

**NIDCAP Nursery Assessment and Certification Program (NNACP)**

**Application and Review Process**

**Step: 1**

**Applicant reviews Eligibility Requirements.**

**Does applicant meet Eligibility Requirements?**

**Next steps are offered for successful application process.**

**Yes**

**No**

**Applicant is invited to submit NNACP Application: Part I.**

 **Step: 2**

**2a. Next steps are offered for successful application.**

**Missing information provided**

**(see 2a. or 2b.)**

**Step: 2**

**Yes**

**No**

**Applicant is invited to submit NNACP Application: Part II.**

**Director evaluates Application: Part I.**

**Application approved?**

**2b. Applicant is invited to submit NNACP Application: Part II.**

  **Step: 3**

 **Step: 3**

**Step: 3**

**Application: Parts I & II are sent to Site Review Team.**

**Application: Parts I & II are sent to Site Review Team.**

**Missing information provided.**

**Director reviews Application: Part II.**

**Application complete?**

**Yes**

**No**

 **Step: 4 Step: 4**

 **2**



**NIDCAP Nursery Assessment and Certification Program (NNACP)**

**Application and Review Process, continued**

**Step: 4**

**Site Review Team evaluates NNACP Application: Parts I & II.**

**Application complete?**

**Yes**

**No**

**Site Review Schedule is developed.**

**Missing information provided.**

**Site Review Schedule is developed.**

 **Step: 5 Step: 5**

**Step: 5**

**Site Review is Conducted**

**a. One or Two-Day On-Site Visit (Number of days determined by unit size/complexity).**

 Site Review Team observes nursery and caregiving, attends Rounds, reviews policies, meets with nursery and hospital leadership, interviews staff and parents.

**b. Off-Site Day (Final day of visit)**

Site Review Team integrates information gathered during visit, scores the Nursery Assessment Manual prepares NNACP Summary Report.

**Step: 6**

**The review process indicates that further development is required before NIDCAP Nursery Certification is likely. Specific guidance and recommendations are offered**

**in the NNACP Summary Report.**

**Site Review Team completes Summary Report and submits to NNACP Steering Committee and NFI Board of Directors.**

**NIDCAP Nursery Certification awarded?**

**Applicant is awarded NIDCAP Nursery Certification.**

**Yes**

**No**