

Dear Early Childhood Professional:

Congratulations on committing to improve the quality of care and education of young children in Indiana by seeking or maintaining accreditation! The **INDIANA ACCREDITATION PROJECT** is a project of the Indiana Association for the Education of Young Children, Inc. (Indiana AEYC), which receives funding from the Indiana Family and Social Services Administration, Office of Early Childhood and Out-of-School Learning through the Federal Child Care and Development Fund (CCDF) and provides accreditation scholarships and technical assistance to licensed family child care homes, centers, registered ministries, public schools, and school-age programs enrolled in the state's quality rating and improvement system, Paths to QUALITY™.

Provision of scholarships for the Indiana Accreditation Project is based on the availability of funds. To be considered for assistance, each facility must meet all eligibility requirements listed below:

- Be enrolled and in good standing with Paths to QUALITY™ at any level;
- Meet the eligibility guidelines established by the respective national accreditation body that the early childhood program has chosen

Indiana AEYC's Indiana Accreditation Project must receive your Application Accreditation Financial Assistance and any supplemental documentation **30-60 calendar days BEFORE the national accrediting body's due date or the application may be deferred**. Indiana AEYC will mail your accreditation materials with payment to the accrediting body when approved.

Sincerely,



Mike Bachman, M.A.E., M.A.  
Senior Director Indiana Accreditation Project

## Indiana Accreditation Project Application for Accreditation Financial Assistance

Return All Materials To:  
**INAEYC, 2955 North Meridian Street, Ste. 120, Indianapolis, IN,  
46208 Fax: 317.259.9489  
Email: [accreditation@iaeyc.org](mailto:accreditation@iaeyc.org)**

### Contact Information

Owner/Licensee Name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Accreditation Contact Person (*if different*): \_\_\_\_\_

Email Address (*if different*): \_\_\_\_\_ Phone (*if different*): \_\_\_\_\_

Street, City, State, Zip, County: \_\_\_\_\_

Facility License/Registration/Exemption Number: \_\_\_\_\_ Licensed Capacity: \_\_\_\_\_

Some accreditation fees are calculated based on the number of children enrolled in a program at the time of submission. If the number of children changes for a defined portion of the year (for example, altered program operation during the summer), the program should report the number of children that typically applies throughout the majority of the school year. Reference the following rules to determine the number of children then complete the table.

- Each child is only counted once.
- Each child of eligible age (birth through kindergarten) that is part of an eligible class is counted.
- For programs with hourly care or drop-in care classes in which the total number of children enrolled in the class exceeds the maximum licensing capacity of the class, only the maximum licensing capacity of the class is counted.

Age Category	Number of Children Enrolled
Infant (birth to 15 months)	
Toddler/Twos (12 to 36 months)	
Preschool (30 months to 5 years)	
Kindergarten (public or private)	
School-Age (NAEYC School Age Accreditation Only)	
TOTAL Number of Children:	

### **Certification Statements and Assurances**

As a condition for financial assistance from the Indiana Accreditation Project, the Early Care and Education Facility Owner/Administrator must assure the following. Failure to comply with the may lead to a loss of financial support. **By typing or signing your name below, you, the Owner/Licensee of the facility or agency:**

1. Assure that the information included in national accreditation application is true and correct.
2. Assure that all future required information and documents will be submitted to Indiana Association for the Education of Young Children (Indiana AEYC) 30 days before it is due to the accrediting body.
3. Assure that to the best of my knowledge, the facility meets the eligibility criteria for funding.
4. Assure written notification will be provided to Indiana AEYC of any change related, but not limited to: ownership, management, administration and continuation of business; investigations, citations or complaints involving state licensing; ability to meet accrediting body criteria; and/or Paths to QUALITY™ status.
5. Understand that Indiana AEYC is not responsible for the facility's accreditation status.
6. Assure that funds provided will not be used to satisfy a financial commitment for services that would have been paid from another public or private source.
7. Understand that Indiana AEYC will not provide financial support for fees required for national accreditation relating to membership, deferral, late or extension fees. Additionally, the project will not financially support any required fees for any early childhood program at-risk of going out of business.
8. If seeking funding for NAEYC accreditation, assures that Indiana AEYC is granted access to the program's file in the Early Learning Accreditation Portal for the purposes of payment on behalf of the program.

\_\_\_\_\_  
Owner/Licensee of Facility or Agency

\_\_\_\_\_  
Date