

## Appeal Process Things to Know

The Council for NAEYC Accreditation of Early Learning Programs provides a formal appeal process for programs that receive an accreditation deferred decision. Here are a few things to know if you decide to submit an appeal for your program.

- The [Decision Appeals Policy](#) governs the appeal process.
- The Appeals Committee is a subset of the [Council for NAEYC Accreditation of Early Learning Programs](#)
- The appeal must be submitted within 30 days of the date of your accreditation decision report.
- Your appeal letter can be up to five pages.
- NAEYC will provide the Council with the assessor's site visit materials, such as the schedule and Forms document, with your appeal letter, so do not submit visit materials as part of the appeal's 5 pages.
- Your appeal must include information to show that an error was made by NAEYC or the NAEYC assessor, AND that the error was substantial, AND the error was relevant to your adverse decision outcomes (specific standards, classes or required items that did not meet the pass threshold) .

Be specific in stating your position about what error occurred and why. Provide supporting documentation.

\*Providing documentation (ex. Portfolio evidence or pictures) and stating it meets the assessment items that were missed is not evidence of an error by NAEYC or the NAEYC assessor. The site visit is a point-in-time assessment of your program and the assessor has been trained to reliably rate the assessment items.

- To better understand the process and procedures for a site visit, please review the [NAEYC Accreditation Site Visit Protocol](#), available on our website.
- After the Appeals Committee reviews the appeal and makes a determination their decision is final.
- Contact Quality Assurance if you have questions about the appeal process

1-800-424-2460, option 3 | Email: [qualityassurance@naeyc.org](mailto:qualityassurance@naeyc.org)

- Contact Program Support with any questions about assessment item clarification, how to read your decision report, and assistance in accessing the portal or uploading your appeal.\*

1-800-424-2460, option 3 | Email: [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)

*\* Program Support staff cannot comment on or discuss the documentation provided the day of the visit. The consultation will focus on providing clarification for assessment items.*