

NAEYC ACADEMY SELF REPORT FORM

PURPOSE

- 1) ensure that currently NAEYC-accredited programs are continuing to meet the NAEYC Early Childhood Program Standards and Accreditation Criteria;
- 2) increase the accountability of the NAEYC Accreditation system for children, families, and all customers of NAEYC Accreditation;
- 3) provide NAEYC with the most up-to-date information about NAEYC-accredited programs; and
- 4) provide information to NAEYC regarding programs that are not currently NAEYC accredited, but have submitted an Application (step 2) for NAEYC Accreditation;

PROCEDURES

Self Reports are required within either **seventy two (72) hours** or **thirty (30) days** depending on the nature of the Self Report. Upon review of this information, NAEYC may require additional verification to ensure that the program is maintaining the NAEYC Standards and Criteria.

REPORT WITHIN 72 HOURS

It is the program's responsibility to inform the NAEYC Academy **within seventy two (72) hours** of any of the following violations/incidents:

- Incidents 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 due to violations (or related to licensing or other applicable regulations);
- Any violations (or incidents) that did or could have compromised the essential health or safety of any child, such as but not limited to: 1) the death of any child from any cause; 2) any serious injury to any child that required medical treatment from emergency responders, emergency room treatment, or care from the child's physician /health care provider; 3) any unusual incident or lack of supervision; or 4) any suspected physical or psychological abuse of any child.

Programs may use the Annual Report to report the above violations/incidents **ONLY** if the Annual Report is being submitted to the NAEYC Academy within this 72 hour time period. Otherwise they should use this Self Report Form.

REPORT WITHIN 30 DAYS

It is also the program's responsibility to inform the NAEYC Academy **within thirty (30) days** of program changes. It is important for the NAEYC Academy to maintain current and accurate records about accredited programs and those seeking NAEYC Accreditation. Programs must report the following programmatic changes:

- New ownership or administrator;
- Change in location or severe damage to the building and grounds;
- Addition of a new age group that was not previously served;
- Addition of a new site;
- Court order.

Programs may use the Annual Report to report the above program changes **ONLY** if the Annual Report is being submitted to the NAEYC Academy within this 30 day time period. Otherwise they should use this Self Report Form.

SUBMISSION INSTRUCTIONS

Programs may submit the Self Report form by the following methods:

Mail: NAEYC Academy – Attn: Quality Assurance
1313 L Street NW, Suite 500
Washington, DC 20005-4101

Email: qualityassurance@naeyc.org
Fax: (202) 232-1720

INSTRUCTIONS

Please read all instructions carefully and completely.

- It is important to update the program site information and the contact information.
- Report any changes that your program has experienced that have not previously been reported to NAEYC.

Note: It is the program's responsibility to carefully review the Self Report to ensure that all of the necessary sections are complete and the appropriate information is provided. Failure to report any violations/incidents may jeopardize a program's ability to formally pursue accreditation, achieve reaccreditation, and/or, maintain accreditation. Furthermore, failure to report programmatic changes within the established timeframes will result in the program being required to submit to additional verification which may include a verification visit at the program's expense. 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. NAEYC-Accredited programs receive regular communications (through e-mail and in print) from the NAEYC Academy. In addition, detailed information about the NAEYC Academy's policies and procedures is provided on the website (www.naeyc.org/academy) and/or at TORCH (www.naeyc.org/torch). Programs are strongly encouraged to provide a current email address and review the monthly Accreditation E-Update.

Programs seeking NAEYC Accreditation must follow the four steps to achieve NAEYC Accreditation. Individual staff members 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.

