



National Association for the
Education of Young Children

Early Learning Program

Quality Assessment
and Accreditation

Early Learning Hub Guide

February 2025

Contents

Logging into the NAEYC Portal.....	2
Navigating to the Early Learning Hub	3
Locating Your Program(s)	3
Program Home Page	4
Updating a Program	5
Adding a New Program.....	6
Program Information.....	7
General Information.....	7
Staff	7
Sites and Certificates	9
Classes.....	10
Incident Reports (72-Hour Notifications).....	11
Administrative Info.....	12
Contacts and Portal Access.....	12
Payments.....	13
Large System Affiliations	13
Affiliation Requests.....	13

Logging into the NAEYC Portal

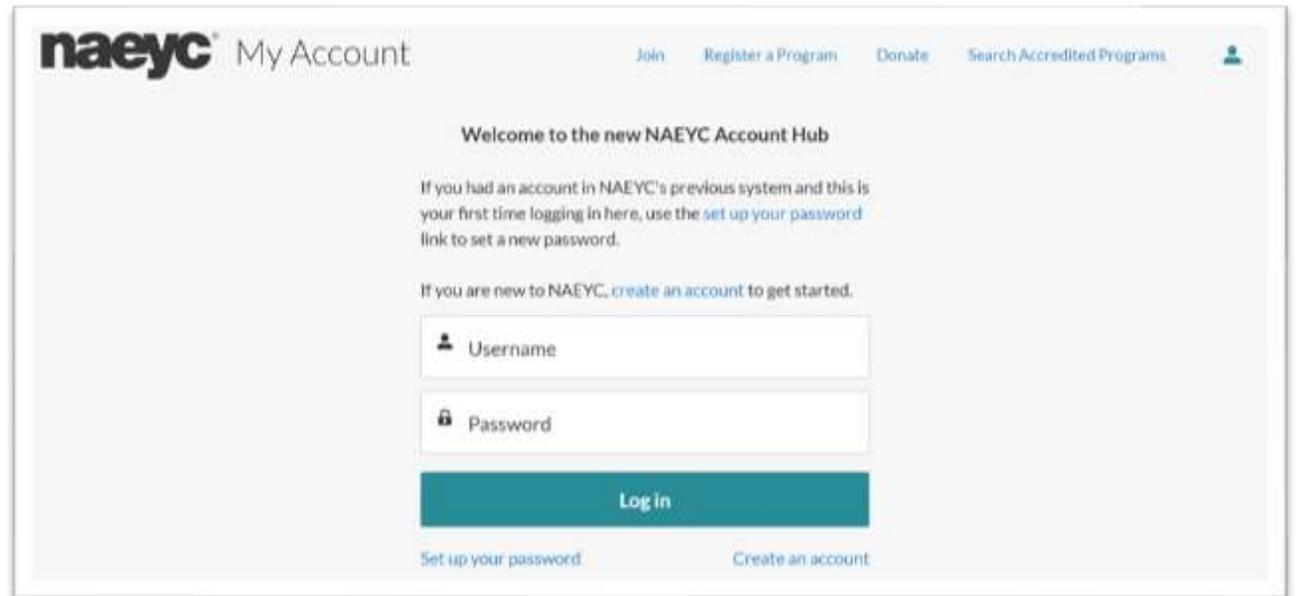
To access the NAEYC portal, go to www.naeyc.org and click on the option to login.

EXISTING NAEYC PORTAL USERS

Users with existing access to a NAEYC portal should follow the “Set up your password” option to access their account.

NEW NAEYC PORTAL USERS

New users should select the “Create an account” option.



