

CELEBRATING

20

YEARS

APPLE GUIDE

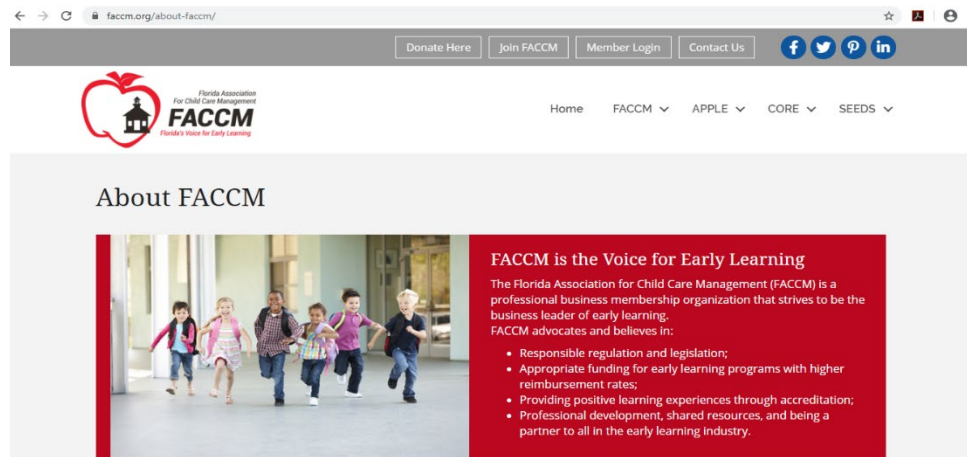
Access FACCM Member Hub and
APPLE Annual Report

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/>



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

Sign In

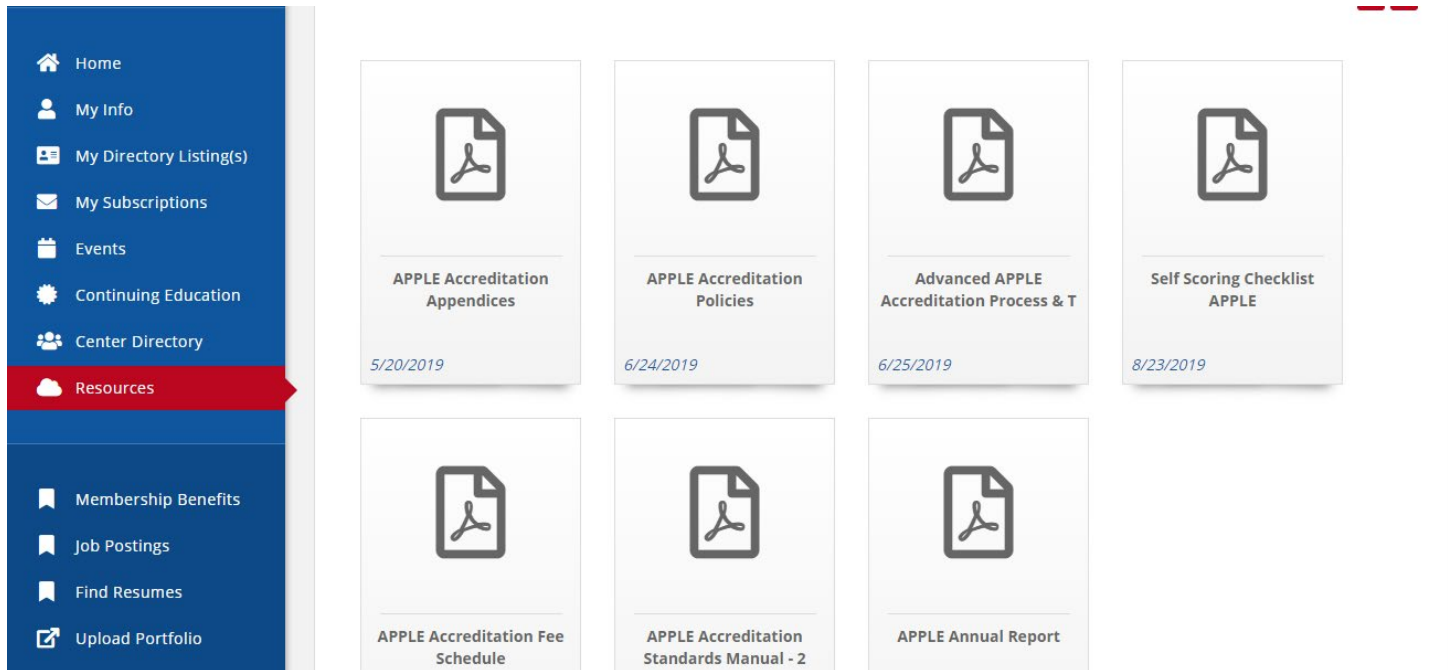
Can't Log In? Select forgot your Username or Password and check your email to reset your password

