

Maintaining Your NAEYC Accreditation

Throughout the 5-year term of your NAEYC accreditation, there are a number of requirements for maintaining accreditation. These provide NAEYC with up-to-date program information, ensure programs continue to meet NAEYC standards, and increase the accountability of the accreditation system.

1. **Annual Reports** are due on the 1st, 2nd, 3rd, and 4th anniversaries of a program's accreditation. They are made through the portal.
2. **Annual Fees** are due in each of the 5 years of accreditation, on your anniversary date. Annual fees should be submitted through the portal when you file your annual report in years 1-4, and in the 5th year when applying for renewal.
3. **Keep program information updated.** You can enter many changes yourself through the portal; see this link for details. Changes in your contacts, disruptions of operation, and notifications of withdrawal must be reported within 30 days using forms found on our website.



4. **Maintain compliance** with NAEYC’s few, but important required practices. Within 72 hours of the occurrence any possible non-compliance (such as lapses in child supervision, child abuse or neglect, child death, or license suspensions), a 72-Hour Notification is required. This form can be filed through the portal by selecting the “72 Hour Notification” tab on your Program Dashboard. NAEYC Quality Assurance staff will contact you to follow up. See the related policy on our website.
5. **Respond to complaints.** NAEYC staff may ask you to respond to credible complaints we receive about your program.
6. **Respond to verification requests** that NAEYC staff may make in relation to 72-hour Notifications, credible complaints, and major self-reported program changes. To verify continued practices, NAEYC may request documentation, or may require an additional verification site visit during the term of your accreditation.
7. **Submit to a random visit.** Unannounced observational visits to a subset of randomly selected programs are crucial to ensuring the credibility of the accreditation system. If your program is selected for a random visit, you must allow the visit to occur (if pandemic conditions permit) and meet visit scoring standards in order to remain accredited.
8. **Visit our website** for more information and details on new policies and procedures, and announcements related to your NAEYC Accreditation.
9. **Renew your accreditation!** Begin to reexamine and update your evidence and practices when you submit Annual Report 3. Prepare for a renewal site visit when you submit Annual Report 4.

Our NAEYC team is here to help you! Contact a team member by emailing us at accreditation.information@naeyc.org or calling us at **1-800-424-2460**, option 3.

