NAEYC Early Learning Hub | Application Results Guide
Early Learning Program Quality Assessment and Accreditation

Overview

This resource helps early learning programs understand their Recognition or Accreditation Application results, and if needed, make required updates, and resubmit for a final decision.
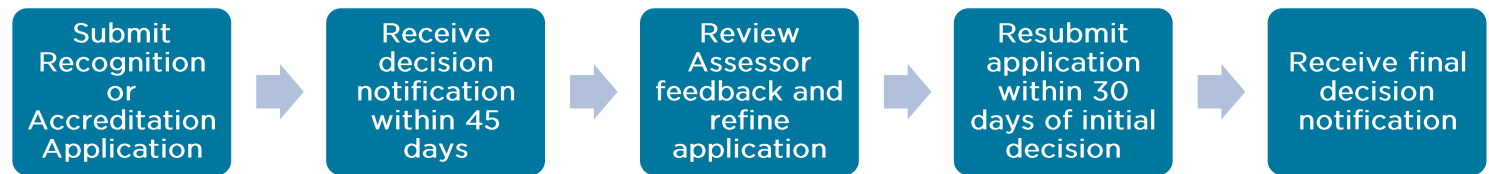
See the Policy Handbook for more information on the application process (pg. 6) or decision definitions (pg. 10).

For support or questions, email accreditation.information@naeyc.org or call (800) 424-2460 option 3, option 1, option 1.

Application Process

Early learning programs will complete Recognition and Accreditation Applications via the Early Learning Hub. Within 90 days following submission of an application, a decision notification letter will be sent to the primary and secondary contacts on record for the program and the application results can be viewed within the Early Learning Hub.

If a program receives a "Deferred" decision after an initial application, the program can refine documentation and resubmit it one time for reconsideration. Programs have 30 days following the deferral to resubmit documentation. Once documentation is resubmitted, the program will receive an updated final decision.

| Submit Recognition or Accreditation Application | → | Receive decision notification within 45 days | → | Review Assessor feedback and refine application | → | Resubmit application within 30 days of initial decision | → | Receive final decision notification |

Decision Definitions

For a successful Recognition or Accreditation Application decision, a program must demonstrate through documentation review that it:

- Meets 100 percent of all required items
- Meets 80 percent of overall items*

*Based on items assessed based on the ages served by the program. Items that are by age group count as individual items and included in total items used in overall percentage.

✔ 100% pass rate for assessed required items

✔ 80% pass rate for all assessed items

Decision Notification & Application Results

Within 90 days following submission of an application, the primary and secondary contacts affiliated with a program will receive a decision notification by email and instructions for how to access the application results within the Early Learning Hub.

Follow these steps to locate the application results:

1. Log into your NAEYC account at my.naeyc.org/
2. Click "**My Organizations**" in the top right corner
3. Select "**Early Learning Hub**" for the program
4. Under "**Application & Reports**," select "**Application History**"
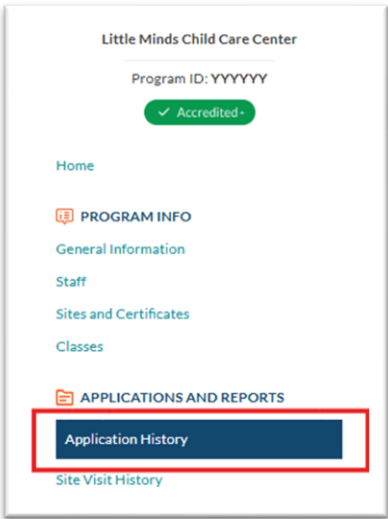
On the **Application History** listing, the following is available:
- Tier of application
- Renewal indication
- Submitted date
- Application result
- Link to score summary
- Link to score detail
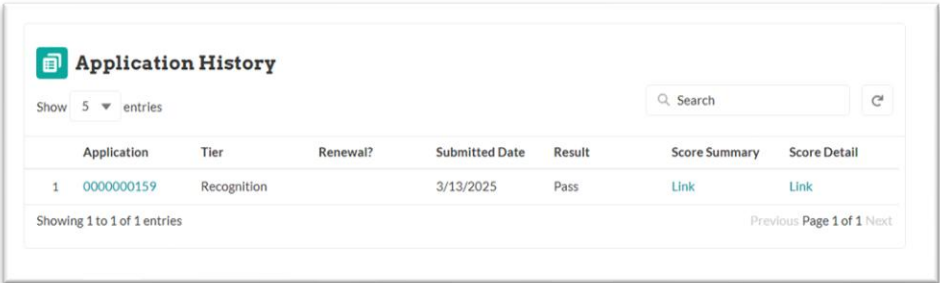
Application Score Summary Report