PROGRAM INFORMATION			
Program Name		Program ID #	
PROGRAM CONTACTS			
*These individuals are the designated contacts for relaying confidential information between your program and the NAEYC Academy			
*Primary Contact		*Secondary Contact	
Name		Name	
Title		Title	
Phone () -	Fax: () -	Phone () -	Fax: () -
Email		Email	
PRIMARY SITE			
<input type="checkbox"/> Check here if your program operates as a single-site program (if checked please skip page 4).			
Site Address	TOTAL AT THIS SITE <small>Age categories overlap for program flexibility. Count each child in only one age category.</small>	# OF CHILDREN ENROLLED	# OF GROUPS*** OF CHILDREN
Suite/Dept/Floor	Infant (birth to 15 months old)		
City	Toddler/Twos (12 to 36 month old)		
State	Preschool (30 months to 5 years old)		
County	Kindergarten (public or private)		
Phone () -	School Age**		
Email		TOTALS	
Website	** Programs accredited after September 15, 2006 are not eligible to include school-age children in their NAEYC Accreditation.		
SECURITY CLEARANCE			
Is a security clearance required upon entry to the program? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If a security clearance must be given prior to an announced or unannounced visit, please provide the name and contact number for the proper authority outside of your program.			
Name		Relationship to Program	
E-mail Address		Phone Number () -	
***Groups are defined as children who are assigned for most of the day to a specific teacher or team or teaching staff and who occupy an individual classroom or well-defined space. If children from different groups do intermingle within a larger room or area for more than two hours, if the composition of the original group of children changes by more than 50 percent, or if both occur, then this intermingled group is considered a separate group.			

MULTI-SITE PROGRAMS

This section is for programs that are currently NAEYC Accredited or pursuing NAEYC accreditation as a multi-site program. To add one or two sites, see page 7, *Addition of Site(s)*

Site # 2 Name		If your program has more than one site, please provide the distance between sites Distance from Site 1: mile(s) Distance from site 3: mile(s)		
Site Address		TOTAL AT THIS SITE Age categories overlap for program flexibility. Count each child in only one age category.	# OF CHILDREN ENROLLED	# OF GROUPS OF CHILDREN
Suite/Dept/Floor		Infant (birth to 15 months old)		
City		Toddler/Twos (12 to 36 month old)		
State	Zip -	Preschool (30 months to 5 years old)		
County	Country	Kindergarten (public or private)		
Phone () -	Fax () -	School Age**		
Email		TOTALS		
Website		** Programs accredited after September 15, 2006 are not eligible to include school-age children in their NAEYC Accreditation.		
My program would like to add site #3 at this time and be invoiced \$100 for the addition of this site <input type="checkbox"/> YES <input type="checkbox"/> NO If the additional site is currently NAEYC Accredited, please enter the Program ID #				
Site # 3 Name		If your program has more than one site, please provide the distance between sites Distance from Site 1: mile(s) Distance from site 2: mile(s)		
Site Address		TOTAL AT THIS SITE Age categories overlap for program flexibility. Count each child in only one age category.	# OF CHILDREN ENROLLED	# OF GROUPS OF CHILDREN
Suite/Dept/Floor		Infant (birth to 15 months old)		
City		Toddler/Twos (12 to 36 month old)		
State	Zip -	Preschool (30 months to 5 years old)		
County	Country	Kindergarten (public or private)		
Phone () -	Fax () -	School Age**		
Email		TOTALS		
Website		** Programs accredited after September 15, 2006 are not eligible to include school-age children in their NAEYC Accreditation.		

INCIDENTS/VIOLATIONS: Must be reported within 72 hours

My program had a licensing/regulatory inspection visit in the last 72 hours that resulted in **violations with state regulations**.

YES NO Not Applicable

Within the past 72 hours, has your program received any notice of suspension, revocation, probation, or other change in licensing/regulation status due to violations related to licensing or other applicable regulations? (If your program's licensing/regulation status is anything other than full compliance, you must answer this question.)

YES NO Not Applicable

If Yes, date of change (MM/DD/YYYY)

If you have answered yes to either of the above questions, please submit a copy of the full licensing report(s) from the licensing/regulatory body, descriptions of the program plan for follow-up, and program policies or procedures related to the incident. Also, include a diagram of the incident, if applicable (for example, if pertaining to supervision, include map of space in which child was unsupervised).

