



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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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 it's 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: A copy of the NEW child care license must be submitted with the change of ownership paperwork

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 ____/____/____



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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 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. \$200 Submitted with the annual update report in the month it is due. \$250 If submitted with late <u>An annual update report not received within 2 months after the due date will place the program's accreditation in jeopardy.</u>
Category II 61 to 120 licensed capacity		\$1300	
Category III 121 to 240 licensed capacity		\$2400	
Each additional 120 children based on licensed capacity		Additional \$375.	
Additional expenses and travel expenses may apply for verification visits. You will be notified in advance of additional costs, should they apply.			