



# APPLE Accreditation Amendment Report

For office use only: Date received \_\_\_/\_\_\_/\_\_\_

## APPLE Accreditation Amendment Report

Date \_\_\_/\_\_\_/\_\_\_

Program Name \_\_\_\_\_ Program # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (\_\_\_\_) \_\_\_\_\_ Fax # (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Contact (Director or Owner) \_\_\_\_\_

### Section 1

Applies to new locations only

#### **Accreditation is not transferable to a new location without a verification visit**

A program that moves to a new location is placed on provisional status for a period not to exceed six (6) months. If the program wishes to return to full accredited status the program must submit to a verification visit within those 6 months. There will be a fee for the verification visit. Call the APPLE accreditation office for the current fee schedule for this visit. If the program demonstrates substantial compliance with the accreditation criteria, accreditation will be reinstated until the end of the original accreditation period.

Accreditation is valid for three years. Eighteen months before the end of that period, the program must apply for re-accreditation. To maintain accreditation the program is responsible for submitting the Accreditation Annual Update Report. Failure to submit the annual update is grounds for cancellation of accreditation.

- The above mentioned program will move to a new location on \_\_\_\_\_  
The new address is:  
\_\_\_\_\_  
\_\_\_\_\_

Please accept this letter as a commitment of our intention to continue in our accredited state and to follow the procedures outlined above for full APPLE accreditation status once the verification visit has taken place and substantial compliance with the accreditation criteria have been verified. This letter serves to notify the APPLE Commission to schedule the verification visit.

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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## APPLE Accreditation Amendment Report

### Section 2

Applies to new ownership only:

#### Accreditation is not transferable to new ownership.

However, an APPLE Accredited program in good standing that has at least nine months remaining in its accreditation, that wishes to maintain accredited status will be granted a nine (9) month provisional accreditation period. During this nine (9) month period the program must initiate and complete the Advanced APPLE process. Advanced APPLE is an accelerated accreditation and includes self-evaluation and improvement, the creation of a portfolio and a verification visit. Call the APPLE accreditation office for the current fee schedule. (If a program has less than 9 months remaining until its accreditation expires, it will be granted provisional accreditation for the number of remaining months before expiration.

**Please Note: This accreditation amendment and a copy of the NEW child care license must be submitted with this change of ownership paperwork within 60 days of the official change of ownership as reflected by the date on the new license.** The date on the new license starts the clock on the 9 month window.

See the Advanced APPLE policy in the APPLE manual page 149.

Accreditation is initially valid for three years. Subsequent terms of accreditation are for five years. 18 months before the end of that period, the program must apply for re-accreditation. To maintain accreditation the program is responsible for submitting the Accreditation Annual Update Report. Failure to submit the annual update report is grounds for cancellation of accreditation.

The above mentioned program will have a change of ownership on \_\_\_\_\_  
The new owner(s) will be:

\_\_\_\_\_

Phone : (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_

#### **READ CAREFULLY!**

I/we, the new owner(s) have been made aware of the circumstances under which APPLE accreditation can be temporarily extended and I/we wish to exercise that option. I/we understand that we have a total of nine (9) months to successfully complete the Advanced APPLE accreditation process.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I/we, the new owner(s) have been made aware of the circumstances under which APPLE accreditation can be temporarily extended and I/we do NOT wish to exercise that option. I/we understand that if, at a future time, the program chooses to pursue APPLE accreditation, I/we will need to initiate that process.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



# APPLE Accreditation Amendment Report

## Section 3

All must complete this page:

**Please respond to the following items:**

1. Will the name of the program change? Please give the new name.

\_\_\_\_\_

2. Are you planning any major changes or renovations to the physical facility in which the program is located? \_\_\_\_\_

If yes, please describe the changes on a separate sheet of paper and attach. Include diagrams, floor plans or playground layout with square footage clearly marked.

