

The initial APPLE Accreditation is granted for three (3) years with annual update reports due on the 1st and 2nd anniversary of accreditation based on the date on the accreditation certificate.

A center that has completed the first 3 year term and successfully completes the re-accreditation process will be **granted a five (5) year accreditation term**, with the filing of the required annual update reports on the 1st, 2nd, 3rd and 4th anniversary of re-accreditation based on the date on the accreditation certificate.

- 1. Centers may initiate the re-accreditation process at 18 months before the APPLE accreditation expires.** The expiration date is on the Accreditation certificate.
- 2. Centers that have initiated the APPLE re-Accreditation process must submit its new, completed portfolios to the APPLE program office no more than 12 months before but not less than 8 months prior to the end of the accreditation term.**

This is to ensure that there is sufficient time to complete the re-accreditation process so there will not be a lapse in accreditation status.

- 3. There will be an additional late fee of \$300 for portfolios received after the deadline.**

IF YOU MISS THE DEADLINE!!!!

A Center's failure to meet the 8 month time frame may leave insufficient time to complete the accreditation process and your accreditation may lapse. However, if there are at least 5 months left until your expiration date, a center may choose Advanced APPLE and pay the additional fees to accelerate the process to guarantee that there will be no lapse, assuming the Center is awarded its accreditation with only one (1) verification visit. If there are less than 5 months or if a center chooses Advanced APPLE and is deferred or a second verification visit is required, the APPLE Program office cannot guarantee there will not be a lapse.

Reminder:

1. Annual updates must be filed each year during the anniversary month of accreditation.
2. If a center changes ownership and the deadlines for APPLE re-accreditation are not met, accreditation may lapse, leaving the new owner without the benefits of accreditation.
3. FACCM membership in good standing must be maintained throughout the accreditation term.
4. A center that loses its accredited status loses the benefits that are associated with accreditation and Gold Seal.