NAFCC Accreditation Application

When you feel you are ready for an observation visit you demonstrate your commitment to completing the process by submitting the Accreditation Application.

### When to Apply
Consider your enrollment and program needs.
- Does your enrollment change during the year?
- Do you have a lot of field trips at any time during the year?
- Do you close your program at any time?

Use the chart to the left to determine the best time to apply.

### Membership
NAFCC members receive discounted accreditation fees. Providers utilizing discounted fees are required to maintain a current membership status.

You can renew your membership on your application in the payment section or online at nafcc.org.

### The Application
Complete the application thoroughly. Missing information could result in a delay of your process. While a copy is in chapter 9 of the Provider Guide (P.G.), the most current application is available at nafcc.org.

NAFCC updates forms regularly and recommends you obtain them from the website or by emailing us at accreditation@nafcc.org.

### Background Checks
A state and federal (FBI) background check must be completed every 3 years for the provider, co-provider, assistants, substitutes, and adults over age 18 living in the FCC home to obtain and maintain accreditation. Some states complete these every 3 years or less as part of your licensing procedures. If your state does not, you will complete them on your own. Contact NAFCC if you are not sure. Information regarding completing an FBI on your own is available at nafcc.org. **Background checks may take a long time to complete, so start early!**

### Health and TB
Health assessments and TB screenings must be completed every 2 years. While we can provide a form, you do not need to submit these on our forms as long as the information is similar and easy to understand.

### More information regarding required documentation and the application is available at nafcc.org and in the Provider Guide, chapters 6 & 9.

Training-120 hours for 1st accreditation and 90 hours for re-accreditation completed within the last 3 years must be submitted. Include the NAFCC training log and copies of certificates, state training registry transcripts or college transcripts. **Refer to the training policy at nafcc.org for more information.**

Accreditation@nafcc.org  •  801-886-2322  •  www.nafcc.org

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