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



To access APPLE Accreditation Resources

Click on  Resources



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.

A registration form with five input fields: Email, First Name, Last Name, Company, and APPLE ID. To the right of these fields is a file upload area with a circular icon containing a document and an upward arrow, the text "Drag files here", a "Browse files" link, and an "Upload" button. A red arrow points up to the "Upload" button.

Click "Upload"

A confirmation screen showing a list of items. The first item is "Annual Report FINAL 06292020.pdf" with a size of "238.33 KB". At the bottom of the screen is a blue "Upload" button.

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

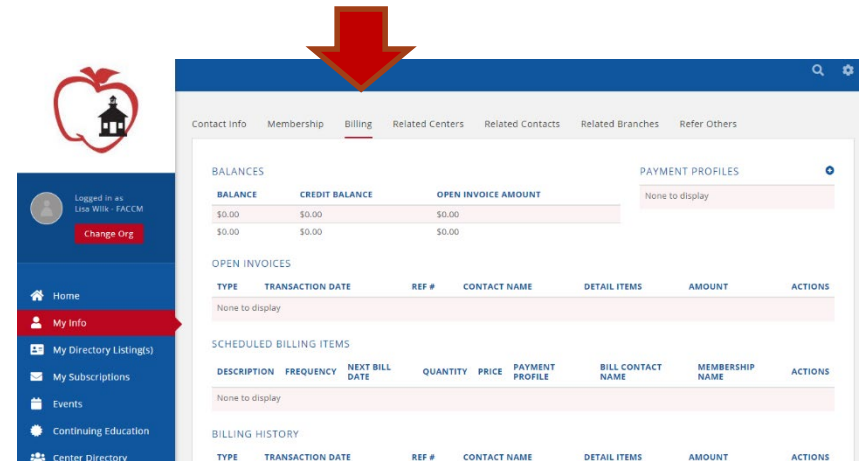
The final upload step showing the file "Annual Report FINAL 06292020.pdf" with a green "Uploaded" status and a size of "238.33 KB". Below this is a file upload area with a circular icon containing a document and an upward arrow, the text "Drag files here", a "Browse files" link, and an "Upload" button.

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. A red arrow points to the 'Billing' tab in the top navigation bar. The left sidebar contains a 'My Info' tab, which is highlighted with a red bar. The main content area displays the 'Billing' section, which includes a 'BALANCES' table, an 'OPEN INVOICES' table, a 'SCHEDULED BILLING ITEMS' table, and a 'BILLING HISTORY' table. The 'BALANCES' table shows a balance of \$0.00. The 'OPEN INVOICES' table shows no open invoices. The 'SCHEDULED BILLING ITEMS' table shows no scheduled items. The 'BILLING HISTORY' table shows no history.

BALANCE	CREDIT BALANCE	OPEN INVOICE AMOUNT
\$0.00	\$0.00	\$0.00
\$0.00	\$0.00	\$0.00

TYPE	TRANSACTION DATE	REF #	CONTACT NAME	DETAIL ITEMS	AMOUNT	ACTIONS
None to display						

DESCRIPTION	FREQUENCY	NEXT BILL DATE	QUANTITY	PRICE	PAYMENT PROFILE	BILL CONTACT NAME	MEMBERSHIP NAME	ACTIONS
None to display								

TYPE	TRANSACTION DATE	REF #	CONTACT NAME	DETAIL ITEMS	AMOUNT	ACTIONS
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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.

Thank you for your payment!

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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