

NAEYC Accreditation of Early Learning Programs

NAEYC.org/academy

Accreditation Timeline Checklist

Below is a checklist to assist you with moving through the accreditation process. You can now move through the accreditation process at a pace that is right for you. You can advance anytime within the timeframe allotted for each step.

| Overall Status | Tasks to Complete with Your Team in Your Program | Tasks to Advance in the Portal | Persons Leading Task | Completed |
|--|--|--|-------------------------|-----------|
| Interested in Accreditation | Conduct an overview of NAEYC Early Learning Program Accreditation. | Create a new account in the Accreditation Portal. | | |
| | | Register for a free Program ID using the Self-Report Form. | | |
| Registered | Review the benefits and the accreditation process. | Add details to your Program Profile. | | |
| | Discuss the process with key stakeholders and families. | Complete each task in the enrollment checklist. | | |
| | | Submit enrollment. | | |
| | Self-Study | Enrollment | Persons Leading Task | Completed |
| Enrolled | Gain an understanding of the most current NAEYC Standards and Assessment Items. | Update program information in each profile as necessary (e.g., staff changes). | | |
| Stage 1 You have up to 12 months to move to the next stage. | Engage staff in a Self-Study process. | Complete each task in the application checklist. | | |
| | Evaluate how well your current practices align with NAEYC-recommended practices. | Submit application. | | |
| | Self-Assessment | Application | Persons Leading Task | Completed |
| Applicant Stage 2 You have up to 12 months to move to the next stage. | Create and organize portfolios**, per our portfolio tools • Self-assess classroom and program environments, per our observation tools. Make necessary changes and improvements. | Update profiles as necessary Complete each task in the candidacy checklist. • Submit candidacy. | | |
| the new stages | Candidate for a Site Visit | Candidacy | Persons Leading Task | Completed |
| Candidate | Swap portfolios with staff for quality check. | Complete each task in the site visit checklist. | | |
| Stage 3 Your site visit can occur anytime within six months. | Make final improvements to portfolio evidence. Conduct mock observations using self-assessment tools. | Enter site visit exclusion dates when notified by the assessor. | | |
| | Review program information with your assigned assessor when they call. | | | |
| | Review site visits information resources. | | | |



| | Maintaining Accreditation | Accredited | Persons Leading Task | Completed |
|---|---|---|-------------------------|-----------|
| Accredited Stage 4 Accreditation term is five years. | Use your Accreditation Decision Report to guide a continuous quality improvement plan. Receive and read Program News, NAEYC Program Accreditation's monthly newsletter, to keep informed of changes to accreditation content and process throughout your 5-year term of accreditation. Continuously engage in the Self-Study process. After the 3 rd -year Annual Report submission, review and update your evidence. Prepare for your renewal site visit. After the 4 th -year Annual Report submission, expect your renewal site visit within the next 0-6 months. | Update profiles as changes occur. Complete the annual report checklist each year and the 5 th -year payment in year 5 of accreditation. Report any incidents that occur within 72 hours. Use the self-report form to update any contact changes | Task | |
| | Be prepared to pay your 5th Annual Accreditation fee; accreditation terms are five years long. | | | |

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