

## License-Exempt Acknowledgment Form

I acknowledge that \_\_\_\_\_ (the "Program") on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is exempt from licensing and regulation requirements for early childhood care and education programs in the state of \_\_\_\_\_, and is not currently licensed or regulated.

I acknowledge compliance with the following:

- The Program's administrator has reviewed the state's licensing requirements.
- The board chair, president or owner of the Program has reviewed the state's licensing requirements.
- The Program is voluntarily in compliance with the state's licensing requirements.
- Upon registration of children in the Program, my program provides families with a copy of the state's licensing requirements, informs families that the Program is license-exempt, and informs families that the Program is voluntarily in compliance with the state's licensing requirements.
- The Program has documentation of fire and health inspections.
- The Program has completed a criminal background check on all staff and has complied with state and federal law concerning background checks. In addition, the Program employs no individual convicted of a crime involving sexual abuse or child abuse or neglect in compliance with the Program's local, state and federal laws.

If I qualify as being licensed-exempt I acknowledge and understand that it is my responsibility to maintain evidence documenting full compliance with the statements above for the Program to be in compliance with NAEYC Required Criterion 10.B.04. If granted accreditation, I acknowledge and understand that it is the Program's responsibility to remain in full compliance with NAEYC Required Criterion 10.B.04, and to maintain evidence documenting full compliance if applicable. It is also the Program's responsibility to report to the NAEYC Accreditation of Early Learning Programs any failure to meet this required criterion throughout any term of accreditation. I understand that failure to meet this required criterion throughout any term of accreditation will result in the revocation of the Program's NAEYC Accreditation. I further understand that if accreditation is revoked, the Program is no longer in compliance with NAEYC's accreditation policies and procedures and must immediately terminate all use of the NAEYC name, logo, and trademarks, and promptly remove all references to NAEYC and NAEYC accreditation from Program materials and websites.

The Program shall indemnify, defend and hold harmless, and hereby releases and discharges, NAEYC, its affiliates, directors, officers, members, and their respective agents and employees from and against any and all claims, liabilities, demands, suits, costs, expenses (including attorney's fees) and judgments of whatever nature and description which may result from or are in any way related to this refusal and/or revocation of the Program's accreditation.

I hereby represent to NAEYC that I am a duly authorized representative of the Program and have full right to make this Acknowledgment. I have read carefully this License-Exempt Acknowledgment Form and am signing voluntarily, intending to be legally bound.

\_\_\_\_\_  
*Name of authorized administrator (please write)*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Signature of authorized administrator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Program Name*

\_\_\_\_\_  
*NAEYC Program ID Number*

If this acknowledgment form cannot be collected or executed digitally on the day of the visit, the form and related documentation may be emailed with an electronic signature to NAEYC within five business days to [requiredcriteria@naeyc.org](mailto:requiredcriteria@naeyc.org) with a subject line of "License-Exempt Acknowledgment Form". Be sure to include your Program ID number within this form. We look forward to receiving your documentation and completing the processing of the visit data in preparation for an accreditation decision.

If you have any questions after reviewing this acknowledgment form, you may contact NAEYC at 800-424-2460 or send an email to: [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org).