

There are many indicators of distinction, which help a center achieve and sustain high quality. Key indicators include personnel qualifications and training. As part of the Portfolio Checklist and Self-Study, the center is required to send copies of employee records for background screenings, credentials, health information, and other documents to confirm their qualifications.

It is of paramount importance that each item is completed in full and submitted in the Portfolio. Due to the confidentiality required by the Health Insurance Protection and Portability Act (HIPPA) , the verifier will review employee health records on site.

FACCM understands your hesitance to send in documentation, which may include personal information such as social security numbers, phone numbers or medical information.

**You may black out last names and all but the last four numbers of
The social security number on all personnel information.**

Additionally, you may also black out phone numbers and personal medical information. **However**, the APPLE self-study portfolio verifiers must be able to distinguish between employees and establish that employees do have documentation of background screening, educational qualifications, and ongoing in-service training as required by the APPLE standards.

Failure to accurately and completely furnish the requested information in the “Self-Study Portfolio” will result in a re-submit and a delay in the accreditation process.