

Region 2 Educator and Provider Support Partnership (Center for Childcare Careers)

Annual Accreditation Fee Reimbursement Form

(July 2016 - June 2017)

NAEYC Accredited Programs (Valid until Dates: January 2016 and beyond)

Contact Name: _____ Request Date: _____

Name of Program: _____ QRIS Level: _____

REQUIRED: EEC Program Number: _____ TIN (Tax #): _____

Site Address: _____

City: _____ State: _____ Zip: _____

Telephone number: _____ Email Address: _____

Reimbursement to be issued to: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Programs must demonstrate evidence of fee payment with a copy of a cancelled check, credit card slip/statement or another approved type of receipt of payment. Payment must be within current fiscal year. Upon request of CCC, program must submit a copy of renewal materials or annual report for review. Each fee is paid once during the accreditation cycle. In such case as a program misses a deadline or is deferred or denied by the national accrediting, CCC does not reimburse for the second or subsequent fee.

The Annual Accreditation Fee applies to NAEYC Accredited programs with valid until dates of January 2016 and beyond. The fee is due on each accreditation anniversary. This fee structure features a consistent accreditation fee that is due annually throughout the life of a program's accreditation to better assist programs in long-term budgeting for accreditation costs. Although programs will go through an accreditation renewal process at the end of their 5-year accreditation term, they will not be assessed separate renewal or reaccreditation fees in addition to the Annual Accreditation Fee.

NAEYC Valid Until Date: _____ Annual Report Submission Date: _____

(Please check the appropriate enrollment level):

| Enrollment Level | Annual Fee | Eligible Reimbursement |
|-------------------------------------|------------|------------------------|
| _____ (Level 1): 1 – 60 children | \$550.00 | \$275.00 |
| _____ (Level 2): 61 – 120 children | \$650.00 | \$325.00 |
| _____ (Level 3): 121 – 240 children | \$775.00 | \$387.50 |
| _____ (Level 4): 241 – 360 children | \$885.00 | \$442.50 |

Please Note: NAEYC no longer accepts the Annual Report up to two calendar months past a program’s accreditation anniversary date. The Annual Report will be accepted up to two calendar months prior to the accreditation anniversary date, but the postmark date of the Annual Report submission must be on or before the accreditation anniversary date. A program needing additional time may submit the Annual Report, if it pays a late fee of \$150, up to one calendar month after its anniversary date. **CCC does not reimburse late fees.**

NAEYC Accreditation Verification Visit – if required by NAEYC

(Please check the appropriate enrollment level):

| Enrollment Level | Visit Fee | Eligible Reimbursement |
|-------------------------------------|------------|------------------------|
| _____ (Level 1): 1 – 60 children | \$1,050.00 | \$525.00 |
| _____ (Level 2): 61 – 120 children | \$1,400.00 | \$700.00 |
| _____ (Level 3): 121 – 240 children | \$1,550.00 | \$775.00 |
| _____ (Level 4): 241 – 360 children | \$1,700.00 | \$850.00 |

Please check if your agency has received funding for these Accreditation fees from the following:

_____ MA EEC Universal PreK funds _____ Other (please specify): _____

Center for Childcare Careers Approval (Signature): _____ Date: _____

Funding is provided by a grant from the Department of Early Education and Care. Reimbursement is available on a rolling basis until EEC and private funds are depleted. Requests for reimbursement for any accreditation fees paid between July 1, 2016 - June 30, 2017 must be submitted **NO LATER THAN JUNE 30, 2017.**

**Submit Form and Documentation to:
Center for Childcare Careers/Lynn Adams
31 Harvard St.
Worcester, MA 01609
Phone (508) 757-1503 or (800) 278-1503
Fax (508) 791-4755
Email: ladams@cccfscm.org**