Within the last 72 hours, has your program experienced any violations (or incidents) that did or could have compromised the essential health or safety of any child, such as but not limited to: the death of any child from any cause; any serious injury to any child that required medical treatment; any unusual incident or lack of supervision; or any suspected physical or psychological abuse of any child?

YES NO

If yes, please attach comments, documentation of the incident, descriptions of the program plan for follow-up, and program policies or procedures related to the incident.

Please see the Required Criteria Policy at www.naeyc.org/academy for more information.

INCIDENTS/VIOLATIONS: Must be reported within 72 hours

NAEYC-Accredited programs must continue to meet the NAEYC Program Standards and Accreditation Criteria throughout the program's term of accreditation. Failure to meet the NAEYC Program Standards and Accreditation Criteria is grounds for revocation of accreditation. For more details on the NAEYC Required Criteria policy and the Scope and Severity Screen, visit www.naeyc.org/academy. Please answer "yes" if any incidents or violations have occurred in your program that relate to the following required criteria. Comments must be provided for each criterion for which there was a related incident or violation.

Required Criterion		Incident/Violation	Comments
Example	5.A.03	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	We currently do not meet this criterion but a pediatric first aid and CPR training for new staff members is scheduled for two weeks from today. After the training is complete, all staff members will be trained and this criterion will be met at all times.
	1.B.09: No use of physical punishment or other forms of physical or psychological abuse or coercion.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	3.C.02 (Infant/Toddler/Two): Teaching staff supervise infants and toddlers/twos by sight and sound at all times.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Age Applicable	
	3.C.04 (Preschool/Kindergarten): Teaching staff supervise children primarily by sight. Supervision for short intervals by sound is permissible, as long as the teachers check frequently on children who are out of sight (e.g., those who can use the toilet independently, who are in a library area, or who are napping; preschool and kindergartners).	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Age Applicable	
	5.A.12: Infants placed to sleep on their backs unless otherwise ordered by a physician.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Age Applicable	

SELF REPORTING PROGRAMMATIC CHANGES and UPDATES continued

CHANGE IN OWNER/VENDOR: Must be reported within 30 days

Check here for change of owner/vendor Date of change
MM/DD/YYYY

Name of new owner/vendor

Name of previous owner

Have the families and staff been notified of this change? YES NO

Is the new owner/vendor aware of and does he/she understand the NAEYC Accreditation criteria, policies, and procedures, including updates that have been posted on www.naeyc.org/academy or has he/she delegated this responsibility to a member of the program staff in a leadership role? YES NO

CHANGE IN PROGRAM ADMINISTRATOR: Must be reported within 30 days

Check here for change of administrator Start date at this site
MM/DD/YYYY

Name of administrator

Years of Experience in Administration/Management

Select one of the following four (4) options as it best relates to the administrators qualifications.
The administrator (please see criterion 10.A.02 for further clarification concerning the administrator qualifications):

A. Has at least a baccalaureate degree with 24 college credits in ECE and nine (9) college credits in administration, leadership, or management.

B. Meets the alternative pathway—must document a total of 100 points across three (3) categories: education, administrator experience and relevant training or credentials. Visit TORCH (www.naeyc.org/torch) to view the table on Alternative Pathways for Program Administrators.

C. Has a plan in place to acquire a baccalaureate degree with 24 credits in ECE and nine (9) credits in administration, leadership, or management within five (5) years. Please provide comments below indicating what progress (if any) has been made towards the completion of this plan.

D. Does not meet the qualifications described in A, B, or C. Describe the plans if any, in place toward meeting A, B, or C listed above.

Use this space to provide comments

CHANGE OF LOCATION: Must be reported within 30 days

Check here for change of location

Please include a copy of the floor plan (including measurements) of any areas that changed in the past 30 days, including outdoor play area. Also, provide a copy of your license (if applicable) and documentation certifying that the new location/facility meets fire, sanitation and building inspection requirements.

Describe the change that occurred and the reason for the change in location.

