



Understanding the Appeal Process

Revised June 26, 2009



Appeal Process

Purpose: The Council for NAEYC Accreditation (Council) provides a formal appeal process for programs that receive the following decisions from the NAEYC Academy for Early Childhood Program Accreditation (NAEYC Academy):

- Deferral, Denial, or Revocation of Accreditation
- Denial of Candidacy
- Denial of Extension Request

The appeal process is available to currently accredited programs or programs seeking accreditation. Appeals that meet the guidelines established in this document will be forwarded to the Council for review.

*NOTE: Dissatisfaction with the decision is not sufficient grounds for an appeal. To submit feedback about the accreditation process, please complete the **NAEYC Academy Accreditation System and Customer Service Feedback Form** at:*

<http://www.naeyc.org/academy/primary/systemfeedback>.



Appeal Process

- **Grounds for Appeal:** A legitimate appeal should provide evidence that the NAEYC Academy did not follow its established policies and procedures when rendering a decision. The appeal may not include new information that the program had the opportunity to provide previously or changes to the program that occurred after the NAEYC Academy's decision.

NOTE: Currently accredited programs will maintain their NAEYC Accredited status until an appeal decision is reached unless there are circumstances present that, in NAEYC's reasonable judgment, jeopardize the health or safety of the children enrolled at the program. The Committee's appeal decision supersedes and replaces any extensions granted by the NAEYC Academy.

- **Submitting an Appeal:** Appeals must be submitted within 30 days of the NAEYC Academy's decision. Appeals are limited to two pages and must be accompanied by the signed 'Options' form indicating the program's choice to appeal the NAEYC Academy's decision. If the appeal letter exceeds the two page limit, information beyond the second page will not be considered. Appeals are usually reviewed during the calendar month following the deadline. Late appeals will not be reviewed.



Appeal Process

- **Reviewing the Appeal:** The Quality Assurance Committee (Committee) is a subset of the Council for NAEYC Accreditation and is responsible for appeal decisions. The Committee reviews each case individually based on the merit of the appeal without regard to geographic location, corporate affiliation, type of service, or other program-specific characteristics. The Committee may confer together on appeal decisions through e-mail, conference calls, and/or meetings to facilitate the decision making process.
- **Accountability:** The Council is an independent body of early education experts and accredited program representatives who ensure the equity, integrity, and accountability of the accreditation system. Each appeal is handled equitably throughout the appeal process. And, to prevent bias in the review process, all identifying information about the program is stricken from the appeal documents.

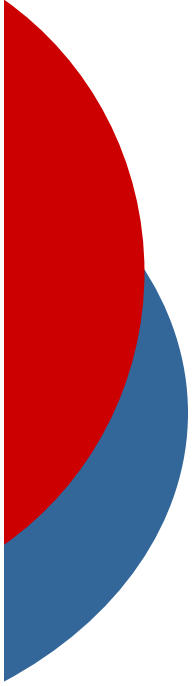
NOTE: Committee members recuse themselves from the voting process if conflict of interest is suspected.



Appeal Process

- **Reaching a Decision:** After the review, the Committee votes to determine the outcome of the appeal. The Committee accepts or denies the appeal based on a majority vote and the decision of the Committee is final.
- **Notification of Decision:** Programs receive the Committee's decision in a letter sent through e-mail and postal service. In general, programs are notified *approximately* 45 calendar days following the deadline indicated on the 'Options' form.

NOTE: If an appeal is denied, the program will need to restart the accreditation process if it desires to pursue NAEYC Accreditation. If a program has already completed Enrollment (Step 1) it may proceed directly to Step 2 (Application).



Appeal Process: Step-by-Step

1. The program's signed 'Options' form and two page written appeal is submitted to the NAEYC Academy by the deadline indicated on the 'Options' form.
2. Upon receipt of the appeal, the NAEYC Academy contacts the program through e-mail to confirm that the appeal was received and to provide the approximate date by which the appeal decision will be returned.
3. The Academy reviews program materials related to the appeal to ensure the absence of any errors which impacted the accuracy of the decision.
4. All program-specific information is stricken from the appeal documents to ensure an impartial review before the appeals are forwarded to the Council's Quality Assurance Committee.
5. The Committee confers on each appeal case through e-mail, conference call, or face-to-face meeting. Following a detailed review of each case, the Committee decision is rendered through a majority vote.



Appeal Process: Step-by-Step

6. The Committee informs the NAEYC Academy of each appeal decision and a letter is generated and sent by e-mail and postal service to alert the program of the Committee's decision.
7. The Committee's decision is final.

**For more help, contact the Program Support Information Center
accreditation.information@naeyc.org or (800) 424-2460, option 3, option 1.**

National Association for the Education of Young Children
Academy for Early Childhood Program Accreditation
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