

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON VICENZA
UNIT 31401, BOX 92
APO AE 09630

IMEU-VIC-MWC

12 April 2008

STANDING OPERATING PROCEDURES (SOP)

SUBJECT: Applying for the National Association for Family Child Care (NAFCC) Accreditation

1. REFERENCES: AR 608-10, Child Development Services, 15 July 1997.
2. PURPOSE: To establish procedures to apply for the NAFCC Accreditation .
3. APPLICABILITY: This SOP is applicable to all the fully certified Family Child Care Providers.
4. PROCEDURES FOR APPLICATION:
 - a. Provider must have completed all 13 training modules and be current on installation required training.
 - b. Provider will talk to the FCC Director to determine if she is ready to begin working on her home accreditation. If so, the FCC Director will start procedures for the NAFCC application.
 - c. Employee will send her NAFCC Application Form along with her information packet complete with: name, social security number, branch of service, community and personal address, work telephone number and home setting to **Ms. Valerie Griffin**, DSN 370-6470/7416, at the following address:

IMCOM, Europe
Unit 29353, Box 200
ATTN: IMEU-VDC-C
APO AE 09014
 - e. If the provider is ready to begin to work on her NAFCC Accreditation, the CYS Training Specialist will provide her assistance to the employee to prepare for the process.

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f. If it is determined that the provider is not ready for the NAFCC Accreditation, she and the FCC Director will work together to prepare the provider for the NAFCC Accreditation process at a later date.

g. Renewal candidates will follow the steps outlined above.

5. The cost to become NAFCC Accredited is fully financed by the Community and Family Support Center, Virginia. Mr. Joe Perreault may be contacted for further details at joe-perreault@ccfsc.army.mil.

6. The NAFCC web site is: www.nafcc.org . The e-mail is: nafcc@nafcc.org .



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