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Recognizing Excellence.

PO Box 2948
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Merrifield, VA 22116
1-855-806-3272 fax



NECPA Annual Renewal Report Form

The purpose of this form is to update the NECPA Commission of any changes, updates and staff training for the past accreditation year in order to maintain NECPA Accreditation.

Instructions for completing your Annual Renewal Report:

- **Annual renewal reports are due within 30 days of your accreditation anniversary date**, and are to be sent no earlier than 30 days before this date.
- This annual report should be reflective of your program's past accreditation year.
- Please complete all fields; do not leave any item blank.
- Please keep a complete copy of your annual renewal report, including all supplemental documentation, as these documents will not be returned to your program.
- Your report will be reviewed within 6-8 weeks of receipt and communication of results will be given via email.
- Ensure your NECPA site number is recorded on all documentation.
- If the annual renewal report is not received within 30 days of your anniversary due date, a final notice will be issued. This final notice will provide a grace period of 30 days to submit the late annual report. If your report is not received within 30 days of your final notice issuance, your accreditation will be revoked. A monthly late fee of \$25.00 will be applied to your account each month the report is late.
 - For Example: If your accreditation date is June 30, 2016, your first annual report is due between June 1, 2017 and June 30, 2017. If your report is not received by June 30, 2017, a late fee of \$25.00 will be invoiced to your program. If the annual report is not received by July 30, 2017, a final notice will be issued. This final notice will provide a grace period of 30 days to submit the late annual report. If your report is not received by August 30, 2017, your accreditation will be revoked.

Annual Report Submission

Mail	The NECPA Commission, Inc., PO Box 2948, Merrifield, VA 22116 (NOTE* UPS and FedEx not accepted)
E-Mail	AnnualReport@necpa.net (Subject Line: NECPA Annual Renewal Report Site # (_____))
Fax	1-855-806-3272 (Cover Page: NECPA Annual Renewal Report Site # (_____))

Program Information

NECPA Site Number:	
Program Name:	
Street Address:	
City, State, Zip Code:	
Director Full Name:	Email Address:
Phone Number:	Fax Number:

Determine Your Accreditation Year

<i>Ex:</i> Original Accreditation Date: 11/30/2016 First Anniversary Date: 11/30/2017 Second Anniversary Date: 11/30/2018	Original Accreditation Date:	
	First Anniversary Date:	This is your program's first AR due date.
	Second Anniversary Date:	This is your program's second AR due date.

Order Placement			
NECPA Payment Schedule	Quantity Per Order	Price Per Order	Subtotal
Annual Renewal Report Fee	1	\$275.00	\$275.00
Annual Renewal Report Late Fee (if submitted after anniversary date)	1	\$25.00	
Fees are non-refundable and subject to change without prior notice. All returned checks will incur a \$35 fee.			TOTAL
Payment Information			
Check # (payable to NECPA):	Visa	MasterCard	P.O. or Invoice #:
Credit Card Number:			Expiration:
Name on Card (Please Print):			
Signature:			
Billing Address:			
Agreements			
1)	I understand that the NECPA Commission reserves the right to request additional documentation to verify compliance with the NECPA standards.		
2)	To the best of my knowledge, the documented staff training hours are complete and accurate. By signing below, I understand that any falsified information in the Annual Report may result in an unscheduled visit at the program's expense, suspension or withdrawal of our site's accreditation.		
3)	Hard copies of all staff training certificates may be requested at any time and must be submitted to the NECPA Office within 7 business days. Failure to submit the requested training certificates may result in an unscheduled visit at the program's expense, suspension or withdrawal of accreditation.		
4)	I have reviewed the Annual Renewal Report Checklist on page 12 of this report to confirm that my Annual report is complete and accurate.		

Name (Please Print)

Signature

Date

For more information on NECPA news, policies, procedures, amendments and updates, please visit www.necpa.net.

NECPA Site Number:

Part 1. Program Update			
This form is used to make the NECPA Office aware of any changes to your program.			
1)	Have you included a copy of your program's state license with this annual report?	Yes	No
2)	Have there been any major changes in enrollment patterns in the past year (10% or greater change)? What is your current enrollment? _____	Yes	No
3)	In the last year, have you served any children with special needs? If Yes, what was the number of children served? _____	Yes	No
4)	Has your program's license status changed in the past year? If Yes, was this reported within <u>72 hours</u> of the occurrence to the NECPA using the Self Report Form? Yes No	Yes	No
5)	Has your program's license capacity changed in the past year? If Yes, was this reported within <u>72 hours</u> of the occurrence to the NECPA using the Self Report Form? Yes No	Yes	No
6)	Has the program completed any major remodeling to the facility or major physical plant changes or additions in the past year? If Yes, was this reported within <u>30 days</u> of the occurrence to the NECPA using the Self Report Form? Yes No	Yes	No
7)	Has an Administrator and/or Director left the program in the past year? If Yes, was this reported within <u>30 days</u> of the occurrence to the NECPA using the Self Report Form? Yes No	Yes	No
<p>If you have answered "Yes" to questions 4-7 and <u>have not previously reported these items</u> using the NECPA Program Self Report Form, please provide further details below regarding these changes, as well as a NECPA Self Report Form. The NECPA Self Report form can be found online at www.necpa.net/. Your Annual Report will be considered INCOMPLETE until a NECPA Self Report is submitted and approved.</p>			

Part 2. Staff Update

This form refers to "staff" as any employee who regularly works with children at the program.
This may include directors, teaching staff and support staff.

