



Dear Valued Administrator,

We appreciate your interest in establishing the use of an Electronic Filing System (EFS) for your organization's continued use and ease of verification. This system will allow NECPA to pre-approve your organization-wide master policies and documentation for upcoming verification visits. There are a few steps you must take before the usage of an Electronic Filing System can be approved. Please see the requirements below:

Step 1. The NECPA Office will provide the NECPA Master Policy Documentation Chart and the Center-Specific Documentation Chart so that your organization can begin to establish a new Electronic Filing System (EFS) or make changes to an existing EFS based on NECPA requirements.

- The attached Master Policy Documentation Chart identifies items that represent organization-wide policies and procedures. In order to gain approval for your EFS, you must submit a policy/procedure for each item on the Master Policy Documentation Chart, which have been derived from the NECPA Self Assessment Instrument (SAI). The items within the EFS must be labeled according to the chart for ease of review.
 - *Some examples of common filing systems are: Sharepoint, Dropbox, Google Drive, and/or an internal program website.*
- Each center must have a "Center-Specific Documentation Box" available for their verification visit. This documentation box must include center-specific items listed in the attached Center-Specific Documentation Chart.
 - *For ease of review, directors must use the documentation box labels provided in the Enrollment Packet when organizing center-specific files.*

Step 2. Once the EFS is completed, the organization must contact the NECPA EFS Coordinator at efs@necpa.net to submit the NECPA Multi-Site EFS Agreement and to provide NECPA with access to the filing system for initial review.

- The initial review will ensure the EFS is accessible with working links and viewable files.
- The initial review will **not** verify the EFS documentation content, this will be completed during the first verification visit utilizing the EFS.
- The initial review will be completed within two-four weeks of the EFS submission date.

Step 3. Once the EFS format has been approved by the EFS Coordinator, the EFS documentation content will be reviewed during an upcoming verification visit for a center belonging to the organization.

- The Verifier will review the content of the EFS and mark each item as “Verified” or “Non Verified” in the center’s SAI.
- The Verifier will also review the Center-Specific Documentation Box and mark each item “Verified” or “Non Verified” in the center’s SAI.
- Once the verification visit materials arrive at the NECPA office and the National Accreditation Council results are issued, the EFS Coordinator will review the “Verified” or “Non Verified” items for the Master Policy Documentation Chart.
 - If the program is awarded Full Accreditation, the organization will receive a formal letter of approval for the EFS.
 - If the program is placed in Pending or Deferred status, the EFS Coordinator will generate the list of items from the Master Policy Documentation Chart that have been “Verified” or “Non Verified”. Any EFS items that appear on the “Non Verified” list will be noted on the program’s Council result letter and should be updated on the organization’s EFS. These items will be directly reviewed electronically by the National Accreditation Council for compliance.
 - Once the Council reviews and approves updated documentation for master policies within the EFS and any additional non-verified items (if applicable) **and** the program is awarded Full Accreditation, the organization will receive a formal letter of approval for the EFS.

Step 4. Once this final review of the Master Policy Documentation Chart and EFS is complete, the organization can begin distributing the Center-Specific Documentation Chart to individual centers for use during their upcoming verification visits.

Thank you again for your continued commitment and dedication to quality in early childhood education. We look forward to assisting your organization through this process. Please do not hesitate to contact the NECPA Team with any questions by calling 855-706-3272.

Thank you,

Team NECPA