  
**Initial Notification Form**  
Submit to ensure that there is no lapse in the Accreditation Award  
It is very important to immediately notify the National Accreditation Commission of changes to the program. To begin the process for maintaining compliance during program changes, this Initial Notification form is the **first** step to be completed.

*Failure to notify the Commission of program changes will result in the following consequences:*

* *After the required initial notification period but prior to 45 days: $50 late fee*
* *45 days after the required notification period but prior to 90 days: Accreditation Suspension*
* *90 days after the required notification period: Accreditation Withdrawn*

**The notification process consists of the following steps.**

**Step 1:** Complete and submit **this** **Initial Notification Form**

**Step 2:** The National Accreditation Commission will respond to the notification, if further inquiry is needed.

Required documentation and the submission form specific to the program’s situation may be requested.

**Step 3:** Submit documentation as requested by the Accreditation Office by the given deadline.

**Step 4:** The National Accreditation Commission will give a final response to your specific situation.

**\*Note:** Some program changes may require a validation visit.

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| **Program Name (include program number if applicable):** | | | | | | |
| Address: | | | | | | |
| City: | | | State: | | | Zip: |
| Phone: | | E-mail: | | | | |
| Name of Contact: | | | | | Title: | |
| Today’s Date: | Award Date: | | | Award Expiration Date: | | |

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| --- | --- |
| **Check all that apply:** | |
| ***Notification Required within 72 Hours*** | |
| Licensing violation, licensing noncompliance, or licensing investigation in the areas of child injury, safety, supervision, or guidance | |
| Loss or suspension of license or issued a provisionary license | |
| Criminal conviction of any employee, volunteer or administrator | |
| Loss or suspension of QRIS, tiered reimbursement, or other state recognition status | |
| Decision to discontinue accreditation with the National Accreditation Commission | |
| ***Notification Required within 10 business days*** | |
| Director Separation (program should notify that director has left even if replacement is not determined) | |
| Hiring/Appointment of a New Director | |
| Change to child care operating license (Examples: increase or decrease in licensed capacity, addition or removal of operating restrictions) | |
| Any significant event or change that affects program operations and/or Accreditation Compliance (Examples: damage, building construction or repairs, hazardous conditions) | |
| Change in classroom groupings (addition of a previously unserved age group, addition of two or more classrooms, or combining of previously unserved age group with an existing group) | |
| ***Notification Required Prior to Implementation/Execution*** *Expected Implementation Date* | |
| Ownership change |  |
| Expansion of facilities, including the playground |  |
| Relocation of program |  |
| Combining of programs |  |
| Closure of a program |  |
| Program name change |  |

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| --- |
| **Other** |
| If Other, please explain: |

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| --- |
| Date of Incident or Change:  Brief Summary of Incident or Change: |

|  |
| --- |
| Steps the Program is taking to maintain compliance with National Accreditation Commission Standards: |

***There are multiple options for paperwork submission:***

Option 1 – Mail through USPS/UPS/FedEx *(new mailing address)*:

Association for Early Learning Leaders  
1250 S. Capital of Texas Hwy, Bldg 3, Ste 400  
Austin, TX 78746

Option 2 – Fax complete submission to 512-301-5080

Option 3 – Email as 1 complete PDF to [submissions@earlylearningleaders.org](mailto:submissions@earlylearningleaders.org)

This Initial Notification Form serves as the **first** step in notifying the National Accreditation Commission of important changes within the program. Remaining steps are detailed on the previous page. The form meets the requirement of notifying the Accreditation Office, as long as the notification is provided within the stated time limits. Typically, any program changes will necessitate submission of further documentation. Requirements will be provided by email using the email provided on this form.