SELF REPORTING PROGRAMMATIC CHANGES and UPDATES continued

CHANGE OF PHYSICAL FACILITY: Must be reported within 30 days

Check here for changes to the physical facility or severe damage to building and grounds (i.e. removed walls, added walls, bathrooms, rebuilt playground, etc.)

Please include a copy of the floor plan (including measurements) of any areas that changed in the past 30 days, including outdoor play area. Also, provide a copy of your license (if applicable) and documentation certifying the new facility meets fire, sanitation and building inspection requirements.

Describe the change that occurred and the reason for the change to the physical facility.

LEGAL ACTION/COURT ORDER: Must be reported within 30 days

Check here if any legal action/court order was taken against the program.

(1) What does the court order or legal action concern?

(2) What is the current status of the legal action and anticipated date of conclusion?

ADDITION OF A NEW AGE GROUP NOT PREVIOUSLY SERVED: Must be reported within 30 days

Check here for any newly added age group(s) not previously served by the program.

Has the program previously served this age group? YES NO If yes, list the date the age group was last served: MM / DD / YYYY

Please indicate the new age group served: Infants Toddlers Preschoolers Kindergarten School-Age

How many children?

How many groups?

Use the charts below to indicate the teaching staff qualifications for the new age group. **New Age Group Teachers Qualifications** (refer to page 8 for option descriptions)

Option	A	B	C	D	E	F	G	H	I	J	K	None
Total #												

New Age Group Assistant Teachers-Teacher Aides Qualifications (refer to page 8 for option descriptions)

Option	A	B	C	D	E	F	G	H	I	J	K	None
Total #												

SELF REPORTING PROGRAMMATIC CHANGES and UPDATES continued				
ADDITION OF SITE(S) : Must be reported within 30 days				
Programs accredited as a single site will be invoiced \$100 for the addition of one (1) site and \$200 for the addition of two (2) sites				
Types of programs eligible for multi-site: 1) Currently accredited programs and 2) New programs (that did not previously exist and are an expansion of the original site)				
Multi-Site Eligibility requirements: 1) Each site has the same administration, budget, and public identity; 2) Sites are located within five (5) miles of each other 3) Site 2 and site 3 serve 60 or fewer children.				
My program would like to add site# 2 at this time and be invoiced \$100 for the addition of this site <input type="checkbox"/> YES <input type="checkbox"/> NO If the additional site is currently NAEYC Accredited, please enter the Program ID #				
Site # 2 Name		If your program has more than one site, please provide the distance between sites Distance from Site 1: mile(s) Distance from site 3: mile(s)		
Site Address		TOTAL AT THIS SITE Age categories overlap for program flexibility. Count each child in only one age category.	# OF CHILDREN ENROLLED	# OF GROUPS OF CHILDREN
Suite/Dept/Floor		Infant (birth to 15 months old)		
City		Toddler/Twos (12 to 36 month old)		
State	Zip -	Preschool (30 months to 5 years old)		
County	Country	Kindergarten (public or private)		
Phone () -	Fax () -	School Age**		
Email		TOTALS		
Website		** Programs accredited after September 15, 2006 are not eligible to include school-age children in their NAEYC Accreditation.		
My program would like to add site #3 at this time and be invoiced \$100 for the addition of this site <input type="checkbox"/> YES <input type="checkbox"/> NO If the additional site is currently NAEYC Accredited, please enter the Program ID #				
Site # 3 Name		If your program has more than one site, please provide the distance between sites Distance from Site 1: mile(s) Distance from site 2: mile(s)		
Site Address		TOTAL AT THIS SITE Age categories overlap for program flexibility. Count each child in only one age category.	# OF CHILDREN ENROLLED	# OF GROUPS OF CHILDREN
Suite/Dept/Floor		Infant (birth to 15 months old)		
City		Toddler/Twos (12 to 36 month old)		
State	Zip -	Preschool (30 months to 5 years old)		
County	Country	Kindergarten (public or private)		
Phone () -	Fax () -	School Age**		
Email		TOTALS		
Website		** Programs accredited after September 15, 2006 are not eligible to include school-age children in their NAEYC Accreditation.		

