

# NAFCC Accreditation Annual Update

☐ 1st year    ☐ 2nd year



First Name	MI	Last Name
Co-provider Name (if applicable)		
Address on License, Registration or Certificate		Phone
		Fax
Mailing Address		Email
City	State	Zip
County		Country
Military Base/Installation		
The annual updates are a vehicle for provider's to assess themselves and their program for compliance with the Quality Standards for NAFCC Accreditation, ensure compliance with eligibility requirements, and report continued professional development and quality improvement.		
Provider Certification		
<p><i>Please refer to the NAFCC Quality Standards and NAFCC Accreditation Eligibility Requirements available at <a href="http://www.nafcc.org">www.nafcc.org</a>.</i></p> <ol style="list-style-type: none"> <li><b>I certify that I continue to meet the Quality Standards for NAFCC Accreditation.</b></li> <li><b>I certify that I continue to meet all accreditation eligibility requirements.</b></li> <li><b>I understand that the National Association for Family Child Care has the right to revoke accreditation if non-compliance of the Quality Standards is determined and/or if eligibility is not met. I also understand modifying or amending the documentation in anyway may result in accreditation becoming null and void.</b></li> </ol>		
Provider Signature		Date
Co-provider Signature (if applicable)		Date

**Annual Update Requirements**-Annual Updates must be received within 30 days before or after your accreditation anniversary date to maintain a valid accreditation status.

- ☐ **Complete Annual Update Form**
- ☐ **Annual Update Fee**  
Due with 1st year update only.
- ☐ **Eligibility Documentation**  
Refer to your eligibility documentation checklist and submit those items that have expired. Remember to make sure we have background checks for adults 18 or older living in the home, assistants and substitutes. Please list assistants, substitutes and adults and on page 4
- ☐ **Licensing Reports**  
All licensing reports from last year.
- ☐ **Licensing Complaints**  
If you have had any formal complaints or areas of non-compliance against your family child care home please include an explanation giving complete details of the complaints or areas of non-compliance, outcome, when, what, how resolved, as well as copies of all correspondence from the regulatory office.
- ☐ **Quality Improvement Report**  
See page 4-List 3 Quality Standards you chose to improve and describe what actions you have taken to more fully meet them. Use the standards listed on your accreditation award letter. If none were listed or you reported on them in your 1st year update, choose 3 on your own.
- ☐ **Professional Development Report**  
See page 5-Describe two specific things you learned from the training/education and how this knowledge positively impacted your family child care program.
- ☐ **Training**  
No training is required to submit your annual update. However, we recommend submitting any training you have taken since you applied for accreditation (if this is your first update) or since you submitted your 1st update (if this is your 2nd update). A copy of your training registries, certificates, and/or transcripts must be included.

Submit Annual Update to:

NAFCC  
1743 W. Alexander St.  
Salt Lake City, UT 84119

Contact Us:

Phone: 801-886-2322  
Fax: 801-886-2325  
accreditation@nafcc.org  
www.nafcc.org



If you have moved you can transfer your accreditation to your new address. Contact us to obtain a transfer packet. A \$50 transfer fee applies.

**P a y m e n t I n f o r m a t i o n**

**Please send the completed NAFCC Accreditation Annual Update with payment to:**

**Contact NAFCC**

NAFCC  
1743 W. Alexander St.  
Salt Lake City, UT 84119

Phone: 801-886-2322  
Fax: 801-886-2325  
accreditation@nafcc.org  
www.nafcc.org

**Annual Update fees are due with the 1st year update. No fees are due with the 2nd year update.**

Fees are non-refundable and non-transferable.

Member

☐ \$45 **Membership Renewal Fee**

☐ \$150 **Annual Update Fee**

Total amount \$ \_\_\_\_\_

Non-Member

☐ \$225 **Annual Update Fee**

Total amount \$ \_\_\_\_\_

☐ A personal check is enclosed. Check # \_\_\_\_\_ Make check payable to: NAFCC Accreditation

My annual update fees are being paid by ☐ Agency/Project (specify) \_\_\_\_\_

☐ Army ☐ Navy ☐ Air Force ☐ Other (specify) \_\_\_\_\_

☐ Visa ☐ MasterCard #  
(There will be a 3% processing fee on all credit card transactions.)

Expiration Date

Name on Card (please print)

Billing Address

City

State

Zip

Signature \_\_\_\_\_

**NAFCC is going green! Did you provide us your email? Receive accreditation updates, information regarding your process, and special promotions via email.**

***Make sure we have a valid email address so you won't miss out.  
Add us to your safe sender list.***

Email

Re-write  
Email

List Adults (18 or older) living in home, Substitutes and Assistant	
Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant
Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant
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Name	<input type="checkbox"/> Adult (18 or older) living in home <input type="checkbox"/> Substitute <input type="checkbox"/> Assistant

**State and Federal Background checks must be submitted for adults, substitutes, and assistants.**

**Adult**-Individual residing in the family child care home that is over age 18.

**Substitute** – A person who is left in charge of children, when the provider or an assistant is absent. Substitutes must meet the qualifications described in the Quality Standards.

