

APPLE Accreditation Annual Report

Fee: \$250 Florida, \$300 National
Late Fee \$50 (For past due reports)

For office use only: Date received ____/____/____

APPLE Accreditation Annual Report

This Form Must Be Submitted Electronically (Instructions on Page 4)

Date ____/____/____

Center Name _____ APPLE # _____

Address _____

***DIRECTOR OR OWNER'S EMAIL: _____

City _____ State _____ Zip _____

Phone # (____) _____ Fax # (____) _____

***This field is required to provide you notice of receipt of your annual report.

Please answer all of the following questions:

1. Is the Center still in the same location? Check one: Yes No

If not, please be advised that the Center must file an [Accreditation Amendment Form](#) and follow the procedures outlined on that form to be granted provisional status until the Center can be re-verified and full accredited status can be reinstated. Call the APPLE office for information.

2. Have there been any major changes or renovations to the facility? Check one: Yes No

If yes, please describe the changes. Attach a new floor plan or new playground diagram.

3. Please submit a current copy of the license to operate a childcare center.

4. Is the management and administrative staff of the Center the same as it was at the time of verification? Check one: Yes No

If the center has been sold, please be advised that accreditation is not transferable. An [Accreditation Amendment Form](#) must be filed with FACCM and the center will need to submit an updated portfolio and be re-verified within 9 months of the change in ownership. During the interim, not to exceed nine (9) months, the center will be granted provisional accredited status. Call the APPLE office for information.

If there have been managerial and administrative changes, please describe how the new staff maintains the quality of the Center. If there is a new director, please attach a resume or copies of credentials.

APPLE Accreditation Annual Report

5. Has new staff been added since the accreditation? Check one: Yes No
If yes, please attach a copy of their
- Screening documentation form(s)
 - Training documentation form(s)
 - Highest relevant training credential(s) earned
6. When the Center was verified, and when your documentation was reviewed, suggestions may have been made to improve the quality of your Center or potential problem areas may have been addressed. Please explain how you have addressed these areas. For Centers renewing accreditation, please identify current areas of quality improvement.
7. During the accreditation process you were asked to outline goals for the program. Please explain your progress toward those goals. For Centers renewing accreditation, please identify your current goals and the progress in meeting these goals.
8. List new goals you have set for your Center.

APPLE Accreditation Annual Report

Accreditation Outcomes:

- If you serve subsidized children or if you accept vouchers, are you being reimbursed at the higher Gold Seal rate? Check one: Yes No
- Are you taking advantage of the ad-valorem tax benefit associated with Gold Seal status? Check one: Yes No NA (I do not own the property)
- Are you taking advantage of the sales tax exemption on school supplies available to Gold Seal Providers that offer health insurance to their employees? Check one: Yes No
- Have you seen an increase in interest in your Center because it is accredited? Check one: Yes No Comment: _____
- Have you noticed an increase in pride by your staff and by the parents as a result of the Center being APPLE accredited? Check one: Yes No Comment _____

One of the goals of the APPLE program is to create a network of accredited centers, staffed by Early Childhood Professionals. Further, 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. Please share with us your accomplishments as well as your needs and concerns on a separate sheet of paper.

This renewal will be reviewed and you will receive an email from APPLE for your files indicating the acceptance and renewal of your accreditation or you will be asked to send additional information.

This form MUST be scanned and uploaded with any additional documentation required to the [members area](#) of the FACCM website. Remit the appropriate fee by check or credit card. It is the responsibility of the Center to ensure that this annual report has been received by the APPLE office.

MAILED OR FAXED COPIES WILL NO LONGER BE ACCEPTED

IMPORTANT: FACCM MEMBERSHIP MUST BE CURRENT.

I hereby attest that all the information provided in this document and submitted to the APPLE Program staff, including all enclosures, is truthful and accurate. I understand if any of the information provided is found to be false, that my accreditation may be revoked.

Applicant's signature _____ Date ___/___/___

Print name and
Position _____

Please be sure to complete the payment form after submitting this form.

PAYMENT IN INSTRUCTIONS:

If you are paying by **check** you must complete the [payment form](#). Submit the payment as instructed on the form. **Credit Card** payments must be paid online, you will be prompted to make a payment after uploading the files.

Please include \$50 Late Fee if submitting after deadline.

- I am paying by check # _____
- I am paying by credit card

APPLE Accreditation Annual Report

Information about this form:

- You may complete this form electronically
- All answers can be typed directly into the form
- You can sign the form with an electronic signature
- Additional requested documentation must be scanned and uploaded
- It is recommended that you use [Adobe Acrobat Reader](#) to complete the form, other pdf viewers may not save your submission properly

Submission Instructions:

- After completing form, click the save button on the last page, and save the file to your computer.
- Scan any additional documents to your computer
- Go to www.faccm.org/login-page, login with your credentials
- Click on 'Upload Documents' on the right hand side
- Scroll to the section that says Annual Reports, and click the upload link
- On the upload form, fill out your school information, then click the choose button to attach the files, then click submit
- You will receive an automatic email confirming the uploaded files
- Make sure to submit your payment as well as the payment form (required for check payments), as well as any late fee if applicable. Credit Card Payments are accepted online.