

How to Apply for the National Accreditation Support Fund for NAFCC Accreditation

Video Transcript

[Music]

Title Screen: How to Apply for the National Accreditation Support Fund for NAFCC Accreditation and Maryland Accreditation logo

Narrator: Congratulations! By applying for the National Accreditation Support Fund, you're taking the first step toward accreditation with the National Association for Family Child Care or NAFCC. This tutorial will guide you through the steps and requirements of applying for support funds.

A woman sits at a desk looking at her phone.

Narrator: Let's begin by reviewing the purpose of National Accreditation Support Funds. Funding covers only NAFCC application fees and Annual Update fees. Funds may not be applied to membership fees, program improvements, staff training, or other accreditation expenses. Support fund awards are paid directly to NAFCC on your behalf.

MSDE's Division of Early Childhood homepage, the search field and the search results.

Narrator: To find the National Accreditation Support Fund, start by visiting earlychildhood.marylandpublicschools.org. Next, search for "accreditation support fund."

The Application for National Accreditation Support link under the Applications and Resources heading on the Accreditation Support Fund page.

Narrator: Then, select the Accreditation Support Fund link.

The MSDE Application page on Maryland One Stop.

Narrator: On the application page, choose the Apply Online link.

The four required documents.

Narrator: Before you begin the application, we recommend collecting all the required documents. All programs must submit four documents:

1. A copy of the NAFCC Accreditation Fee Page
2. A completed Accreditation Work Plan
3. A copy of your completed NAFCC accreditation, re-accreditation, or Annual Update application and,
4. Proof of membership in NAFCC

If your program is currently accredited, a copy of the accreditation certificate is also required.

The NAFCC Accreditation FAQ page

Narrator: To find the NAFCC Accreditation fees, visit their website at nafcc.org/accreditation-faq. Under the NAFCC Accreditation Fees heading, you will find the information about fees.

A sample of the Accreditation Work Plan with 5 tasks and expected dates of completion for each task.

Narrator: The Accreditation Work Plan is a document you will write detailing the tasks that NAFCC requires for your program to achieve accreditation. The plan also needs to include due dates for each task.

The web address, nafcc.org/accreditation/#resources and the NAFCC Accreditation Application

Narrator: To submit a copy of your completed application, follow these steps,

- First, on the NAFCC website, select Accreditation Forms in Accreditation in the navigation menu. In the Accreditation Resources, you will find the Accreditation Application. Please be sure you are completing the accreditation application, and not the self-study enrollment form.
- Next, fill in all available information on the NAFCC accreditation, re-accreditation, or Annual Update application. Note: This will not include your National Accreditation Support Fund award letter.
- Finally, upload a screenshot or printed and scanned copy of your filled in NAFCC application to Maryland OneStop.

Narrator: To share proof of membership in NAFCC, follow these steps:

1. Log into your NAFCC account.
2. In Reminders, choose Print Membership Card.
3. Upload a photo or scanned copy of your membership card to OneStop using the section that reads "Upload Proof of National Accreditation Membership Here."

The email address: accreditation@nafcc.org.

Narrator: If you are applying for re-accreditation, a copy of your current certificate is required. If you do not have a copy, please contact NAFCC at Accreditation@nafcc.org to receive a certificate by mail.

The OneStop Online Application page with instructions to complete the application, upload documentation, and submit.

Narrator: Once you have completed the National Accreditation Support Fund application and all necessary documentation, you are ready to upload everything to the OneStop Portal.

The Maryland OneStop Portal home page

Narrator: MSDE will review your completed application within 30 days of submission. You may check the status of your application at any time using OneStop. You will hear from us through emails and Onestop messages.

If you have questions about the National Accreditation Support Fund, contact us at accreditationsupport.fund@maryland.gov