**Assistant** – An assistant to the provider works with and under the supervision of the provider. An assistant must be age 16 or older. The assistant is not left in charge of the children unless he or she meets all the qualifications of a substitute.

Refer to the follow background check policy and chart for more information.

## Criminal Background Check Requirements

NAFCC currently requires family child care providers and co-providers seeking accreditation to obtain and submit to NAFCC a state criminal background check for the state they live in and an FBI fingerprint background check, completed every 3 years or less.

They must also submit these checks for assistants, substitutes, and adults over age 18 years living in the family child care home.

The intent is to ensure anyone having contact with children be screened for a prior history of criminal acts which could leave children enrolled in the family child care home at risk.

If the regulatory agency completes a state and an FBI fingerprint criminal background check every three years or less for the provider, co-provider, assistants, substitutes, and adults over age 18 years living in the family child care home, a copy of the current family child care license verified by NAFCC to be in good standing, satisfies the criminal background check requirement.

If the regulatory agency does not complete one or more of these background checks within the 3 year timeframe (or if it is “unknown”), it is the provider’s responsibility to obtain them and submit them to NAFCC.

Use the chart below to determine what checks your regulatory agency completes **every 3 years or less** for the provider/co-provider, assistants and substitutes, and adults in the home. If you feel this chart needs to be updated, please let us know. [accreditation@nafcc.org](mailto:accreditation@nafcc.org)



State	Provider	Assistants and Substitutes	Adults in Home
Armed Forces (Air Force, Army, Coast Guard, Marines, and Navy)	State & FBI	State & FBI	State & FBI
Alabama	No	Unknown	Unknown
Alaska	State & FBI	Unknown	Unknown
Arizona	State & FBI	State & FBI	State & FBI
Arkansas	State	State	State
California	State & FBI	State & FBI	State & FBI
Colorado	State	State	State
Connecticut	No	Unknown	Unknown
Delaware	No	Unknown	Unknown
District of Columbia	No	Unknown	Unknown
Florida	No	No	No
Georgia	No	Unknown	Unknown
Hawaii	State	Unknown	Unknown
Idaho	State & FBI	State & FBI	State & FBI
Illinois	State	State	State
Indiana	State & FBI	State & FBI	State & FBI
Iowa	State	State	State

## Criminal Background Check Requirements -page 2

State	Provider	Assistants and Substitutes	Adults in Home
Kansas	State	State	State
Kentucky	No	Unknown	Unknown
Louisiana	State & FBI	No	State & FBI
Maine	State	No	State
Maryland	State & FBI	State & FBI	State & FBI
Massachusetts	State	State	State
Michigan	State & FBI	State	State
Minnesota	State	State	State
Mississippi	No	Unknown	Unknown
Missouri	State	State	State
Montana	State	State	State
Nebraska	No	Unknown	Unknown
Nevada	No	Unknown	Unknown
New Hampshire	State	Unknown	Unknown
New Jersey	No	Unknown	Unknown
New Mexico	State & FBI	State & FBI	State & FBI
New York	State	State	State
North Carolina	No	Unknown	Unknown
North Dakota	No	Unknown	Unknown
Ohio	No	Unknown	Unknown
Oklahoma	No	Unknown	Unknown
Oregon	State	State	State
Pennsylvania	State	State	State
Puerto Rico	State & FBI	Unknown	Unknown
Rhode Island	State	State	State
South Carolina	No	Unknown	Unknown
South Dakota	No	Unknown	Unknown
Tennessee	No	Unknown	Unknown
Texas	State	State	State
Utah	State	State	State
Vermont	State	State	State
Virginia	No	Unknown	Unknown
Washington	State & FBI	State & FBI	State & FBI
West Virginia	State & FBI	State	State
Wisconsin	State	State	State
Wyoming	No	Unknown	Unknown

## Quality Improvement Report

List 3 Quality Standards you chose to improve and describe what actions you have taken to more fully meet them. Use the standards listed on your accreditation award letter. If none were listed or you reported on them in your 1st year update, choose 3 on your own. Use the space provided below.

1. Standard-

Report-

2. Standard-

Report-

3. Standard-

Report-

## Professional Development Report

Document education/training related to family child care since submission of your accreditation application or last annual update on NAFCC Training Log and attach training certificates/transcripts. Use the training log on the next pages of this form.

Describe two specific things you learned from the training/education and how this knowledge positively impacted your family child care program. Use the space provided below.

1.

2.