



Required Documentation

All centers must produce the following documents throughout the accreditation process;

- Signed Ethics Statement
- Owner/Director Credentials
- Certificate of Occupancy
- Copy of Current Lease
- Copy of Corporation Registration/Fictitious Name/Sole Proprietor
- Insurance Certificate
- Center Philosophy
- Subjects Offered/Educational Program Overview
- Business Plan or Budget Planning Sheet
- Fees
- Floor Plan
- Staff Credential/Background Checks
- Sample Student Assessment Measures
- Sample Student Plan
- Sample Student Progress Report
- Sample Student Enrollment Application
- Center Newsletter
- Center Policies & Procedures; Enrollment/Reimbursement Practices, Student & Staff
- Center hours or operation
- Center contact information, mailing address, center address
- Promotional Material
- Annual Center Calendar