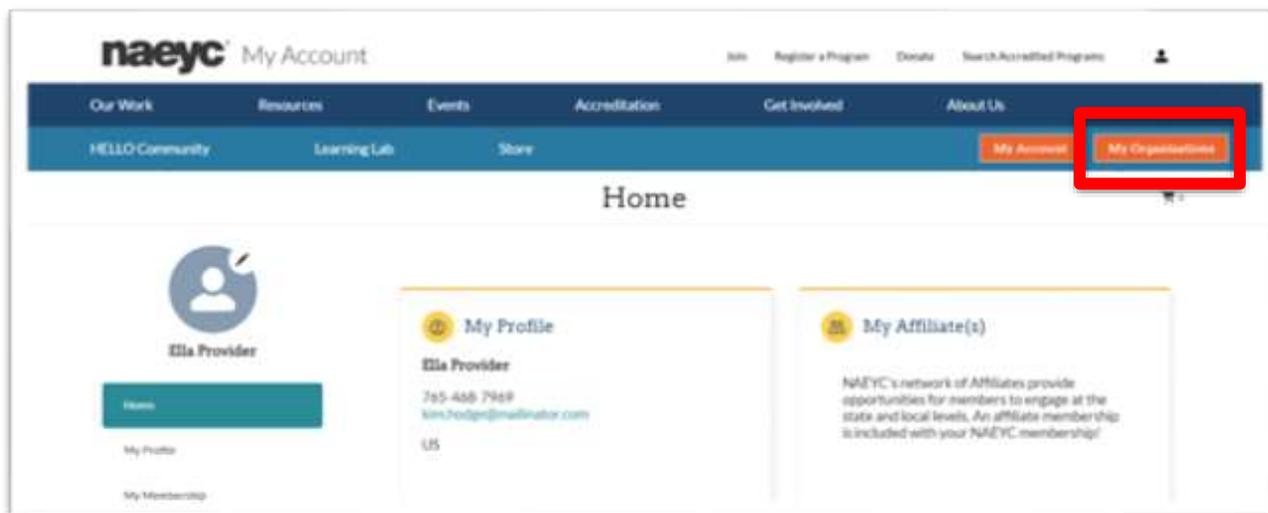
The screenshot shows the 'naeyc My Account' page. At the top right, there are links for 'Join', 'Register a Program', 'Donate', and 'Search Accredited Programs', along with a user profile icon. The main heading is 'Welcome to the new NAEYC Account Hub'. Below this, there are two paragraphs of text: 'If you had an account in NAEYC's previous system and this is your first time logging in here, use the [set up your password](#) link to set a new password.' and 'If you are new to NAEYC, [create an account](#) to get started.' The login form consists of two input fields: 'Username' (with a person icon) and 'Password' (with a lock icon). Below the fields is a teal 'Log in' button. At the bottom of the form, there are two links: 'Set up your password' and 'Create an account'.

Navigating to the Early Learning Hub

Once logged into your NAEYC Account, you will be on the Home page.

To manage your personal record with NAEYC, or make other purchases, including membership, this can be done by using the menu options.

To access the Early Learning Hub, select the “My Organizations” in the upper right-hand corner.

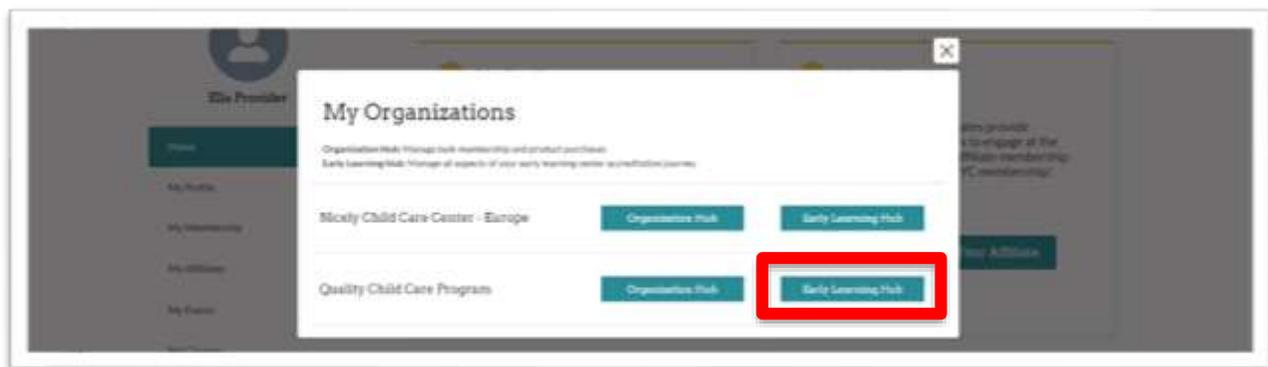


Locating Your Program(s)

The “My Organizations” window appears that lists any Early Learning Programs the user is affiliated with.

The “My Organizations” option also includes links to the Organization Hub and LSU Hub, if the user has access.

Select “Early Learning Hub” to go into a specific program’s record.



Program Home Page

Once in the program's record, you will be on the Home page and see the "Quality Journey" widget that provides the program's status and details on next steps.

