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| Annual Report Template |
| Accredited and Accredited+ programs are required to submit annual reports, due on the first, second, third, and fourth anniversaries of a program’s accreditation. Annual reports are available within the Early Learning Hub two months ahead of the annual report due date. Programs will be charged a late fee if the report is not submitted by the due date. The report will no longer be available to the program 90 days after the due date.  After submitting their annual reports, programs will be required to pay the annual fee. If the annual fee is not paid within 90 days of the annual report due date, the program will be regressed to “Registered” status.  **NOTE – The Annual Report cannot be saved once it has been started by the program, so ensure your responses are prepared and ready to add to the report when ready to submit.**  **This template can be used to prepare responses for the Annual Report submission.**  For support or questions, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org) or call (800) 424-2460. |

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| **Annual Report Questions** |  |
| **Question** | **Type / Values** |
| Program ID | Number |
|  |  |
| Are the program's enrollment, classes, sites, and staff up to date? | Drop-down |
|  | * Yes * No |
| Is the program or provider's license in good standing? | Drop-down |
|  | * Yes * No * Not Applicable |
| Have you submitted the 72-hour report regarding your license status? | Drop-down |
|  | * Yes * No |
| How has the program improved on at least 2 Application (Document-based) assessment items? | Open ended text |
|  |  |
| How has the program improved on at least 2 Observation-based assessment items? | Open ended text |
|  |  |
| In what ways has the program enhanced engagement with families in the last year? | Open ended text |
|  |  |
| What accomplishment are you most proud of in the past year? | Open ended text |
|  |  |
| What were the biggest challenges the program faced in the last year? | Multi picklist |
|  | * Community relationships * Business operations * Enrollment * Family relationships * Funding * Hiring * Licensing * Morale * Staff turnover * No challenges * Other |
| Please describe the biggest challenge of running the program in the last year. | Open ended text |
|  |  |
| What professional development topics are most valuable to your staff? | Multi picklist |
|  | * Child Development * Children with Disabilities and/or Early Intervention * Curriculum Areas * Curriculum Theories and Approaches * Diversity, Equity, Inclusion, and Belonging * Emergent Bilingual/Multilingual learners * Family Engagement * Guidance and/or Classroom Management * Health and Safety * Learning Environments * Observation and Assessment * Program Administration * Teaching and Instructional Practices * Other |
| Please describe other professional development topics that would be valuable. | Open ended text |
|  |  |
| What resources/assistance has the program utilized in the past year? | Multi picklist |
|  | * Accreditation Facilitation Project (AFP) * Consultant/coach * Licensing agency * NAEYC Hello! Platform * NAEYC local affiliate * NAEYC membership * NAEYC professional learning/development * NAEYC publications * State/Regional QRIS system * Professional association (other than NAEYC) * Resource and referral agencies * None of the above * Other |
| Please describe the other resources that the program utilized. | Open ended text |
|  |  |
| Is there anything else that you would like to tell us about your program? | Open ended text |
|  |  |