers a summer camp option or after-school care groups, these groups must be reported and may be observed during a site visit.

In addition to my program, one or more programs operate within the same facility. Yes No

If yes, use the space below to list other programs that operate within your program's facility and describe how other existing programs are separate from your program. Include relevant information about how all other existing programs have a separate name, budget, administration, and/or license from your program.

If necessary, you may attach an additional page to continue your description of separate programs that operate within your program's facility.

Security Clearance

Is a security clearance required upon entry to the program?

No Yes – If yes, provide the name and phone number for the proper authority outside of your program below.

If yes, a security clearance must be given prior to an announced or unannounced site visit, please provide the name and phone number for the proper authority outside of your program.

Name:

Email:

Relationship to program:

Phone:

Section 1: PROGRAM INFORMATION Continued**Program Address**

Contact information will be posted on the NAEYC website when a program achieves NAEYC Accreditation.

Street Address:		Suite/dept/floor:
City:	State:	Zip:
County:	Country:	
Phone:	Fax:	
Email:	Website:	

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: <i>No P.O. Boxes accepted</i>		Suite/dept/floor:
City:	State:	Zip:
County:	Country:	
Email:	Phone:	

Section 2: FEES FOR NAEYC ACCREDITATION

Portions of the Candidacy fee are non-refundable. For more information, visit [Cancellations and Withdrawals](#) on the NAEYC Academy Website.

This form will not be processed until NAEYC receives the applicable fee.

\$650	10 - 60 children
\$775	61 - 120 children
\$950	121 - 240 children
\$1150	241 - 360 children
Add \$100 for every additional 120 children.	

Currently, NAEYC has a scholarship fund available to programs in financial need. If your program is interested, please review the [scholarship requirements](#).

The accreditation fee is calculated based on the number of children enrolled in a program at the time this form is submitted. If the number of children changes for a defined portion of the year (for example, altered program operation during the summer), the program should report the number of children that typically applies throughout the majority of the school year. Programs will be billed for supplemental fees (according to the chart above) if program enrollment is inaccurately reported during the accreditation process.

Reference the following rules to determine the number of children that determines the accreditation fee for your program.

- Each child is only counted once.
- Each child of eligible age (birth through kindergarten) that is part of an eligible group is counted. All eligible groups **MUST** be included in your program's NAEYC Accreditation. Note that groups are not eligible if more than 50% of the children are school age (first grade and beyond).
- For programs with hourly care or drop-in care groups in which the total number of children enrolled in the group exceeds the maximum licensing capacity of the group, only the maximum licensing capacity of the group is counted. Add the maximum licensing capacity of any drop-in care groups to the total number of children, if applicable.

Age Category	Number of Children Enrolled
Infant (birth to 15 months)	
Toddler/Twos (12 to 36 months)	
Preschool (30 months to 5 years)	
Kindergarten (public or private)	
TOTAL Number of Children:	

Late Fee

If the program submits Candidacy Materials up to one (1) calendar month past the Candidacy due date, a late fee of \$125 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 the Candidacy due date.

- I acknowledge that this form is being submitted up to one (1) calendar month past the Candidacy due date and the \$125 late fee is included with the payment.

Section 3: PAYMENT INFORMATION

Choose ONE method of payment and include applicable information below.

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:

State:

Zip:

Country:

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.

Section 4: LICENSING/REGULATION Continued

Reporting on Licensing/Regulatory Status, Critical Incidents, and Major Changes

NAEYC-Accredited programs and programs that have submitted an Application (Step 2) for NAEYC Accreditation are required to update NAEYC of critical incidents, suspension or revocation of license or regulatory status, and major changes according to the following timeframes. To meet upcoming Candidacy and site visit requirements for NAEYC Accreditation, a program must maintain good standing in its licensing or regulatory status by having no serious issues of noncompliance within the last year or since its last inspection.

<p style="text-align: center;">NOTIFY WITHIN 72 HOURS</p> <p>Program staff must submit the 72-Hour Notification form if the program experiences any of the following critical incidents that may impact program quality status:</p> <p>Any suspension or revocation in program’s license or regulatory status</p> <p>Any incident that did or could have compromised the essential health or safety of any child, such as but not limited to:</p> <ul style="list-style-type: none"> • The death of any child from any cause • A critical injury to any child that results in the child being admitted to a hospital Emergency Room for treatment (whether transported by the Emergency Medical Response team, program, parent, or other individual) • Any unusual incident involving a lack of supervision (such as but not limited to a child being left unattended or leaving the facility alone) • Any suspected physical or psychological abuse of a child at the program or by an individual that the child met through the program. 	<p style="text-align: center;">REPORT WITHIN 30 DAYS</p> <p>Program staff must inform NAEYC of all major programmatic changes using the Self Report form.</p> <p>Examples of major changes include, but are not limited to:</p> <ul style="list-style-type: none"> • Change in ownership or vendor • New designated program administrator • Change of location • Change to the physical facility or ground (due to damage, renovations, etc.) • Incorporation of a new age category that was not previously served • Court order or legal action • Change in general program information • Change in the primary or secondary contact for the program or related contact information • Merge with an existing program
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List the date(s) in which your program submitted all applicable 72-Hour Notification and/or Self Reports to NAEYC within the past 12 months. If your program has experienced any of the incidents or changes noted above, appropriate notification must be submitted immediately.

