

Annual Report Checklist for Submission

Please ensure that the following checklists are completed before your submission:

Required Annual Report Items:	YES
1. I have included a method of payment on page 2 of this report.	
2. I have included a copy of the program's state license.	
3. I have included a copy of <u>all visit summaries and all licensing reports for the past 12 months</u> and, if applicable, documentation of corrective action plans for violations and non-compliance items.	
4. 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 item A in the Staff Update (page 5) of this report.	
5. I have included an Individual Staff Training Report (page 8) for every staff member that works with children including the Director.	
6. I have indicated the highest level of education and the number of early childhood education credits earned on every staff member's Individual Staff Training Report in accordance with NECPA's Teacher Qualification Requirements . Please refer to your program's edition of the <i>NECPA Standards Book</i> to review these requirements.	
7. I have only included continuing education hours that fall within the program's past accreditation year.	
8. I have included copies of First Aid and CPR Cards for at least 90% of all staff members working with children.	
9. I have provided a detailed summary of how my program's new employee orientation process educates new staff members on the NECPA Standards.	

Review the following to determine applicability to your program:	YES	N/A
1. If applicable, I have included Professional Development Plans (page 10) for any staff members who have not completed the required continuing education hours in the last accreditation year.		
2. If applicable, I have attached the NECPA Self Report Form <u>with supporting documentation</u> (see page 4 for instructions).		
3. If my program has experienced a turnover higher than 60%, I have attached a statement regarding the turnover rate (page 5) as well as documentation of a retention plan that includes a staff development plan and training opportunities.		

***Important Reminder:** Programs are asked to begin the re-enrollment process one year prior to their accreditation expiration date. This time frame takes into consideration the time needed for a program to complete a new Self Assessment Instrument, time for scheduling of the verification visit (up to 120 days), and time for the program to undergo review by the National Accreditation Council (up to 60 days). Please visit www.necpa.net to download the NECPA Re-Enrollment Application or contact the office at 855-706-3272 with questions or concerns.