

CELEBRATING
20
YEARS

APPLE GUIDE

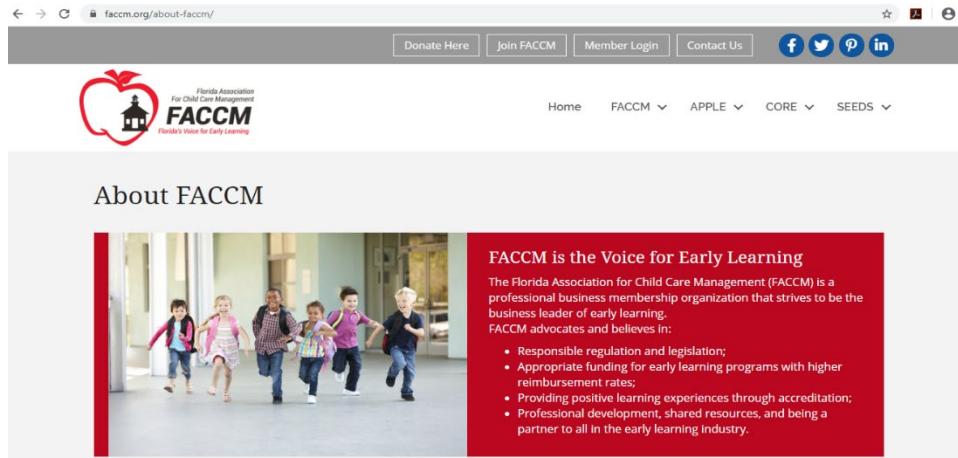
Access FACCM Member Hub and
APPLE Annual Report

Annual Reports are required by ALL APPLE Accredited Programs

Guide to Access Your FACCM Member's Page

Log into the FACCM Member Hub Google Chrome works best

<https://www.faccm.org/>



The screenshot shows the FACCM website with a red arrow pointing to the 'Member Login' button in the top navigation bar. The page content includes the FACCM logo, a photo of children walking, and a section titled 'FACCM is the Voice for Early Learning'.

About FACCM

FACCM is the Voice for Early Learning

The Florida Association for Child Care Management (FACCM) is a professional business membership organization that strives to be the business leader of early learning. FACCM advocates and believes in:

- Responsible regulation and legislation;
- Appropriate funding for early learning programs with higher reimbursement rates;
- Providing positive learning experiences through accreditation;
- Professional development, shared resources, and being a partner to all in the early learning industry.