72-Hour Notification Form(s) Submitted	Dates of Self Report Form(s) Submitted
Dates Submitted:	Dates Submitted:
<input type="checkbox"/> N/A - My program has not submitted any 72-Hour Notification forms in the past 12 months.	<input type="checkbox"/> N/A - My program has not submitted any Self Report forms in the past 12 months.

Section 5: PROGRAM SCHEDULE

Program Closures

<input type="checkbox"/> My program operates 12 months/year.	OR	<input type="checkbox"/> My program operates less than 12 months/year. <ul style="list-style-type: none"> • The program begins serving children on / / • The program ends on / /
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Indicate the dates your program will be closed for the next 12 months. Begin with the current month and place an X over the dates in each month in which your program will be closed.

Month	Dates Closed	Year																																
<i>Select the current month</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		20
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Note that NAEYC will not conduct site visits on Federal Holidays, including New Year's Day, Birthday of Martin Luther King, Jr., Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day. For more information on Federal Holidays, refer to the [U.S. Office of Personnel Management](#).

Preferred Contact Person

During the six months following your Candidacy due date, the NAEYC Academy may contact your program for additional information to inform the Candidacy decision or schedule a site visit. Your program is required to respond to any correspondence from the NAEYC Academy within five business days, regardless of whether or not your program is closed for the summer or holidays. Please list the preferred contact person below:

Name:	Relationship to program:
Phone:	Email:

Section 5: PROGRAM SCHEDULE Continued

Hours of Operation

Indicate the days of the week your program operates and time of day your program opens and closes each day.

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

Days Open	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
Opening Time	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.
Closing Time	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.

Age Categories Served

Each age category served by the program must be represented in at least one group on the day of the site visit. For example, if a program serves infants and toddler/twos, the NAEYC Assessor must have the opportunity to observe at least one group containing infants and one group containing toddlers/twos on the day of the site visit.

Complete the following chart to identify the age categories served by your program and when each age category is in session.

NAEYC Defined Age Categories (Age ranges for each of the age categories overlap for program flexibility. Programs can choose the age category that applies to children whose ages fall within the overlapping portion of the age ranges.)	Age Category NOT Served	Age Category present less than 12 months	Age Category present 12 months/year
	Check ONE of the appropriate boxes for each age category:		
Infant: birth - 15 months	<input type="checkbox"/>	<input type="checkbox"/> Indicate all date ranges during which infants are NOT served:	<input type="checkbox"/>
Toddler/Two: 12 - 36 months	<input type="checkbox"/>	<input type="checkbox"/> Indicate all date ranges during which toddlers/twos are NOT served:	<input type="checkbox"/>
Preschool: 30 months - 5 years	<input type="checkbox"/>	<input type="checkbox"/> Indicate all date ranges during which preschoolers are NOT served:	<input type="checkbox"/>
Kindergarten: enrolled in a public or private kindergarten	<input type="checkbox"/>	<input type="checkbox"/> Indicate all date ranges during which kindergartners are NOT served:	<input type="checkbox"/>

NOTE: Children within all eligible groups a program serves must be reported. This includes children from groups that operate during the summer and after-school care groups.

Additional Information

Note any special circumstances regarding your program's schedule that may affect the scheduling of a site visit.

Section 6: GROUP INFORMATION**Summary of Groups**

Please report on all eligible groups your program serves. Refer to [Clarification on Groups](#) to determine how many groups your program serves and the age categories that apply to each group. Direct questions about how to report on groups within your program to 1-800-424-2460, option 3, option 1.

Age Categories	# of Part Day Groups (meet for <5 hrs)	# of Full Day Groups (meet for ≥5 hrs)	Total # of Groups
Infant Group(s)			
Toddler/Two Group(s)			
Preschool Group(s)			
Kindergarten Group(s)			
Mixed Age Group(s)			

TOTAL of all groups:

Do any children in this program speak languages other than English? No Yes – The children speak:

If yes, how much time do the children in this program typically speak a language other than English?

- all of the time
 most of the time
 sometimes
 never

Satellite Locations

Only complete this section if any of the groups are housed in a satellite location.

