



APPLE Accreditation
Advanced APPLE
Accelerated Accreditation Process

Effective Date: 4-10-10

First a word of caution:

APPLE Accreditation is a voluntary accreditation program whose goal is to increase early childhood program quality through self-evaluation, self-improvement and verification of quality standards. Advanced APPLE is an accelerated accreditation program. The time frame for the accreditation process has been shortened in Advanced APPLE, *however*, the program *must* meet the APPLE quality standards in order to be awarded APPLE accreditation.

Change of Ownership

Advanced APPLE is an accelerated accreditation process utilized in cases of a change of ownership of an APPLE accredited program when the following conditions are met:

1. The program is a member of FACCM
2. The program was in good standing with APPLE before the change of ownership
3. The program has at least 9 months remaining before its APPLE accreditation expires.

Other instances when Advanced APPLE may be an appropriate choice:

1. Accreditation renewal for programs that are APPLE accredited and have at least 9 months remaining before APPLE accreditation expires.
2. New programs operated by the same management as another APPLE accredited program.
3. New programs operated by management that has experience with or that has previously operated an accredited program.
4. New programs that are consistently receiving high scores on local monitoring tools and want to pursue accreditation.
5. Programs currently accredited with another association that desire to become APPLE accredited. (Programs must have at least nine months remaining before their accreditation expires to assure no gap in accredited status providing the program meets the APPLE accreditation requirements)

A second word of caution:

Accelerating the APPLE accreditation process requires a program to quickly and effectively implement program improvements and quality enhancements to meet APPLE accreditation standards. If a program elects to pursue Advanced APPLE it will be held to the same standards of quality as a program that engages in the traditional path to accreditation. In the event that a program does not meet accreditation standards as verified on site, the program may apply for reverification however an additional verification fee will be assessed, and for a program that was previously accredited, there may be a gap in accreditation coverage.

The Advanced APPLE process

1. The Candidate program completes the APPLE application.
2. The program submits the application with appropriate fees to the APPLE accreditation office and receives the APPLE accreditation manual.
3. This is where the program decides to follow the traditional path to accreditation, or to pursue the Advanced APPLE track. Note: In cases of change of ownership, Advanced APPLE is the only option.
4. The program engages in the self study process and begins the process of assembling *one* portfolio. The portfolio will be reviewed on site at the program and will not be sent in to the APPLE accreditation office.
5. The program self-assesses it's readiness by performing a mock verification visit using the APPLE verification checklist (and the APPLE SAUCE verification checklist if applicable) found in the APPLE manual. The completed mock verification must be sent to the APPLE office along with the items listed in item # 6 below.
6. The following portfolio items will need to be copied and mailed to the APPLE accreditation office. Send items return receipt requested.
 - a. The program name, physical address, telephone number, fax and e-mail address, on site contact name and APPLE number.
 - b. The Affidavit of Truth (p 64) notarized
 - c. Release and Hold Harmless Agreement (p65) notarized
 - d. Copy of the program's license to operate a child care program (Item 1.2 from self-evaluation checklist, p 44)
 - e. Copy of Appendix # 1 (p 63) along with all required supporting documents
 - f. Statement of curriculum used (Item 3.4 from self-evaluation checklist p 51)
 - g. Floor plan of the building with square footage noted and classrooms identified (Item 3.1 from self-evaluation checklist p 51)
 - h. Ratios and group sizes (Item 3.12 from self-evaluation checklist p 52)
 - i. The completed mock verification visit paperwork
 - j. *Attestation of Readiness* declaring that the program has engaged all parties (management, teachers and parents) in the self evaluation and improvement process, that the portfolio has been completed and the program is ready to be verified for compliance with the APPLE accreditation criteria. (The Attestation of Readiness can be found in your APPLE manual on page 148 or it can be downloaded from the FACCM.org website. You can also call the FACCM office to have the attestation of readiness faxed or e-mailed to you)
 - k. Payment for the Advanced APPLE based on the program's licensed capacity.

**Receipt of these items will indicate to the APPLE program
office the program's readiness for an**

Advanced APPLE verification visit.

7. The APPLE program office reviews the Advanced APPLE submissions for completion and compliance with APPLE standards and if items are complete and meet the standards, a verification team is assigned. The program will be notified if the submissions are incomplete or out of compliance with APPLE accreditation requirements and have the opportunity to submit, resubmit or refine submissions before the Advanced APPLE process can move forward.
8. **The verification visit will take place within 45 days** of the Advanced APPLE submissions review and acceptance in the APPLE program office. There is no further notice given of when the verification visit will take place.
9. The verification visit takes place and the program's portfolio is reviewed on site.
10. The APPLE Commission reviews the results of the portfolio review and the verification visit. Three outcomes are possible:
 - a. Accreditation is awarded
 1. Accreditation will be valid for 3 years for programs receiving their first APPLE accreditation. This includes change of ownership since these programs receive new license numbers.
 2. Accreditation will be valid for 5 years for programs who choose to renew their accreditation using the Advanced APPLE track.
 - b. Deferral
 1. A program that is deferred may make program improvements and reapply for accreditation. A verification fee will apply.
 2. If a program is double deferred (is deferred and reapplies only to be deferred again) the program must wait 12 months before reapplying for APPLE accreditation.
 - c. Denial
 1. A program that is denied may reapply after a 12 month waiting period and making quality improvements.



Advanced APPLE Accelerated Accreditation Process

Attestation of Readiness

Under penalty of perjury I (print name) _____

as the owner / director of (insert name of program) _____

Located at: _____

affirm that I have

1. Reviewed the APPLE manual and all accreditation requirements in full,
2. Worked with staff to make sustainable quality improvements,
3. Included all stakeholders in the improvement process including parents,
4. Engaged the staff in completing the APPLE portfolio with all required documents and submissions,
5. Reviewed the portfolio and find it to be comprehensive and inclusive of all requirements, and
6. Assured that the completed portfolio is available at the program for review

I am fully aware that this is an accelerated program and that the program will undergo the portfolio review process at the same time as the verification visit. If the program is found to not be ready for accreditation at this time:

1. The program may be able to reapply but additional fees would apply
2. There may be a lapse in accredited status if the program must reapply

I am submitting this Attestation of Readiness and requesting the APPLE Program office to review my submission of the required Advanced APPLE documents and to schedule the verification visit for this program.

Applicant's signature _____

Print name _____

Date ____/____/____

Advanced APPLE Accreditation Fees

Effective date: April 2010

<u>Categories</u>	<u>Application fee</u> (To receive the APPLE Accreditation manual and to begin the self-study process)	<u>Verifier fee</u> (Submitted with program portfolio and indicating that the program is ready for a verification visit)	<u>Annual Update Fee</u> (Submitted annually on the anniversary of the date on the accreditation certificate)
Category I 10 to 60 licensed capacity	\$400	\$1150	The initial accreditation term is for 3 years. Subsequent re-accreditations are for 5 year terms.
Category II 61 to 120 licensed capacity		\$1300	\$200 Submitted with the annual update report in the month it is due.
Category III 121 to 240 licensed capacity		\$2400	\$250 If submitted with late
Each additional 120 children based on licensed capacity		Additional \$375.	<u>An annual update report not received within 2 months after the due date will place the program's accreditation in jeopardy.</u>

**Additional expenses and travel expenses may apply for verification visits.
You will be notified in advance of additional costs, should they apply.**