NAFCC Accreditation Update

A timely update is required to maintain your accreditation status through the 3-year award period.

**Update**
- Due 18 months after you become accredited.
  - Form
  - Fees
  - Membership
  - Licensing Report
  - Expired Docs
  - QI & PD Reports
  - Training

**2nd Annual Update**
- Due 2 years after you become accredited.
  - Form
  - No Fees Due
  - Membership
  - Licensing Report
  - Expired Docs
  - QI & PD Reports
  - Training

**Form**
- Reviewing the update form will help answer many of the questions you may have about the update requirement. The most current form is available at nafcc.org or by calling us at 801-886-2322. A complete form must be received with your update.

**Fees**
- Members $160
- Non-Member $240
- The update fee is due with the update.
- If you originally paid the package fee your fees are already covered. If you are not sure call NAFCC.

**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 update form in the payment section or online at nafcc.org.

**Licensing Report**
- When providers become accredited NAFCC contacts their regulatory agency to ensure they are in good standing.
- For the update NAFCC requests the provider to submit the report of their regulatory agency’s most recent visit to ensure they remain in good standing.

**QI & PD Reports**
- NAFCC Accreditation is designed to be a continuum of quality. One of the most rewarding aspects of the update is the opportunity to report your continued quality improvement (QI) and professional development (PD). The reports are due with each update. Review the update form for specific QI & PD Report requirements.

**Expired Docs**
- You receive a list of the eligibility documentation with expiration dates for each document NAFCC has on file when you become accredited or complete an update. Refer to that checklist to determine what documents you will need to submit with your update. **TIP:** If your background checks will be expiring soon get started early to avoid delays in submitting a complete update.

Refer to Chapter 13 in the Provider Guide for more Update information!

**Training**
- Submit training taken since you became accredited with your update. Then when it is time to re-accredit, submit training taken since you submitted your update. Refer to the training policy and include the NAFCC Training Record, which is available at nafcc.org or by calling NAFCC.