From the Home page, you can also:

1. View high level information for the program including
2. View and make payments
3. Access specific information on the programs record
4. Access a HELLO Community specific to the current status of the program, if Recognition, Accreditation or Accreditation+
5. ADD numbers to image

The screenshot displays the NAEYC Early Learning Hub interface for a specific program. The top navigation bar includes links for 'Our Work', 'Resources', 'Events', 'Accreditation', 'Get Involved', and 'About Us'. Below this, a secondary bar shows 'HELLO Community', 'Learning Lab', and 'Store', along with buttons for 'My Account' and 'My Organizations'. The main content area features a 'Quality Journey' widget with a progress bar showing stages: REGISTERED (Step 1-4), RECOGNIZED (Step 2-4), ACCREDITED (Step 3-4), and ACCREDITED+ (Step 4-4). The 'Your Status' section indicates the program is not currently recognized or accredited. The 'Next Steps' section lists required information: General Information, Sites, Classes, and Staff. A 'Become Recognized!' section encourages users to see the value of NAEYC Recognition. Below the journey widget, four large cards display counts: 0 Students, 0 Staff, 0 Classes, and 0 Sites. To the right, a 'Payments' section shows a table with columns for Order Num., Balance Due, Status, and Pay Now U., with a note 'No records to display' and a 'View All Payments' button. A left-hand sidebar provides navigation options under 'PROGRAM INFO', 'APPLICATIONS AND REPORTS', 'ADMINISTRATIVE INFO', and 'LARGE SYSTEM AFFILIATIONS'.

Updating a Program

Once in the program's record, you will be on the Home page and see the "Quality Journey" widget that provides the program's status and details on next steps.

A program's admin, or primary or secondary contacts can edit directly to the program's record.

Use the menu option links on the left or within the Quality Journey widget to access the specific pages where program details should be entered or updated.

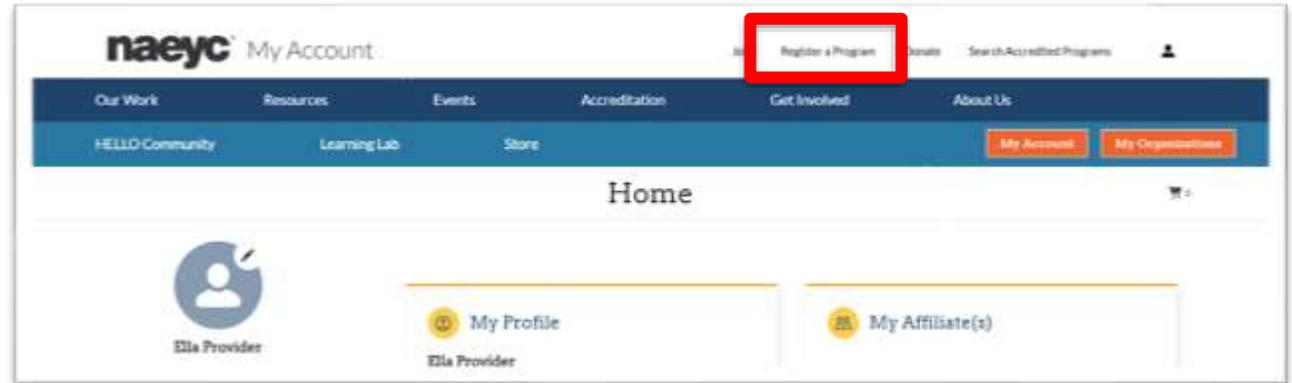
The following pages are required for data entry to process with the Recognition application:

- General Information
- Sites
- Classes
- Staff

The screenshot displays the NAEYC Early Learning Hub interface. At the top, there is a navigation bar with links for "Our Work", "Resources", "Events", "Accreditation", "Get Involved", and "About Us". Below this, a secondary bar includes "HELLO Community", "Learning Lab", and "Store", along with "My Account" and "My Organizations" buttons. The main content area features a "Quality Journey" widget with a progress bar showing stages: REGISTERED (Step 1-4), RECOGNIZED (Step 2-4), ACCREDITED (Step 3-4), and ACCREDITED+ (Step 4-4). The "REGISTERED" stage is currently active. Below the progress bar, there are three sections: "Your Status" (indicating the program is not currently recognized or accredited), "Next Steps" (listing required information like General Information, Sites, Classes, and Staff), and "Become Recognized!" (with a link to read about the value of NAEYC Recognition). To the right of the Quality Journey widget is a "Payments" section showing a table with columns for Order Num., Balance Due, Status, and Pay Now (L.). Below the table, it states "No records to display" and includes a "View All Payments" button. On the left side of the interface, there is a navigation menu for "Quality Child Care Program 2" with categories: PROGRAM INFO (General Information, Staff, Sites and Certificates, Classes), APPLICATIONS AND REPORTS (Application History, Site Visit History, Annual Report History, Incident Report), ADMINISTRATIVE INFO (Contacts and Portal Access, Payments), and LARGE SYSTEM AFFILIATIONS.

