

Encouraging Quality...

Recognizing Excellence.

887 Johnnie Dodds Boulevard
1.800.505.9878 phone

Suite 212 • Mt. Pleasant, SC 29464
1.800.505.9848 fax



www.necpa.net

NECPA Verification Visit On Hold Status Request Form

The purpose of this form is to notify the NECPA Commission that your program is requesting to place the scheduling of your verification visit on hold.

Please Note:

1. **When program verification status is placed on hold, the NECPA Center of Operations will cease the scheduling of the verification visit until notification has been made by the program.**
2. **To request that your program's verification visit status be removed from on hold status, please submit the NECPA Verification Visit Off Hold Status Request Form.**
3. **The NECPA Center of Operations will schedule your verification visit within at least one hundred and twenty days from the date in which the NECPA Verification Visit Off Hold Status Form is received.**

Program Information

Program Name:

NECPA Site Number:

Address:

City, State, Zip Code:

Director:

Phone Number:

Fax Number:

Email Address:

Agreements

- | | |
|----|---|
| 1) | As the Authorized account user, I am requesting that the NECPA Center of Operations places my program's verification visit scheduling on hold. I understand any changes to NECPA standards and fees will be applicable to this program at the time of re-activation of the verification visit request. I also understand I must contact the NECPA Center of Operations to resume the scheduling of my verification visit. Once I request for my verification visit scheduling status to be taken off hold, I understand that my verification visit will be scheduled at least one hundred and twenty days from the date in which the NECPA Verification Visit Off Hold Status Form is received. |
|----|---|

Name (Please Print)

Signature

Date

For more information on NECPA news, policies, procedures, amendments and updates, please visit www.necpa.net.