

## Decision Appeals Policy

*Approved by Council for NAEYC Accreditation: April 25, 2018*

*Effective Date: July 1, 2018*

***SEE BELOW for a revision to this policy taking effect on April 15, 2021. The policy revision is applicable to all decisions received on or after April 15, 2021.***

The Council for NAEYC Accreditation of Early Learning Programs provides a formal appeal process for programs that receive an accreditation deferred decision. The program must submit its intention to appeal within 30 days of the receipt of the deferred decision. During the appeal process, there is no change in the program's public accreditation status.

Appeals are made to the Quality Assurance Committee of the Council for NAEYC Accreditation of Early Learning Programs. The Quality Assurance Committee reviews appeals that meet the established procedures. The appeal must show that NAEYC or the NAEYC assessor;

- did not follow its established policies and/or procedures; and/or
- made a substantive error, such as a factual error, mistake, or misinterpretation; and
- that the NAEYC error or NAEYC's failure to follow its established policies and/or procedures affected the outcome of the program's accreditation decision.

Additionally:

The appeal letter must consist of a detailed description of the policy/procedural error(s) and/or substantive error(s) that affected the outcome of the program's accreditation decision.

- The appeal letter can be no more than five pages in length; information beyond that fifth page will not be considered.
- The appeal letter may not include new information related to unmet assessment items.
- The appeal letter, along with relevant information from NAEYC, will be provided to the Quality Assurance Committee for review
- The appeal decision will be provided within 60 days from the submission of the intent to appeal.
- The appeal decision rendered by the Quality Assurance Committee of the Council for NAEYC Accreditation of Early Learning Programs is final.
- If the original accreditation decision of deferred is upheld, the program may pursue NAEYC Accreditation by submitting a new application and applicable fees.

All correspondence should be sent to [qualityassurance@naeyc.org](mailto:qualityassurance@naeyc.org); attention "NAEYC / Quality Assurance Appeals".

Once the formal appeal is received, NAEYC will verify the documents for completeness and may ask for additional documentation, if necessary. When the documents are complete NAEYC will acknowledge receipt of the appeal.

## Decision Appeals Policy - Revised

**Approved by Council for NAEYC Accreditation: February 1, 2021    Effective Date: April 15, 2021**

**Changes shown in red. This revision is applicable to decisions received by a program on or after April 15, 2021.**

The Council for NAEYC Accreditation of Early Learning Programs provides a formal appeal process for programs that receive an accreditation deferred decision. **The program must submit its appeal within 30 days of the receipt of the deferred decision.** During the appeal process, there is no change in the program's public accreditation status.

Appeals are made to the Quality Assurance Committee of the Council for NAEYC Accreditation of Early Learning Programs. The Quality Assurance Committee reviews appeals that meet the established procedures. The appeal must show that NAEYC or the NAEYC assessor;

- did not follow its established policies and/or procedures; and/or
- **made a substantive error, such as a factual error or mistake;** and
- that the NAEYC error or NAEYC's failure to follow its established policies and/or procedures affected the outcome of the program's accreditation decision.

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The appeal letter must consist of a detailed description of the policy/procedural error(s) and/or substantive error(s) that affected the outcome of the program's accreditation decision.

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- The appeal letter may not include new information related to unmet assessment items.
- The appeal letter, along with relevant information from NAEYC, will be provided to the Quality Assurance Committee for review
- The appeal decision will be provided **within 60 days from the appeal due date deadline.**
- The appeal decision rendered by the Quality Assurance Committee of the Council for NAEYC Accreditation of Early Learning Programs is final.
- If the original accreditation decision of deferred is upheld, the program may pursue NAEYC Accreditation by submitting a new application and applicable fees.

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Once the formal appeal is received, NAEYC will verify the documents for completeness and may ask for additional documentation, if necessary. When the documents are complete NAEYC will acknowledge receipt of the appeal.