Adding a New Program

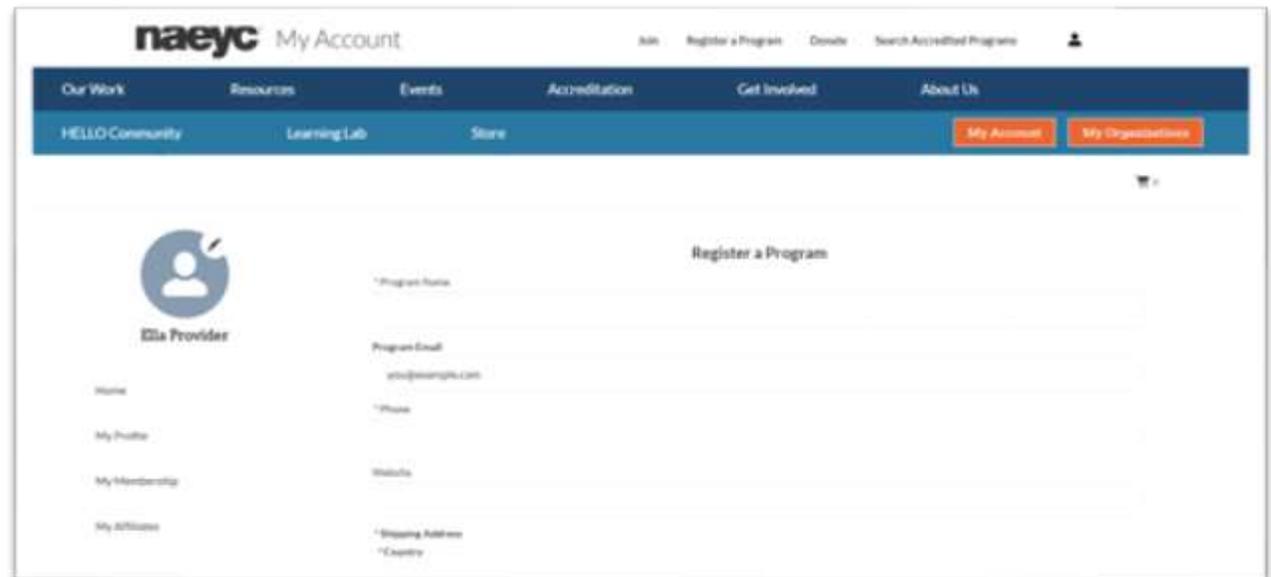
To add a new program to the portal, go to the NAEYC My Account page, and select “Register a Program”



On the next page, enter the details about the program. Required fields are indicated with a red asterisk.

Once done, select “Submit” to save the information.

Once the information has been saved, you can access the program’s record from the “My Organizations” option.



Program Information

The Program Information section includes key details about the program, including ages served, regulatory status, and program characteristics.

General Information

Select “Change” to open the page in edit view. Ensure all fields are entered or confirmed. Select “Save” as you work to complete each section.

Complete all fields in the following sections:

- Enrollment
- Program Characteristics
- Mailing Address
- Billing Address

The screenshot shows a web interface for program information. On the left is a navigation menu with categories: 'APPLICATIONS AND REPORTS' (containing Application History, Site Visit History, Annual Report History, Incident Report), 'ADMINISTRATIVE INFO' (containing Contacts and Portal Access, Payments), and 'LARGE SYSTEM AFFILIATIONS' (containing Affiliation Requests). The main content area is divided into sections: 'Enrollment' with fields for Total Enrollment (24), Infants (6), Toddlers (6), Preschoolers (12), Kindergarteners (0), and Number Of Families Served; and 'Program Characteristics' with fields for Program Type (Certificate/School Based) and Is Operation Since (2019-07-01). Each field has a 'Change' button next to it.

Staff

Select “New” to add a new staff member to the program.

To remove any staff person listed, select the drop-down arrow to the right of the name listed and unselect “Is Active”.

The screenshot shows a 'Staff' management page for 'Quality Child Care Program 2'. It features a 'New' button, a search bar, and a table of staff members. The table has columns for Name, Position(s), Education, ECE Related, and Credentials. One staff member is listed: Angie Provitor, Teacher, Associate Degree, Yes. The page shows 'Showing 1 to 1 of 1 entries' and 'Page 1 of 1'.

