

CURRENT ACCREDITATION PROCESS

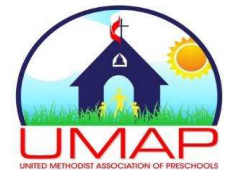
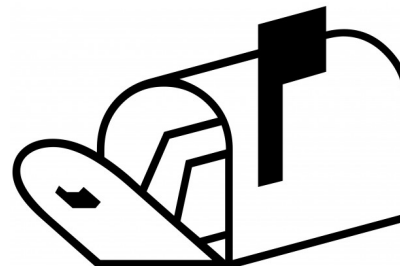
United Methodist Association of Preschools (UMAP)

Use Prior to February 29, 2020



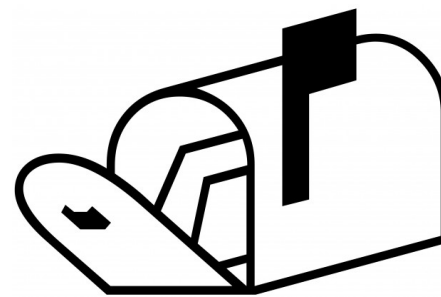
Part 1

- The School must be licensed by DCF
- The School must be a General Member of UMAP (The form for this can be downloaded from our website www.umapfl.com, the form needs to be sent in with a copy of DCF license and \$50.00 annual membership fee)
- After a school is a General Member, they can apply for Accreditation. Please email UMAP at execdirumapfl@gmail.com and request an Application for Accreditation. School sends this Application along with \$100.00 application fee to:
UMAP P O Box 07506, Fort Myers, FL 33919



Part 2

- After UMAP receives the School's application, they will be sent (digitally) the UMAP Standards and Observation Packet
- The school then performs its Self Study and prepares its Accreditation Notebook. All items must be documented in this book, including photographs, forms, minutes, financial reports, etc.
- After this process is completed, the notebook is sent to UMAP (see address in Part 1). The books should be accompanied by the Application for Validation Visit and the appropriate fee.



Part 3

- UMAP Accreditation Commissioners will examine the notebook and contact the school with any questions.
- The school will then be contacted by a validator to schedule a date for the validation visit.
- A validator or validators, depending on the size of the school, will come to the school, meet with the director, get a tour of the school, and begin validating the information the school has provided. After visiting the classrooms, the validator will once again meet with the director to go over any questions. Both parties will initial and sign the appropriate forms.



Part 4

- The validator will bring the information back to the UMAP Board and make a recommendation to the Board as to a decision on accreditation. The Board will vote on this.
- The school will then be notified of the decision of the Board: either deferred or approved for accreditation. If approved, the school will be notified and sent a UMAP Gold Seal Certificate, good for three years and an application for FL Gold Seal to the State. The school must immediately send the application to the State of the FL for a State Gold Seal certificate. A congratulatory letter will be sent to the church pastor.



Fee Schedule

- Application fee-\$100
- Validation fee (student based) 1-60 \$325, 61-120 \$525, 121 or more \$650
- Director's Change fee - \$50



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Accreditation Timeline

- If your accreditation comes due in the months of **January, February or March**, please have your entire packet completed and turned in by **October 1st**
- If your accreditation comes due in the months of **April, May or June**, please have your entire packet completed and turned in by **February 1st**
- If your accreditation comes due in the months of **July, August or September**, please have your entire packet completed and turned in by **March 1st**
- If your accreditation comes due in the months of **October, November or December**, Please have your entire packet completed and turned in by **July 1st**

