

# NAEYC Site Visit Postponement Form

## PURPOSE

A program that is currently serving children and has received notification of a 15-day window in which the site visit will occur, may postpone the scheduling of a site visit for up to one calendar month. Programs postponing the site visit will be assessed a fee of \$1,650. If the scheduling of a site visit is postponed, the program's accreditation status may expire and NAEYC is no longer bound to provide a site visit within six months of the Candidacy or Renewal Materials deadline.

If your program wishes to cancel the site visit and withdraw from the Accreditation or Renewal Process at this time, please submit the [Withdrawal Form](#).



If your program has experienced an operational disruption while a site visit is being scheduled, please submit the [72-Hour Notification Form](#). If a program appropriately notifies NAEYC of an operational disruption, NAEYC will stop scheduling the site visit at no cost to the program.



## 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#:

### Program Address

Street Address:

Suite/dept/floor:

City:

State:

Zip:

County:

Country:

Phone:

Fax:

Email:

Website:

## SITE VISIT POSTPONEMENT

- My program wishes to postpone the site visit and understands the following:
- The one-month postponement begins immediately after the 15-day window and lasts for one calendar month.
  - Postponement of the site visit may cause my program's accreditation status to expire.
  - After a program postpones a site visit, NAEYC is no longer bound to provide a site visit within six months of the Candidacy or Renewal Materials deadline.
  - A site visit postponement fee of \$1,650 will be assessed.
  - A site visit may be postponed only once per Candidacy or Renewal Materials cycle.

## Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title





## NAEYC Site Visit Postponement Form

### **PAYMENT INFORMATION Continued**

#### **International Wire Transfer**

International Wire Transfer Number:

Name on International Wire Transfer:

I acknowledge that a \$20 fee is included with the payment for processing.

Signature:

#### **NAEYC Information for Transfer:**

Account Number: 2000013841458

Routing Number: 121000248

Swift Code: WFBIUS6S

### **SUBMISSION INSTRUCTIONS**

**Email:** [Qualityassurance@naeyc.org](mailto:Qualityassurance@naeyc.org)

**Fax:** (202) 232-1720

*NAEYC accepts the fax date or e-mail sent date as the submission date. NAEYC recommends that programs save a copy of the fax confirmation page or automated e-mail reply as confirmation of receipt of all forms faxed or emailed to NAEYC.*

*Copy this form for your program's records before submission. NAEYC will not return this form to the program.*