Has the program had staff leave the program in the past accreditation year, either voluntarily or involuntarily? If Yes: <ul style="list-style-type: none"> • Complete the below questions. • Submit Appendix A within the annual report. If No: Write "N/A" for each of the below questions.	Yes	No
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A. What is the total number of full and part time staff <u>currently</u> ?	A =
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B. What is the total number of full and part time staff <u>one accreditation year ago</u> ?	B =
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C. What is the total number of employees who have left the program within the past accreditation year, either voluntarily or involuntarily?	C =
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D. Calculate staff turnover rate. Step 1: C divided by B (C/B) Step 2: Multiply by 100 For Example: My program had 10 full and part time staff one year ago. Currently, my program has 8 full and part time staff. What is my staff turnover rate? A. What is the total number of full and part time staff currently? 8 B. What is the total number of full and part time staff one year ago? 10 C. What is the number of employees who have left the program within the past accreditation year? 2 Step 1: C divided by B (C/B): $C/B = 2 / 10 = 0.20$ Step 2: Multiply by 100: $0.20 \times 100 = 20\%$	Staff turnover %
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If applicable, please include a statement regarding the high turnover rate (60% or greater) and provide documentation that supports a plan of action.

Part 3. Annual Renewal Report Items Update

This form is only to be used by programs assigned AR items at the time of accreditation.

Instructions for completing Part 3:

- **If your program was given Annual Renewal Report (AR) items at the time of accreditation**, please report changes and/or improvements that have occurred for each of your program's items.
- Annual Renewal Report items are sent via email and included on the second page of your accreditation letter.
- Label any and all supplementary documentation with the corresponding item number.
- **If your program was not given AR items to address at the time of accreditation**, please write "N/A" in each section below.

Item Number:

Changes or improvements made:

Item Number:

Changes or improvements made:

Item Number:

Changes or improvements made:

Item Number:

Changes or improvements made:

Part 4. Staff Training Report Instructions

Instructions for completing Part 4:

- The **All Staff Training Report** must match the number of staff reported on item "A" of **Part 2** on page 4.
- Complete an **Individual Staff Training Report** for each staff member. Complete each report in its entirety; please do not leave any item blank.
- Continuing education reported on the **Individual Staff Training Report** must fall within with the past accreditation year. (i.e. if your accreditation date is June 30, 2016, you will submit continuing education beginning June 30, 2016 and ending June 30, 2017).
- Provide the specific training topics (i.e. do not report "Staff Training", "Staff Meeting" or "Conference").
- Ongoing training opportunities may include: conferences, workshops, college classes, public school in-service workshops, in-center training, and CPR/First Aid Training.
- The NECPA **Individual Staff Training Report** must be utilized. Please do not submit any other forms to report continuing education.
- If more than one staff training report is needed for a specific employee, please write "see next page" in the "TOTAL Number of Training Hours" box. Then, include the final total on the last page of each employee's staff training report.
- Please note, the NECPA continuing education standard states that at least 30 clock hours of job-related continuing education is obtained in the first year of employment (averaging 2.5 clock hours per month) and at least 24 clock hours of job-related continuing education based on individual competency needs each year thereafter. Therefore, continuing education must be job-related. School functions such as dances and festivals do not qualify as continuing education.
- For each new staff member still in their first year of employment, that have not yet met the 30 clock hours of continuing education, please complete the **Professional Development Plan**. This plan is to include all upcoming continuing education hours required to meet NECPA Standards.
- **For all staff, please include a copy of their current first aid and CPR cards.**

Annual Renewal Report Checklist for Submission

Annual Renewal Report Checklist

<input type="checkbox"/>	I have included a method of payment on page 2 of this report.
<input type="checkbox"/>	I have included a copy of my program's state license.
<input type="checkbox"/>	The number of staff listed on the All Staff Training Report (page 7) reflects the total number of staff members that work with children, as indicated on page 4 of this report.
<input type="checkbox"/>	I have included an Individual Staff Training Report (page 8) for every staff member that <u>works with children</u> .
<input type="checkbox"/>	I have only included continuing education hours that fall within my program's past accreditation year.
<input type="checkbox"/>	I have included copies of First Aid and CPR Cards for all staff members working with children.

Review the following to determine applicability to your program:

<input type="checkbox"/>	If applicable, I have included Professional Development Plans (page 11) for new staff members who have not yet completed 30 hours of continuing education in their first year of employment.
<input type="checkbox"/>	If applicable, I have attached the NECPA Self Report Form with supporting documentation (see page 3 for instructions).
<input type="checkbox"/>	If this is my program's first Annual Renewal Report and we were given Annual Renewal Report items to address upon accreditation, I have completed page 5 and included supporting documentation (ex: photographs, education logs).
<input type="checkbox"/>	I have included ALL new staff and newly transferred corporate staff in Appendix A, page 10 of this report.
<input type="checkbox"/>	I have indicated the highest level of education and number of early childhood education credits earned for each new staff member recorded on page 10 of this report in accordance with NECPA's Teacher Qualification Standards.
<input type="checkbox"/>	If my program has experienced a turnover higher than 60%, I have included a statement regarding the turnover rate and a retention plan that includes a staff development plan and training opportunities.
<input type="checkbox"/>	I understand that if this is my program's second annual renewal report, it is time to begin preparation for re-enrollment and verification visit. Please contact the NECPA Office directly with questions on the accreditation timeframe.