The **Application Score Summary** includes the following:
- **Criteria Name**: Indicates if All Items and Required Items
- **Attained Percentage**: Percentage of assessment items met, based on the number of items met divided by the total number of items assessed
- **Result**: Pass or Fail
- **Unmet Items**: List of assessment item that were NOT met (e.g., R.1.01, A.1.01)

Important Note:

You must meet **100% of required items** AND **80% of all items** to receive Recognition or Accreditation status.

Application Score Details Report

The **Application Score Details Report** includes item-level feedback:

- **Question Number**: NAEYC assessment item code (e.g., R.2.03, A.2.03)
- **Reviewer Response**: "Yes" means met, "No" means not met
- **Review Comments**: Specific feedback on what was missing or unclear

Exporting Application Results

The Application Score Summary and Detail Reports can be exported by selecting the **"Export"** option in the upper right when viewing a report. Export options include:

- **Formatted Report**: Export the report, including the report header, groupings, and filter settings.
- **Details Only**: Export raw data from the report, including the detailed rows. Use this to do further calculations or for uploading to other systems. Detailed files can be exported as Excel or Comma delimited.

Deferred Decision Next Steps

Initial Deferred Decisions

If a deferred decision is received, you can resubmit the application one time for free. Carefully review the scores and comments on your initial application.

To resubmit, navigate to the Early Learning Hub and click resubmit. Once you are taken to the application, you will have the ability to pre-fill your responses from your initial submission, so you don't need to start from scratch. Just be sure to update or change the responses to items that you did not meet so that the NAEYC assessor can review new information.

You only have 30 days to correct and resubmit your application. If you choose not to resubmit your application, you will not be awarded the desired tier status at this time. See Final Deferred Decisions for next steps by tier.

Final Deferred Decisions

- **Programs that are currently Registered.** You may reapply for Recognition at any time.

- **Programs that are currently Recognized.** You may reapply for Accreditation at any time. Your Recognition term will end at the valid until date. You must reapply for Recognition to extend the term.

- **Programs that are currently Accredited.** Your current Accreditation term will be terminated, and the program will become Recognized for a one-year term. You will be able to apply for Accreditation at any time.

- **Programs that are currently Accredited+.** Your current Accreditation+ term will be terminated, and the program will become Recognized for a one-year term. You will be able to apply for Accreditation at any time.

Appeal Options

The Council for NAEYC Accreditation provides a formal appeal process for programs that receive an Accreditation "Deferred" decision. The program must submit its appeal within 30 days of the receipt of the "Deferred" decision via the Early Learning Hub. During the appeal window, there is no change in the program's public accreditation status. Appeals are made to the Quality Assurance Committee of the Council for NAEYC Accreditation. [Click here for more information](#) on the appeal process or email QualityAssurance@naeyc.org.

Application Tips

Common Reasons Items Are Not Met

- Didn't provide 2 specific examples when required
- Descriptions were vague or too general
- Responses were the same for all age groups
- Documentation didn't match the prompt

Tips to Improve Future Submissions

- Prioritize all items listed as Not Met
- Use comments as a checklist to update your documentation
- Revise evidence so it's clearly aligned with each specific prompt
- Make sure responses are age-group specific when required
- Use [Self-Assessment Tools](#) to see guidance from applications and to prepare responses