

NAFCC Accreditation Annual Update

1st year 2nd year



First Name	MI	Last Name
Co-provider Name (if applicable)		
Address on License, Registration or Certificate		Phone
		Fax
Mailing Address		Email
City	State	Zip
County		Country
Military Base/Installation		
The annual updates are a vehicle for provider's to assess themselves and their program for compliance with the Quality Standards for NAFCC Accreditation, ensure compliance with eligibility requirements, and report continued professional development and quality improvement.		
Provider Certification		
<p><i>Please refer to the NAFCC Quality Standards and NAFCC Accreditation Eligibility Requirements available at www.nafcc.org.</i></p> <ol style="list-style-type: none"> I certify that I continue to meet the Quality Standards for NAFCC Accreditation. I certify that I continue to meet all accreditation eligibility requirements. I understand that the National Association for Family Child Care has the right to revoke accreditation if non-compliance of the Quality Standards is determined and/or if eligibility is not met. I also understand modifying or amending the documentation in anyway may result in accreditation becoming null and void. 		
Provider Signature		Date
Co-provider Signature (if applicable)		Date

Annual Update Requirements-Annual Updates must be received within 30 days before or after your accreditation anniversary date to maintain a valid accreditation status.

- Complete Annual Update Form**
- Annual Update Fee**
Due with 1st year update only.
- Eligibility Documentation**
Refer to your eligibility documentation checklist and submit those items that have expired. Remember to make sure we have background checks for adults 18 or older living in the home, assistants and substitutes. Please list assistants, substitutes and adults and on page 4
- Licensing Reports**
All licensing reports from last year.
- Licensing Complaints**
If you have had any formal complaints or areas of non-compliance against your family child care home please include an explanation giving complete details of the complaints or areas of non-compliance, outcome, when, what, how resolved, as well as copies of all correspondence from the regulatory office.
- Quality Improvement Report**
See page 4-List 3 Quality Standards you chose to improve and describe what actions you have taken to more fully meet them. Use the standards listed on your accreditation award letter. If none were listed or you reported on them in your 1st year update, choose 3 on your own.
- Professional Development Report**
See page 5-Describe two specific things you learned from the training/education and how this knowledge positively impacted your family child care program.
- Training**
No training is required to submit your annual update. However, we recommend submitting any training you have taken since you applied for accreditation (if this is your first update) or since you submitted your 1st update (if this is your 2nd update). A copy of your training registries, certificates, and/or transcripts must be included.

Submit Annual Update to:

NAFCC
1743 W. Alexander St.
Salt Lake City, UT 84119

Contact Us:

Phone: 801-886-2322
Fax: 801-886-2325
accreditation@nafcc.org
www.nafcc.org



If you have moved you can transfer your accreditation to your new address. Contact us to obtain a transfer packet. A \$50 transfer fee applies.

Provider - First Name _____ Last Name _____

P a y m e n t I n f o r m a t i o n

Please send the completed NAFCC Accreditation Annual Update with payment to:

Contact NAFCC

NAFCC
1743 W. Alexander St.
Salt Lake City, UT 84119

Phone: 801-886-2322
Fax: 801-886-2325
accreditation@nafcc.org
www.nafcc.org

Annual Update fees are due with the 1st year update. No fees are due with the 2nd year update.
Fees are non-refundable and non-transferable.

Member

- \$45 **Membership Renewal Fee**
- \$160 **Annual Update Fee**
- \$50 **Extension/Late Fee** *(due if you are submitting your update more than 30 days past your anniversary date)*

Total amount \$ _____

Non-Member

- \$240 **Annual Update Fee**

Total amount \$ _____

A personal check is enclosed. Check # _____ Make check payable to: NAFCC Accreditation

My annual update fees are being paid by Agency/Project (specify) _____

Army Navy Air Force Other (specify) _____

Visa MasterCard # _____

Expiration Date _____

Name on Card (please print) _____

Billing Address _____

City _____

State _____

Zip _____

Signature _____

NAFCC is going green! Did you provide us your email? Receive accreditation updates, information regarding your process, and special promotions via email.

***Make sure we have a valid email address so you won't miss out.
Add us to your safe sender list.***

Email _____

Re-write
Email _____

List Adults (18 or older) living in home, Substitutes and Assistant

Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant
Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant
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Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant

State and Federal Background checks must be submitted for adults, substitutes, and assistants.

Adult-Individual residing in the family child care home that is over age 18.

Substitute – A person who is left in charge of children, when the provider or an assistant is absent. Substitutes must meet the qualifications described in the Quality Standards.

Assistant – An assistant to the provider works with and under the supervision of the provider. An assistant must be age 16 or older. The assistant is not left in charge of the children unless he or she meets all the qualifications of a substitute.

