

PURPOSE



If your program has not yet been accepted as a Candidate for NAEYC Accreditation, wait until your program receives its Candidacy or Renewal Decision before reporting any staffing changes.



If your program has experienced staffing changes since the submission of Candidacy or Renewal Materials that were not previously reported to NAEYC, complete and submit this fax cover sheet and **documentation of new teaching staff**.

If your program is not in Candidacy or Renewal, visit our website to read more about [updating teaching staff](#). Please [contact us](#) if you have any questions.

Instructions for attaching documentation of qualifications: For all **new** Teachers, Assistant Teachers/Teacher's Aides, provide documentation of each **new** staff member's qualifications. Refer to the [Teaching Staff Qualifications Option Guide](#) for more information on documentation of qualifications.

PROGRAM INFORMATION

Program Name: _____

Program ID: _____

Date: / /

Number of Pages in Fax, including cover letter: _____

STAFF CHANGES

Teaching Staff

Teachers: defined as those individuals having primary responsibility for a group of children.

Teacher Assistant/Aide: defined as adults who work under the direct supervision of a teacher.

List the Teaching Staff Members reported in your Candidacy or Renewal Materials who are **no longer employed by your program**:

| Teaching Staff Name: | Job Title: | Group Name(s): |
|----------------------|--|----------------|
| 1 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | |
| 2 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | |
| 3 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | |
| 4 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | |
| 5 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | |

List **ALL NEW** Teaching Staff Members who began employment since your last update of Candidacy or Renewal Materials to the Academy:

| Teaching Staff Name: | Job Title: | Group Name(s): | New Group: | |
|----------------------|--|----------------|------------------------------|-----------------------------|
| 1 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

List any Teaching Staff Members who were listed on your Program's Candidacy or Renewal Materials but who are now in a **different role**:

| Teaching Staff Name: | New Job Title: | Group Name(s): | New Group: | |
|----------------------|--|----------------|------------------------------|-----------------------------|
| 1 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | <input type="checkbox"/> Teacher <input type="checkbox"/> Teacher Assistant/Aide | | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Program Administrator

For changes in the Designated Program Administrator, please submit a [Self Report form](#).

SUBMISSION INSTRUCTIONS

Fax completed form to: 202-232-1720

E-Mail completed form to: accreditation.information@naeyc.org

NAEYC accepts the fax date or e-mail sent date as the submission date. NAEYC recommends that programs save a copy of the fax confirmation page or automated e-mail reply as confirmation of receipt of all forms emailed to NAEYC.

Copy this form for your program's records before submission. NAEYC will not return this form to the program.