

About Required Item 10B.16 and the *License Exempt Acknowledgement Form*

A requirement to achieve and maintain NAEYC Early Learning Program Accreditation is that programs must show they are:

- *licensed* by their state child care/early education licensing body, OR
- *regulated* by some other public agency such as Department of Defense, Board of Education; or Head Start; OR
- Exempt from licensing or regulatory oversight but *voluntarily in compliance* with applicable licensing regulations.

This requirement is assessed by Required Item 10B.16 during a site visit. The assessor rates documentary evidence for 10B.16 in the Program Portfolio.

“Good Standing”: Licensed or regulated programs must also demonstrate they are in “*good standing*” with the applicable public regulatory system in their location. A program is considered to be in good standing if they present a fully valid and current license or regulatory certification on the day of their site visit. If the program’s license is expired, temporary, probationary, provisional or suspended on the day of the visit, it will not be considered in good standing unless the program can document that the status is due only to an administrative delay, and is not the result of a citation or ongoing investigation for abuse, neglect, or lack of supervision.

Examples of acceptable licensing/regulatory evidence in the Program Portfolio:

- Full and current license or regulatory certificate.
 - “Current” means not expired.
 - “Full” means the license does not include the words “temporary”, “provisional”, “probationary”, or suspended”.
- A web link to state public licensing reports of current program status.
- If license is expired, temporary, or some other than full status, evidence must also include correspondence from the licensing or regulatory body indicating the program’s licensing has been administratively extended and is not due to cause.
- For programs that are exempt from licensure or regulation, a signed NAEYC *License-Exempt Acknowledgement Form*.

If your program is not licensed or regulated, the *License Exempt Acknowledgement Form* documents your program’s voluntary compliance with your state or local licensing requirements, local fire and health inspections, and criminal background check requirements.

A blank copy of the *License Exempt Acknowledgement Form* is included in this information packet. If applicable to your program, ensure that a completed copy of this form is provided in your Program Portfolio and available upon request during a Random Visit or Verification Visit.

If you have any questions or concerns about your program’s licensing status please contact your licensing or regulatory authority. Questions about how your licensing/regulatory documentation will be assessed on your site visit can be directed to Program Support at 800-424-2460, Option 3.