If you have a FACCM Log In Enter your Username and Password **CLICK**

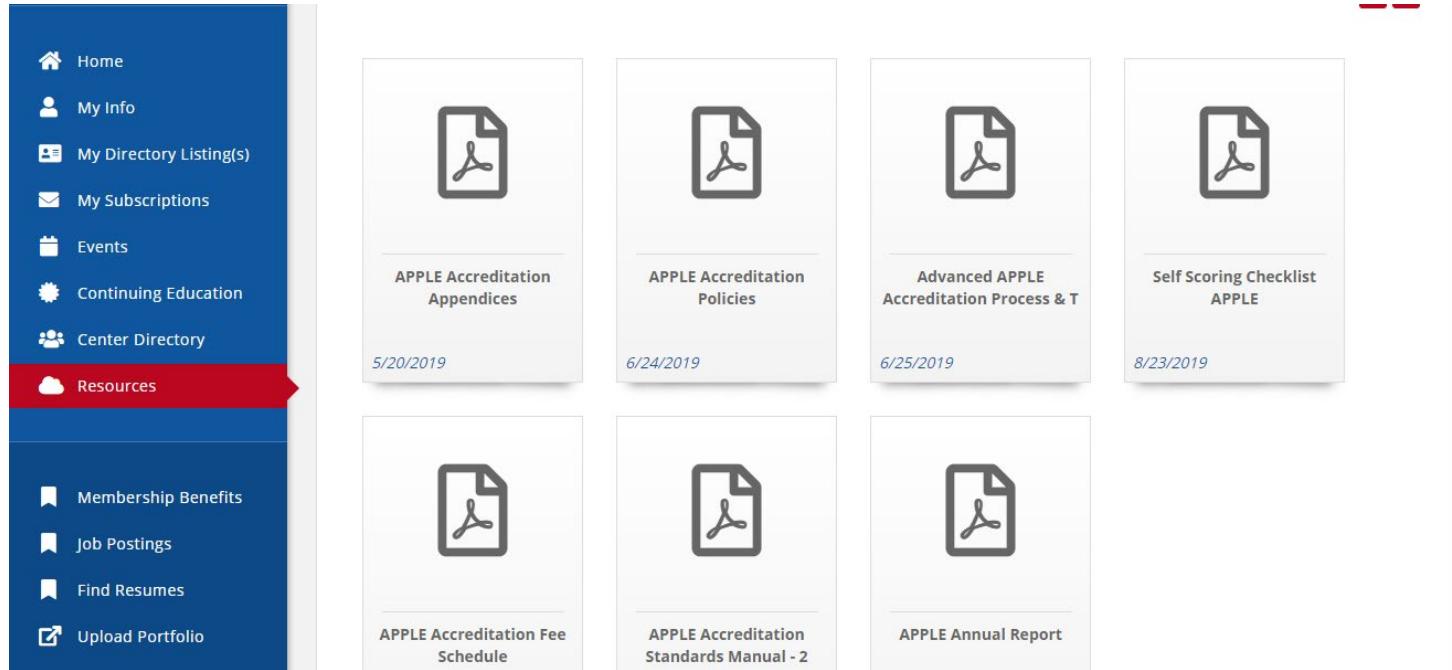
[Sign In](#)

Can't Log In? Select forgot your Username or Password and check your email to reset your password

Having trouble getting logged in? Contact the FACCM Office at (800) 322-2603

To access APPLE Accreditation Resources

Click on  Resources



- Home
- My Info
- My Directory Listing(s)
- My Subscriptions
- Events
- Continuing Education
- Center Directory
- Resources**

- Membership Benefits
- Job Postings
- Find Resumes
- Upload Portfolio

APPLE Accreditation Appendices 5/20/2019	APPLE Accreditation Policies 6/24/2019	Advanced APPLE Accreditation Process & T 6/25/2019	Self Scoring Checklist APPLE 8/23/2019
APPLE Accreditation Fee Schedule	APPLE Accreditation Standards Manual - 2	APPLE Annual Report	



Download and save the Annual Report

ALL APPLE Accredited Programs must complete the Annual Report and upload it to the Annual Report tab in the Member Hub. The Annual Report is due by the last day of the month of the center's anniversary date.

For example, if your anniversary date is June 15th, the APPLE Annual Report is due by June 30th.

Read the instructions, compile the required documentation, and sign the document.

Once the form is complete scan the report and supplemental information into a PDF on your computer.

Be sure to keep a copy of your records.

Ready for Upload

-  Membership Benefits
-  Job Postings
-  Find Resumes
-  Upload Portfolio
-  Upload Annual Report
-  Upload Advanced or Change Of Owner Documents



Any report or payment received after the last day of the month will be assessed a late fee of \$50.

Fill out the Center information, then drag or browse your computer files to select.



Email
First Name
Last Name
Company
Apple ID

Drag files here
Browse files

Click "Upload"



1 item [Clear All](#) [+ Add more](#)

Annual Report FINAL 06292020.pdf 238.33 KB

Upload

Once the files are received. "Uploaded" will appear
This is the final upload step of the upload



