

ADVANCED APPLE

The goal of APPLE Accreditation is to increase the quality in early learning centers through self-evaluation, self-improvement, and verification of quality standards. Advanced APPLE is an accelerated accreditation program. Although the time frame for the advanced accreditation process is significantly shorter, the APPLE quality standards will not be compromised. All centers choosing Advanced APPLE must meet the same standards as prescribed in the Program Self-Evaluation section.

There are several instances when the Advanced APPLE may be an appropriate choice:

1. If there is a change in ownership of an APPLE center in good standing.
2. If an APPLE center is in re-accreditation and failed to submit their portfolio eight (8) months prior to its renewal date (there is no guarantee that a lapse will not occur if submitted within five (5) months of the renewal date).
3. New centers operated by the same management as another APPLE accredited program.
4. New centers operated by management that has experience with or that has previously operated an accredited center.
5. New centers that are consistently receiving high scores on local monitoring tools and want to pursue accreditation.
6. Centers currently accredited with another association that desire to become APPLE accredited. However, each center must have at least eight (8) months remaining before its renewal date and be approved by the Commissioners in its first presentation to guarantee that a lapse will not occur.

The Advanced APPLE Process:

APPLE will provide on-site technical assistance, at a nominal fee, for any center that would like assistance in achieving the APPLE quality standards.

1. The center submits the application with appropriate fees and receives its unique APPLE ID, Username and Password to access the APPLE manual online.
2. The center self-evaluates whether it is prepared to pursue the Advanced APPLE or if it needs to follow the traditional path to accreditation.

Note: In cases of change of ownership, Advanced APPLE is the only option, as new owners are only given a provisional accreditation for up to 12 months.

3. The center works through the self study process and assembles its portfolio.
4. The portfolio is held on site at the center in anticipation of the verification visit. No portfolio will be sent to the APPLE office.
5. The following portfolio items will need to be scanned and emailed to the APPLE accreditation office:
 - ✓ Attestation notarized (Appendix 2)
 - ✓ Release and Hold Harmless Agreement notarized (Appendix 3)
 - ✓ Copy of the program's license to operate a child care program
 - ✓ A completed copy of the Summary of Employee Information form (Appendix # 1) along with all required supporting documents
 - ✓ Statement of curriculum used
 - ✓ Floor plan of the building with square footage noted and classrooms, and age groups identified
 - ✓ Ratios and group sizes
 - ✓ *Advanced Attestation of Readiness* declaring that the program has engaged all parties (management, teachers and parents) in the self evaluation and improvement process and that the portfolio has been completed and the program is ready to be verified for compliance with the APPLE accreditation criteria.
 - ✓ Payment for the Advanced APPLE based on the program's licensed capacity.

The above forms can be found in the members area of faccm.org

Note: You will receive confirmation of the receipt of the above referenced items. If confirmation is not received, it is the responsibility of the center to follow up.

6. The APPLE office reviews the Advanced APPLE submissions for completion and compliance with APPLE standards. If items are complete and meet the standards, a verification team is assigned.
7. The APPLE office will notify the center if the submissions are incomplete or out of compliance with APPLE accreditation standards. The center will have the opportunity to submit, resubmit, or refine submissions before the Advanced APPLE process moves forward.
8. **The verification visit will take place within 45 business days** of the Advanced APPLE submissions review and acceptance. The center will be notified when the 45 day period begins; however, there is no further notice given of when the verification visit will take place within that 45 day period. The center must fill out a Data Collection Sheet which will include basic information about the center as well as any close dates. The link to this form will be emailed.
9. The verification visit takes place and the center's portfolio is reviewed on site.

10. The center is then reviewed by the APPLE Commissioners and three outcomes are possible:
- Accreditation is awarded
 - Accreditation will be valid for 3 years for a center receiving its first APPLE accreditation. This includes change of ownership since these centers receive new license numbers.
 - Accreditation will be valid for 5 years for a center that chooses to renew its accreditation using the Advanced APPLE track, provided there is no gap in accreditation.
 - Deferral
 - A center that is deferred will receive a letter detailing the deficiencies. The center must make corrections to meet the APPLE Standards and request a second verification visit; a second verification fee will apply. This second visit may fall outside the 45 day initial period.
 - If a program is double deferred (is deferred and re-applies only to be deferred again) the program must re-apply as a new applicant using the traditional APPLE process.
 - Denial
 - A program that is denied may reapply as a new applicant using the traditional APPLE process.