QUALIFICATIONS OPTION GUIDE

Option Reference Guide for TEACHING STAFF QUALIFICATIONS

Use the guide below as a reference if your program has added a new age group not previously served to indicate the qualifications of the staff members working with the new age group(s). Indicate the total number of Teachers and/or Assistant Teachers-Teacher Aides for each option as it relates to their qualifications on page 6. Be sure to choose one option per teaching staff member, using the highest level of education when reporting staff qualifications for the new age group. For example, if a teacher has a CDA Credential and is working on an Associate's degree in ECE, then choose option E.

- Option A.** (Meets Candidacy for Assistant Teachers-Teacher Aides only – Not for Teachers.) Working on the CDA Credential issued by the Council for Professional Recognition.
- Option 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.)
- Option C.** A current Child Development Associate (CDA) Credential issued by the Council for Professional Recognition.
- Option D.** A CDA Credential equivalent as defined by NAEYC as at least 12 college credits in ECE, CD, EIEd, or EC Spec Ed.
- Option E.** Working on an Associate's or higher degree in ECE, CD, EIEd, or EC Spec Ed.
- Option F.** An Associate's or higher degree in ECE, CD, EIEd, or EC Spec Ed.
- Option G.** Working on the NAEYC-defined equivalency of an Associate's or higher degree in ECE, CD, EIEd, or EC Spec Ed.
- Option 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.
- Option 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 .
- Option J.** An Associate's or higher degree in a non-ECE related field with at least 3 years experience in an NAEYC-Accredited program.
- Option 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.

EXAMPLE: A program consisting of 5 Teachers and 5 Teacher Assistants-Teacher Aides with the following qualifications:

(For Teachers: 2 Baccalaureate in ECE; 1 Baccalaureate in EIEd; 1 Associate's in EC Spec Ed; and 1 CDA)

(For Teacher Assistants-Teacher Aides: 1 Associate's in ECE; 2 CDA's; 2 high school)

Use the charts below to indicate the teaching staff qualifications for the new age group.

New Age Group Teachers Qualifications (refer to page 5 for option descriptions)

Option	A	B	C	D	E	F	G	H	I	J	K	None
Total #			1			4						

New Age Group Assistant Teachers/Aides Qualifications (refer to page 5 for option descriptions)

Option	A	B	C	D	E	F	G	H	I	J	K	None
Total #			2			1						2

Note: Teaching staff refers to all members of the teaching team, including all Teachers or Assistant Teachers/Aides. Employees such as cafeteria, cleaning staff, bus drivers, ancillary professionals and other adults should not be included as teaching staff.

SIGNATURE AND NEXT STEPS	
SIGNATURE	
<p>By signing this Self Report, I verify the following:</p> <ul style="list-style-type: none"> • The information submitted in the Self Report is accurate and I have reported all incidents/violations and programmatic changes that have occurred within the appropriate time frame (see page 1 for specific time frames). • If applicable, I have included the following additional documentation: <ul style="list-style-type: none"> ○ related documentation and/or licensing/regulatory reports for any incidents and/or licensing/regulatory violations (reported on pages 8-9). ○ supporting documentation for a change in location and/or physical facility (floor plan, fire, building, and sanitation inspections). 	
Signature	
Full name	
Title	MM / DD / YYYY
<p>When the Self Report is complete, the administrator should identify an individual who is knowledgeable about the program to read the Self Report and verify its accuracy. That person could be an assistant administrator, lead teacher, board member or chair, parent, or other individual who is familiar with the daily operation of the program. Please identify an appropriate person within your program to verify that the attached Self Report is true, accurate, and complete. That individual should read the Self Report and certify its accuracy by signing below:</p> <p>I have read the attached Self Report and verify that it is true, accurate, and complete to the best of my knowledge.</p>	
Signature of person verifying accuracy	
Full name of person verifying accuracy	
Relationship to program	MM / DD / YYYY