



## Submission Dates and Timelines for Application and Candidacy

The NAEYC Academy accepts Applications for NAEYC Early Childhood Program Accreditation from programs that have previously enrolled in Self-Study (**Step 1**). Programs must complete and submit an Application form and fee to formally begin the NAEYC Early Childhood Program Accreditation process. (Refer to [www.naeyc.org/academy](http://www.naeyc.org/academy) for additional information, forms and fees.)

**Programs set their own timeline** (Currently accredited programs, see next page for information to avoid a lapse in accreditation status):

- Using the charts below, select the timeline for your program’s Application (**Step 2**), Candidacy Due Date (**Step 3**) and subsequent dates for the onsite visit to occur (**Step 4**).
- Complete the Application\* and send it with payment to NAEYC.
- The Academy will review the Application and notify your program whether or not it has been accepted as an Applicant based on the eligibility requirements\*.
- The NAEYC Academy will send Candidacy materials to your program approximately 8 weeks prior to your self-selected Candidacy due date.
- Programs must submit their Candidacy materials and payment by the self-selected due date. Failure to submit the Candidacy materials and fee by the due date means that the program is voluntarily withdrawing from the Accreditation process.
- The NAEYC Academy will review the Candidacy materials to determine whether or not a program qualifies as a Candidate.
- Candidates for NAEYC Early Childhood Program Accreditation will have an on-site visit within 6 months of the self-selected Candidacy due date and an Accreditation decision within 3 months of the on-site visit date.

**In their Application, programs select one of the three options for their Candidacy Due Date.**

- Programs must be open for at least three of the six months after the candidacy due date (the period in which the on-site visit will be conducted.)
- Submitting Candidacy materials prior to the selected candidacy due date does not change the timeframe for an on-site visit.
- The six-month timeframe for an on-site visit may be extended at the sole discretion of the NAEYC Academy (for example, due to a natural disaster.)

ENROLLMENT IN SELF STUDY (STEP 1)	DATE OF APPLICATION (STEP 2)	OPTIONS FOR CANDIDACY DUE DATES (STEP 3) CHOOSE ONE:		
		Sept 30, 2006	Jan 31, 2007	May 31, 2007
Any date prior to Application	April 1 to June 30, 2006	Sept 30, 2006	Jan 31, 2007	May 31, 2007
Any date prior to Application	July 1 to Oct 31, 2006	Jan 31, 2007	May 31, 2007	Sept 30, 2007
Any date prior to Application	Nov 1, 2006 to Feb 28, 2007	May 31, 2007	Sept 30, 2007	Jan 31, 2008
Any date prior to Application	Mar 1 to June 30, 2007	Sept 30, 2007	Jan 31, 2008	May 31, 2008
Any date prior to Application	July 1 to Oct 31, 2007	Jan 31, 2008	May 31, 2008	Sept 30, 2008
Any date prior to Application	Nov 1, 2007 to Feb 28, 2008	May 31, 2008	Sept 30, 2008	Jan 31, 2009

CANDIDACY DUE DATE	ON-SITE VISIT WILL OCCUR BY (STEP 4)
September 30	March 31 <i>(visit occurs between October and March)</i>
January 31	July 31 <i>(visit occurs between February and July)</i>
May 31	November 30 <i>(visit occurs between June and November)</i>

\*Refer to [www.naeyc.org/academy](http://www.naeyc.org/academy) for additional information, forms and fees



## Guidance for Currently Accredited Programs for Application and Candidacy

In order to avoid a lapse in accreditation, currently accredited programs should follow these steps. A currently accredited program must **Enroll in Self-Study\***, (**Step 1**), submit an **Application\*** and fee\* for Accreditation (**Step 2**), and submit their **Candidacy** Materials and fee (**Step 3**) by the specific dates indicated in the chart below in order to **Maintain Accreditation (Step 4)**.

- The NAEYC Academy will review the Application and notify your program whether or not it has been accepted as an Applicant based on the eligibility requirements\*.
- The NAEYC Academy will send Candidacy materials to your program approximately 8 weeks prior to your Candidacy due date.
- Programs must submit their Candidacy materials and payment by the due date. Failure to submit Candidacy materials and fee by the due date means that the program is voluntarily withdrawing from the accreditation process, and a lapse in the program's accreditation status will result.
- The NAEYC Academy will review Candidacy materials to determine whether or not a program qualifies as a Candidate.
- Candidates will have an on-site visit within 6 months of the Candidacy due date and an Accreditation decision within 3 months of the on-site visit date.
- **Programs that meet these deadlines will have their accreditation status extended until their Accreditation decision is received.**
- Programs may choose an earlier candidacy date and submit their materials at that time. These programs will receive a new five year term based on the date of their new Accreditation decision.

Date of Program Expiration	Step 1: May ENROLL in Self Study any date prior to Application	Step 2: Must APPLY by this date to avoid lapse in NAEYC Accreditation	Step 3: Must submit CANDIDACY materials by this date	Step 4: Date by which ON-SITE VISIT will occur
Jan 1, 2007- Apr. 30, 2007	any date prior to Application	Oct 31, 2006	Jan 31, 2007	By July 31, 2007
May 1, 2007- Sept 30, 2007	any date prior to Application	Feb 28, 2007	May 31, 2007	By Nov 30, 2007
Oct 1, 2007- Jan 31, 2008	any date prior to Application	June 30, 2007	Sept 30, 2007	By March 31, 2008
Feb 1-Jun 30, 2008	any date prior to Application	Oct 31, 2007	Jan 31, 2008	By July 31, 2008
July 1-Nov 30, 2008	any date prior to Application	Feb 28, 2008	May 31, 2008	By Nov 30, 2008
Dec 1, 2008 -March 31, 2009	any date prior to Application	June 30, 2008	Sept 30, 2008	By March 31, 2009
Apr 1, 2009- July 31, 2009	any date prior to Application	Oct 31, 2008	Jan 31, 2009	By July 31, 2009
Aug 1-Nov 30, 2009	any date prior to Application	Feb 28, 2009	May 31, 2009	By Nov 30, 2009
Dec 1, 2009- March 31, 2010	any date prior to Application	June 30, 2009	Sept 30, 2009	By March 31, 2010
Apr 1-July 31, 2010	any date prior to Application	Oct 31, 2009	Jan 31, 2010	By July 31, 2010
Aug 1-Nov 30, 2010	any date prior to Application	Feb 28, 2010	May 31, 2010	By Nov 30, 2010

\*Refer to [www.naeyc.org/academy](http://www.naeyc.org/academy) for additional information, forms and fees