Annual Report FINAL 06292020.pdf Uploaded 238.33 KB

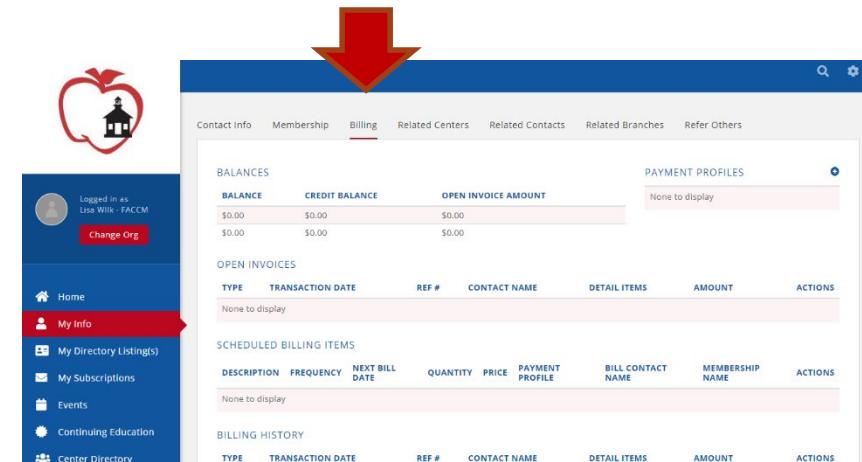
Drag files here
Browse files

You will receive an automatic email confirming the upload forms.

Online Payments Invoices/Receipts

Payment may be made online in the Member Hub under, my info tab in billing or by mailing a check along with the invoice found in the billing section in the Member Hub.

Mail checks to the address listed on the invoice.



The screenshot shows the Member Hub interface. At the top, there is a navigation bar with tabs: Contact Info, Membership, **Billing**, Related Centers, Related Contacts, Related Branches, and Refer Others. A large red arrow points to the 'Billing' tab. Below the navigation bar, there is a sidebar with a red apple icon and a user profile. The sidebar includes links: Home, **My Info** (which is highlighted with a red arrow), My Directory Listing(s), My Subscriptions, Events, Continuing Education, and Center Directory. The main content area is titled 'Billing'. It contains four tables: 'BALANCES', 'OPEN INVOICES', 'SCHEDULED BILLING ITEMS', and 'BILLING HISTORY'. Each table has columns for Type, Transaction Date, Ref #, Contact Name, Detail Items, Amount, and Actions.

Important Reminder:

APPLE recommends re-accreditation applications be submitted 18 months prior to the expiration date listed on your current APPLE certificate to allow ample time for process and to avoid any or lapse in accreditation.

FACCM/APPLE Fee's/ Dues

You must be a member of the **Florida Association for Child Care Management (FACCM)** in order to continue with becoming **APPLE** accredited. That FACCM membership dues are based off licensed capacity:

Licensed Capacity	FACCM Membership	Standard	Advanced/Change of Owner	National	National Advanced	School Age Only
		\$350 application	\$400 application	\$400 application	\$450 application	\$350 application
Up to 60 children	\$140 annually	\$550 due upon portfolio submission	\$1,250 due upon portfolio submission	\$850 due upon portfolio submission	\$1,550 due upon portfolio submission	\$450 due upon portfolio submission
61-120 children	\$200 annually	\$650 due upon portfolio submission	\$1,400 due upon portfolio submission	\$950 due upon portfolio submission	\$1,700 due upon portfolio submission	\$550 due upon portfolio submission
121-240 children	\$260 annually	\$950 due upon portfolio submission	\$2,500 due upon portfolio submission	\$1,700 due upon portfolio submission	\$3,250 due upon portfolio submission	\$750 due upon portfolio submission
Additional 120 over 240 children	\$320 or \$380 annually	Additional \$300	Additional \$475	Additional \$350	Additional \$475	Additional \$100

After accredited you will be required to submit an **APPLE annual report** and a \$250 **annual report payment** on the anniversary date of the accreditation.

***Additional *APPLE* fees that may or may not apply are listed below.**

Technical Assistance	\$300 (4hours) and \$75 (each additional hour)
Late Portfolio Submission Fee	\$300
Portfolio Resubmission Fee	\$250
Provisional Status	\$300



THE APPLE TEAM IS AVAILABLE TO SUPPORT YOU!
CONTACT THEM BY PHONE AT (800) 322-2603

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