



## NAFCC Accreditation Department Payment Policy

The NAFCC is committed to supporting educators and agencies in achieving high standards in family child care. To facilitate timely application and service processing, please review the following payment policy carefully.

### Sponsored Educator Fees and Scholarship Letters

Agencies sponsoring FCC educators may submit a [Master Sponsorship Letter](#) to NAFCC. For guidance, please review the [NAFCC Accreditation Scholarship Letter](#) guidance. This letter must include:

- Sponsoring agency name (preferably on agency official letterhead).
- Agency contact person's name, role, and contact information.
- Names of all FCC educators being sponsored.
- A list of services each educator will receive, along with the dollar amounts awarded .
- The expiration date for each service (if applicable).

When submitting their application, each educator must also upload their Scholarship (or Award) Letter with similar details naming them as the recipient of the scholarship. Educators are responsible for uploading their Scholarship (or Award) Letter to the [NAFCC Accreditation Portal](#) for payment processing.

#### Important Notes:

- All accreditation fees are **non-refundable** and **non-transferable**.
- Any discrepancies in Sponsorship Letters must be addressed within ten (10) business days of notification by NAFCC. Agencies are encouraged to use a standardized form to ensure accuracy.
- Expired scholarships may be extended for 90 days at no additional fee. Agencies must decide within the 90-day extension how to proceed with the funds.

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### Prepaid Accounts for Agencies/Organizations

Agencies may establish a **Prepaid Account** to cover membership, self-study, and accreditation fees. To set up an account:



1. **Schedule a Meeting:** Contact the appropriate department head to discuss services:
  - Membership: [membership@nafcc.org](mailto:membership@nafcc.org) (Francia Wisnewski).
  - Accreditation: [accreditation@nafcc.org](mailto:accreditation@nafcc.org) (Andrea Maldonado).
2. **Submit the Following Information to [accounting@nafcc.org](mailto:accounting@nafcc.org):**
  - Agency name, address, and phone number.
  - Tax ID/EIN number.
  - Accounts payable contact name and email address.
  - Agreed-upon Prepaid Account amount.
3. **Receive an Invoice:** An invoice with a payment link will be emailed. Online payments are preferred, though checks are accepted. Upon receipt of payment, the account will be established.
4. **Provide Awardee List:** Prior to fund disbursement, agencies must submit a list of FCC educators receiving funding to [accounting@nafcc.org](mailto:accounting@nafcc.org).

**Unused Funds:** Adjustments to unused funds must be submitted in writing. Unused funds remain active for 12 months unless extended with written approval.

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## Pricing Information

### Membership and Accreditation Fees

- **NAFCC Annual Membership:** \$45
- **Self-Study Enrollment Fee:** \$385 (Members) / \$550 (Non-Members)
- **Accreditation Application Fee:** \$615 (Members) / \$850 (Non-Members)
  - Co-Educators: \$150 (Members) / \$200 (Non-Members)
- **18-Month Update Fee:** \$200 (Members) / \$240 (Non-Members)

### Accreditation Bundles

Includes Self-Study Enrollment, Accreditation Application, and 18-Month Update:

- \$1085 (Members)
- \$1600 (Non-Members)

### Important Notes:

- Accreditation Bundles are **non-refundable** and **non-transferable**.



- Bundles must be claimed within five years of purchase. Expired bundles are not eligible for extensions.

### Additional Fees

- **Extension Request (6 Months):** \$150 (written requests required).
  - **Observation Reschedule Fee:** \$100 (written requests required).
  - **Accreditation Transfer to New Location:** \$150 (completed Transfer Workbook required)
    - Temporary transfers are approved; a permanent transfer requires observation by an NAFCC Observer.
  - **Extra Mailed Accreditation Certificate:** \$35.
  - **Extra Digital Accreditation Certificate:** \$10.
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### Refund Policy

While fees are generally non-refundable, exceptions may be considered under extraordinary circumstances. Requests must:

- Be submitted in writing within 30 days of payment.
- Include supporting documentation without disclosing protected health information (e.g., a letter from a medical provider confirming need for accommodations).

The Accreditation Department will review requests, and decisions will be provided within 10 business days.

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### Application Processing

- Sponsored educators must register on the NAFCC Accreditation Portal and submit completed applications for services (e.g., Self-Study Enrollment, Accreditation Application, 18-Month Update).
  - Agencies are responsible for ensuring all required documents are submitted promptly.
  - **All payments must be received before the Accreditation Team processes or fulfills any accreditation-related application or service.**
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## Questions and Support

For assistance, please contact:

- **Accreditation Department:** [accreditation@nafcc.org](mailto:accreditation@nafcc.org)
- **Accounting Department:** [accounting@nafcc.org](mailto:accounting@nafcc.org)

NAFCC appreciates your dedication to excellence in family child care and looks forward to supporting your journey toward accreditation.