3. At accreditation how many children was the program licensed for? \_\_\_\_\_

What is the average daily attendance now? \_\_\_\_\_

4. Does the program plan to add or discontinue any age groups? Please explain.

One of the goals of the APPLE program is to create a network of accredited programs, staffed by Early Childhood Professionals. We aim to create a synergy between child care professionals, students, and parents where we can focus our efforts to affect real, long-lasting and affordable changes improving the quality of care, education and work life of families.

On a separate sheet of paper, please share with us your accomplishments as well as your needs and concerns.

Upon receipt, this accreditation amendment will be reviewed and for a change in location, a Verifier will be assigned. Allow 30 to 60 days to schedule the on-site verifier visit. For changes in ownership, please note that the Advanced APPLE process must be completed within 9 (nine) months of the change in ownership in order for accreditation to be continuous and seamless.

Under penalty of perjury and cancellation of APPLE accreditation, I swear and affirm that all the information in this APPLE accreditation amendment, including requested documentation, is truthful and accurate. In the event of any lawsuits and/or other legal actions resulting from mistruths given herein, the signer agrees to hold FACCM, Inc. and its assigns harmless.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name and title \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Notary \_\_\_\_\_

Send by certified mail, return receipt requested to:

**APPLE Accreditation Office**  
**10060 Amberwood Road**  
**Suite 3**  
**Fort Myers, Florida 33913**  
1-877-634-9874 telephone



## ADVANCED APPLE REMINDERS for Change of Ownership Programs

If you have purchased a program that holds the *voluntary* APPLE accreditation and you would like the program to continue to be APPLE accredited you must initiate the APPLE change of ownership process. to extend accreditation for a period, not to exceed 9 months, while preparing for your own APPLE accreditation process.

1. The program must submit the APPLE change of ownership paperwork with a copy of the new program license indicating intent to pursue the Advanced APPLE track **within 60 days of the change in ownership.** (The date on the new child care license is accepted as the official date of change of ownership of a program.)
2. The program must purchase a current APPLE self study manual from the APPLE program office.  
Note: This manual may have been updated from the manual that the program previously used in the accreditation process. It is important to thoroughly review the new manual received from the APPLE office.
3. The program must follow the Advanced APPLE process and assemble a self study portfolio using the current self study manual.
4. Remember that APPLE accreditation is an entire program improvement process so involve everyone at the program including parents and teachers in the process.
5. Programs in the state of Florida must be a member in good standing of the Florida Association for Child Care Management (FACCM) to participate in the voluntary accreditation program. Submit membership forms and dues if not currently a member. In Florida membership in FACCM is a requirement and must be maintained throughout the accreditation period.
6. When the program is ready to have the APPLE accreditation team make a site visit, the program must submit the Attestation of Readiness form and supporting documentation required in the Advanced APPLE process to the APPLE program office. This request **must be received in the APPLE**

**Program office by the end of the 6<sup>th</sup> month (after receiving the child care license)** in order to have sufficient time to complete the process before the 9 month window for change of ownership closes.

7.

**Change of Ownership Timeline:**  
**Process MUST be completed within 9 months!**

1. License issued in new owner's name: Date on license starts 9 month time period
2. Within 60 days:
  - a. Change of Ownership paperwork sent
  - b. APPLE manual requested-fees paid
  - c. FACCM membership
3. Six (6) months – Attestation of Readiness and all supporting documentation required in the Advanced APPLE process is received in the APPLE office by the end of the 6<sup>th</sup> month, but it may be sent earlier if the program is ready earlier.
4. Within 45 days an unannounced visit will be conducted by the APPLE team to review the portfolio and conduct an onsite verification visit.
5. Within 30 days the APPLE Commission reviews the portfolio score and the verification visit and makes the accreditation decision. The program is notified. The APPLE office notifies all pertinent state agencies of the accreditation decision.

Please do not hesitate to contact the APPLE program office with any questions that you may have during this process. We are available by telephone, 1-877-634-9874 fax 1-239-561-7545 or e-mail [embfaccmapple@aol.com](mailto:embfaccmapple@aol.com)