



MEMORANDUM

Date: August 30, 2011

To: NECPA Accredited Programs

From: The NECPA Commission, Inc.

Subject: NECPA Self Report Policy and Form

The NECPA Commission has released the NECPA Self Report Policy and Form. It provides an efficient framework for communicating changes to programming during Accreditation terms. It also demonstrates the NECPA Commission's commitment to following and assisting programs through award maintenance.

As an Accredited program, we request that you familiarize your program with each section. When your program experiences an applicable modification to an area in the self report form, you are required to use this document to report those changes to your programming, effective January 1, 2012. The policy and form do not supersede other company reporting guidelines, including annual reporting. The NECPA Commission reserves the right to revisit or and/or revoke Accreditation on the basis of standard non-compliance at any time. The NECPA Self Report Policy and Form can be accessed by navigating to www.necpa.net and clicking 'Forms' and selecting 'Program Self Report Form' on the NECPA homepage.