

Accreditation+ Renewal Guide

Eligibility to Begin Renewal

Programs may begin the renewal process one year prior to their Valid Until Date (VUD), provided that:

- ✓ The fourth annual report has been submitted, and
- ✓ The annual fee has been paid.

At this point, the option to begin the renewal application will appear in the Early Learning Hub, under the Quality Journey widget.

Note: Programs that prefer not to renew at Accreditation+ should contact the NAEYC Support Team to request a change of status.

Application Availability

The renewal application remains open for a six-month window (from 12 months prior to the VUD until 6 months prior to the VUD).

Programs are strongly encouraged to begin the renewal application early in this window.

Programs should utilize the [Self-Assessment Tools](#) for preparation. These tools contain the assessment items included in the application, along with the related guidance to help programs prepare evidence and narrative responses.

Submission and Review

Once the application is submitted, it will be reviewed and scored.

If the application meets requirements, the program will be invoiced for the Accreditation+ Site Visit Fee.

Upon payment, a six-month window will be set for the site visit.

Timing Considerations

Programs that wait until the end of the six-month renewal window to submit may be close to their VUD.

In such cases, applications will be prioritized in order of receipt, and efforts will be made to ensure a final decision is reached by the VUD.

If necessary, VUDs may be extended month-by-month to allow sufficient time for the site visit and decision.

Overall Renewal Process Flow

1. Renewal application available (1 year prior to VUD)
2. Application submitted (6 months prior to VUD)
3. Assessment and scoring completed
4. Program notified of results
5. Site Visit record created; invoice issued
6. Program pays Site Visit Fee
7. Site Visit completed
8. Site Visit scored
9. Decision issued within 45 days of the visit
10. Final application fee paid; new 5-year accreditation term begins

Payment Consideration

There are two separate payments required during the renewal process:

1. The Site Visit Fee (after a successful decision on the application)
2. The final application fee which is the annual fee for the first year of the new 5-year term (after the site visit decision)