



APPLICATION CHECKLIST— THE MINIMUM REQUIREMENTS

Prior to submitting your Program Application for Accreditation to NAA, please review the minimum requirements outlined in the following checklist. These minimum requirements must be achieved before your program receives an Endorsement Visit. If any minimum requirement is not achieved and you submit your Program Application to NAA, an NAA representative will contact you.

Application Page Number	Check/Verify
2	↗ Date of application submission is recorded.
2	↗ Program Contact Information is complete. Provide an E-mail address, if available.
2	↗ Sponsoring agency is listed.
2	↗ Program is licensed or certified by fire, health, and safety agency. If “No,” program must identify how these are certified.
2	↗ Programs document references and conduct a criminal background check on all employees. NAA will accept applications only from those programs that have stated in their application that they conducted criminal background checks on their employees. This information will be verified during the Endorsement Visit.
6	↗ Staffing and Ratios—NAA adult/child ratios must meet the Standard.
8	↗ Staff Qualifications—First aid training is required of all employees. New employees must be trained within three months of being hired. Documentation of training is required; not a specific type of certificate.
8	↗ Staff Qualifications—CPR. At least one staff member with a CPR Certificate must be on-site during hours of operation. Use the “Other” category to identify staff members with CPR.

Application Page Number	Check/Verify
10	<p>↗ Ratings Form—Ratings meet the requirement for the date when information was collected.</p> <p>Two Program Observations, the Staff Questionnaires, and the Administrative Ratings for Keys 21-36 must be completed within two months prior to submitting a Program Application.</p> <p>Child, Family, and Host Questionnaires must be completed within 12 months prior to submitting a Program Application.</p>
10	<p>↗ Ratings Form—Exception</p> <p>NAA will grant an extension to the date requirements to some programs following unusual circumstances.</p> <p>Consider the following:</p> <ul style="list-style-type: none"> ◆ Original Application was received and reviewed; NAA determined that all procedures and date requirements were achieved. ◆ Program was not visited because of NAA scheduling challenges before the school year ended. ◆ Program is to be scheduled for Endorsement Visit after beginning of new school year. ◆ Date requirements for observations and questionnaires are extended. Program met the intent of requirement in original Program Application.
10	<p>↗ Ratings meet percentage requirements: (10)</p> <ul style="list-style-type: none"> ◆ Program has checked “yes” on page 10 to indicate percentages have been met. Endorsers will calculate to verify. ◆ 85% of staff must have completed a questionnaire. ◆ 50% of the families must have completed a questionnaire. ◆ 50% of the children must have completed a questionnaire.

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11-29	<p>↗ Program Ratings—All 36 Keys and 144 Standards must be rated. No rating may be below the minimum required for Accreditation. The Accreditation Criteria is as follows:</p> <p>“Key, both observable and administrative, that relate to Human Relationships, Health, Safety, and Nutrition are weighted more heavily. These are: Keys 1-8, 16-26, 28-30, and 32.”</p> <p>These Keys must have an overall rating of 10 or higher. Any Standard in these Keys must be rated a 2 or above.</p> <p>Helpful hint: Any weighted Key will have the following statement in the Key box: “Minimum total required for this key is 10.” Example: Key 4, Staff interact with children and youth to help them learn. Minimum total required for this key is 10.</p>
11-29	<p>↗ Responses—Questionnaire response totals must be recorded in the Response box for each Key.</p> <p>Example: Key 1, Responses. Child #2 refers to Child Questionnaire, Question #2. Record the tallied responses in the spaces provided.</p>
11-29	<p>↗ Program notes are included for keys or standards with lower ratings</p>
32-35	<p>↗ Checklist for Staff Guidelines—Program indicates page number where each topic is covered in their staff guidelines. Program must provide page number for each topic (pages 32-33).</p>
34	<p>↗ Numbers are given for staff responses on this page, not check marks saying yes or no Can you say this better?</p>
36	<p>↗ Checklist for Family Guidelines—Program indicates page number where each topic is covered in their family guidelines. Program must provide page number for each topic (page 34).</p>
37-38	<p>↗ ASQ Team Report—ASQ Team members are listed and Program Improvement Plan, accomplishments and goals for improvement must be recorded. If the ASQ Team members change prior to the visit, prepare a new listing of the members for the endorsers and give it to them when they arrive for the visit.</p>

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41	↗ Waiver—Requests are for authorized Keys/Standards and must not cover more than two Keys. The guidelines for waivers are clearly stated on page 41 and must be followed.

PLEASE NOTE: Any program choosing to submit an electronic Program Application must also print a complete, hard copy of the application to give to the Endorsers at the time of the Endorsement Visit.