Refer to the follow background check policy and chart for more information.

Criminal Background Check Requirements

NAFCC currently requires family child care providers and co-providers seeking accreditation to obtain and submit to NAFCC a state criminal background check for the state they live in and an FBI fingerprint background check, completed every 3 years or less.

They must also submit these checks for assistants, substitutes, and adults over age 18 years living in the family child care home.

The intent is to ensure anyone having contact with children be screened for a prior history of criminal acts which could leave children enrolled in the family child care home at risk.

If the regulatory agency completes a state and an FBI fingerprint criminal background check every three years or less for the provider, co-provider, assistants, substitutes, and adults over age 18 years living in the family child care home, a copy of the current family child care license verified by NAFCC to be in good standing, satisfies the criminal background check requirement.

If the regulatory agency does not complete one or more of these background checks within the 3 year timeframe (or if it is “unknown”), it is the provider’s responsibility to obtain them and submit them to NAFCC.

Use the chart below to determine what checks you will need to submit additional documentation for, meaning your regulatory agency does not complete them **every 3 years or less** for the provider/co-provider, assistants and substitutes, and adults in the home. If you feel this chart needs to be updated, please let us know at accreditation@nafcc.org



State	Provider (You Will Need to Submit)	Assistants and Substitutes (You Will Need to Submit)	Adults in Home (You Will Need to Submit)
Armed Forces (Air Force, Army, Coast Guard, Marines, and Navy)	License Only	License Only	License Only
Alabama	State & FBI	State & FBI	State & FBI
Alaska	License Only	State & FBI	State & FBI
Arizona	License Only	License Only	License Only
Arkansas	FBI	FBI	FBI
California	License Only	License Only	License Only
Colorado	FBI	FBI	FBI
Connecticut	State & FBI	State & FBI	State & FBI
Delaware	State & FBI	State & FBI	State & FBI
District of Columbia	State & FBI	State & FBI	State & FBI
Florida	State & FBI	State & FBI	State & FBI
Georgia	State & FBI	State & FBI	State & FBI
Hawaii	FBI	State & FBI	State & FBI
Idaho	License Only	License Only	License Only
Illinois	FBI	FBI	FBI
Indiana	License Only	License Only	License Only
Iowa	FBI	FBI	FBI

Criminal Background Check Requirements -page 2

State	Provider (You Will Need to Submit)	Assistants and Substitutes (You Will Need to Submit)	Adults in Home (You Will Need to Submit)
Kansas	FBI	FBI	FBI
Kentucky	State & FBI	State & FBI	State & FBI
Louisiana	License Only	State & FBI	License Only
Maine	FBI	State & FBI	FBI
Maryland	License Only	License Only	License Only
Massachusetts	FBI	FBI	FBI
Michigan	License Only	FBI	FBI
Minnesota	FBI	FBI	FBI
Mississippi	State & FBI	State & FBI	State & FBI
Missouri	FBI	FBI	FBI
Montana	FBI	FBI	FBI
Nebraska	State & FBI	State & FBI	State & FBI
Nevada	State & FBI	State & FBI	State & FBI
New Hampshire	FBI	State & FBI	State & FBI
New Jersey	State & FBI	State & FBI	State & FBI
New Mexico	License Only	License Only	License Only
New York	FBI	FBI	FBI
North Carolina	State & FBI	State & FBI	State & FBI
North Dakota	State & FBI	State & FBI	State & FBI
Ohio	State & FBI	State & FBI	State & FBI
Oklahoma	State & FBI	State & FBI	State & FBI
Oregon	FBI	FBI	FBI
Pennsylvania	FBI	FBI	FBI
Puerto Rico	License Only	State & FBI	State & FBI
Rhode Island	FBI	FBI	FBI
South Carolina	State & FBI	State & FBI	State & FBI
South Dakota	State & FBI	State & FBI	State & FBI
Tennessee	State & FBI	State & FBI	State & FBI
Texas	FBI	FBI	FBI
Utah	FBI	FBI	FBI
Vermont	FBI	FBI	FBI
Virginia	State & FBI	State & FBI	State & FBI
Washington	License Only	License Only	License Only
West Virginia	License Only	FBI	FBI
Wisconsin	FBI	FBI	FBI
Wyoming	State & FBI	State & FBI	State & FBI

Quality Improvement Report

List 3 Quality Standards you chose to improve and describe what actions you have taken to more fully meet them. Use the standards listed on your accreditation award letter. If none were listed or you reported on them in your 1st year update, choose 3 on your own. Use the space provided below.

1. Standard-

Report-

2. Standard-

Report-

3. Standard-

Report-