A program with satellite location must meet the following criteria:

1. Have no more than 2 satellite locations
2. Location is within 5 mile radius
3. The satellite location/s enroll 60 or fewer children
4. One Program Administration
5. One Budget
6. One Public Identity

Satellite Site Address 1

Street Address:		Suite/dept/floor:
City:	State:	Zip:

Satellite Site Address 2

Street Address:		Suite/dept/floor:
City:	State:	Zip:

TEACHING STAFF QUALIFICATIONS OPTION GUIDE

Use the guide below as a reference to indicate the qualifications of the [teaching staff members](#) for each group. Be sure to choose one option per teaching staff member, using the highest level of education when reporting staff qualifications for the group.

Option	Teaching Staff Member has this qualification:	Must Provide this documentation:
A	(Meets Candidacy for Assistant Teachers-Teacher Aides only – Not for Teachers.) Working on the CDA Credential issued by the Council for Professional Recognition.	<p>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</p> <ul style="list-style-type: none"> ○ copy of an application ○ copy of grade report ○ copy of transcript ○ letter from an advisor ○ CDA preparation course flyer ○ receipt of tuition payment ○ military training modules ○ course description from course catalog
B	(Meets Candidacy for Assistant Teachers/Teacher Aides only – Not for Teachers.) Working on the NAEYC-defined equivalency of the CDA Credential issued by the Council for Professional Recognition (12 Credits in ECE, CD, EIEd, or EC Spec Ed.)	<p>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</p> <ul style="list-style-type: none"> ○ copy of an application ○ copy of grade report ○ copy of transcript ○ letter from an advisor ○ CDA preparation course flyer ○ receipt of tuition payment ○ military training modules ○ course description from course catalog
C	A current Child Development Associate (CDA) Credential issued by the Council for Professional Recognition.	A copy of the CDA credential awarded by the Council for Professional Recognition. <i>Always submit the CDA (if the teaching staff member has earned it) in addition to other qualifications/credentials.</i>
D	A CDA Credential equivalent as defined by NAEYC as at least 12 college credits in ECE, CD, EIEd, or EC Spec Ed.	<ul style="list-style-type: none"> ○ a transcript documenting 12 ECE credits (<i>highlight credits</i>) OR ○ documentation from a college/university that would grant a minimum of 12 credits for a specified training program OR ○ military training modules.
E	Working on an Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<p>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</p> <ul style="list-style-type: none"> ○ copy of an application ○ copy of grade report ○ copy of transcript ○ letter from an advisor ○ CDA preparation course flyer ○ receipt of tuition payment ○ military training modules ○ course description from course catalog
F	An Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<ul style="list-style-type: none"> ○ a copy of the transcript that specifies major and reflects that the degree was earned (<i>highlight major</i>)AND/OR ○ a copy of the diploma that lists the major field of study
G	Working on the NAEYC-defined equivalency of an Associate’s or higher degree in ECE, CD, EIEd, or EC Spec Ed.	<p>“Working on” means some evidence of educational progress must be within one year of the Candidacy Due date. This can include work scheduled to begin less than 1 year following the Candidacy Due date. Acceptable documentation that is dated within one year of the Candidacy Due date includes one or more of the following:</p> <ul style="list-style-type: none"> ○ copy of an application ○ copy of grade report ○ copy of transcript ○ letter from an advisor ○ CDA preparation course flyer ○ receipt of tuition payment ○ military training modules ○ course description from course catalog
H	The equivalency to an Associate’s degree in ECE, which is defined by NAEYC as at least 60 college/university credits with at least 30 college credits in ECE, CD, EIEd, or EC Spec Ed.	Transcripts documenting (<i>highlight credits</i>): at least 60 college/university credits INCLUDING at least 30 credits in ECE, CD, EIEd, or EC Spec Ed
I	The equivalency to a Baccalaureate degree in ECE degree which is defined by NAEYC as a Baccalaureate degree in any discipline with at least 36 college credits in ECE, CD, EIEd, or EC Spec Ed	A copy of the diploma reflecting that the degree was completed AND a copy of a transcript reflecting a BA degree in any discipline, WITH at least 36 credits in ECE, CD, EIEd, or EC Spec Ed. (<i>highlight credits</i>)
J	An Associate’s or higher degree in a non-ECE related field with at least 3 years experience in an NAEYC-Accredited program.	A copy of the degree OR a transcript that reflects the degree was earned AND a resume or letter that includes the program name, location, length of employment, role constituting 3 years of experience, and note that the program was/is accredited by NAEYC during employment.
K	An Associate’s or higher degree in non-ECE related field with at least 3 years experience in a non-accredited program, and at least 30 contact hours of relevant training during the past 3 years.	A copy of the degree OR a transcript that reflects the degree was earned AND a resume or letter that includes the program name, location, length of employment, and role constituting 3 years of experience; AND documentation of 30 contact hours of relevant training from the last 3 years.