Name	Position(s)	Education	ECE Related	Credentials
1 Angie Provitor	Teacher	Associate Degree	Yes	

When entering or confirming staff, ensure the following fields are entered or confirmed:

- First / Last Name
- Email
- Is Active
- Position
- Highest Level of Formal Education
- Higher Education Degree Related to ECE
- Other credentials (if applicable)

Select “Save” to save the entry.

The screenshot displays the 'New Staff' form within a web application. The form is divided into several sections:

- Personal Information:** Fields for 'First Name', 'Last Name', and 'Email'.
- Active Status:** A checkbox for 'Is Active' which is currently checked.
- Position:** A dropdown menu with 'Available' roles: Teacher, Assistant Teacher, Pedagogical Administrator, and Operational Administrator. A 'Chosen' list is empty.
- Education:** A dropdown for 'Highest Level of Formal Education' (set to '--None--') and a dropdown for 'Higher Education Degree Related To ECE?' (set to 'No').
- Credentials:** A dropdown for 'Other Credentials' with 'Available' options: 'Current Child Development Ass...', 'State-issued public school teach...', 'State-issued public school princ...', and 'Administrator credential recogn...'. A 'Chosen' list is empty.
- Other Credentials Detail:** A text input field for additional information.

At the bottom of the form, there are 'Save' and 'Cancel' buttons. The background shows a sidebar with navigation options and a top navigation bar with 'Account' and 'My Organization' links.

Sites and Certificates

All programs should have at least one (1) primary site listed. Select “New” to add a new site record.

Select the “Change Primary Site” if another site listed should be listed as the primary site for the program.

Additional sites should be added to the program record ONLY if they are qualified satellites of the primary program. See the Policy Handbook for more information on the Satellite policy.

When adding a new site, enter the following information:

- Site Name
 - o If only one site, the Site Name should be the program name.
- Is Active (Y/N)
- Number of children
- Site Address
- Distance from Primary Site (or select not applicable)
- Open / Close Time
- Days of Operation
- Closure Information
- Non-Operating Days
- Directions / Parking Guidance
- Security Restrictions

Instructions

Program Sites are the physical location(s) that serve children. Each Early Learning Program must have at least one (1) program site that reflects the primary location. Ensure that the address you add for the site is the physical address, not a P.O. Box or APO address. You can add up to ten (10) program sites per program, one (1) primary and up to nine (9) satellites. A satellite location is defined as an additional geographic location for a program that houses one or more of a program's (classes) of children AND the class(es) are under the same program administration and budget as the primary site. See the Policy Handbook on the NAEYC website for additional requirements for satellites.

Program Sites

Site Name	Is Primary	Certificate
1 Quality Care Center 2		

Showing 1 to 1 of 1 entries. Page 1 of 1

New Program Site

*Site Name

Is Active

*Number of Children

Temporarily Closed

*Expected Reopen Date

*Site Address (Country/Territory) United States

*Site Address (Street)

*Site Address (City)

*Site Address (State/Province) --None--

*Site Address (ZIP/Postal Code)

*Distance From Primary Site --None--

*Open Time

*Close Time

*Days of Operation

Available: Sunday

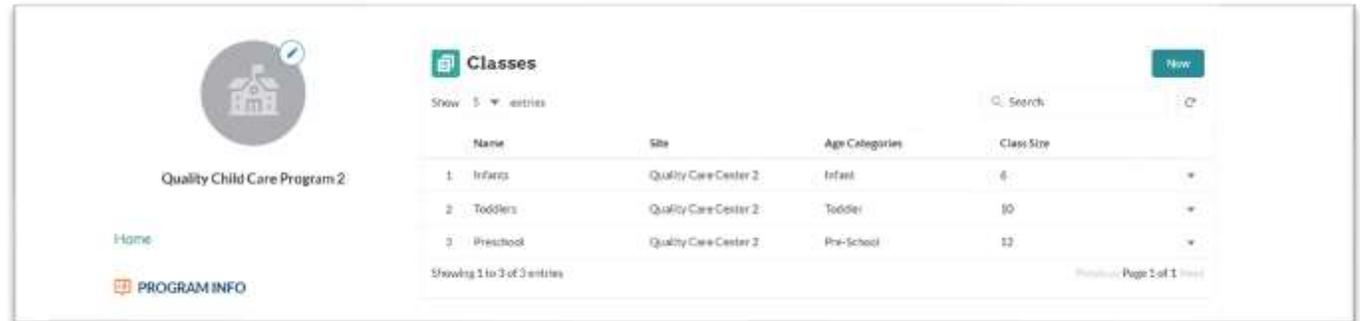
Classes

All classes that are part of a program's accreditation journey should be included on the program's record. To add a new class, select "New".

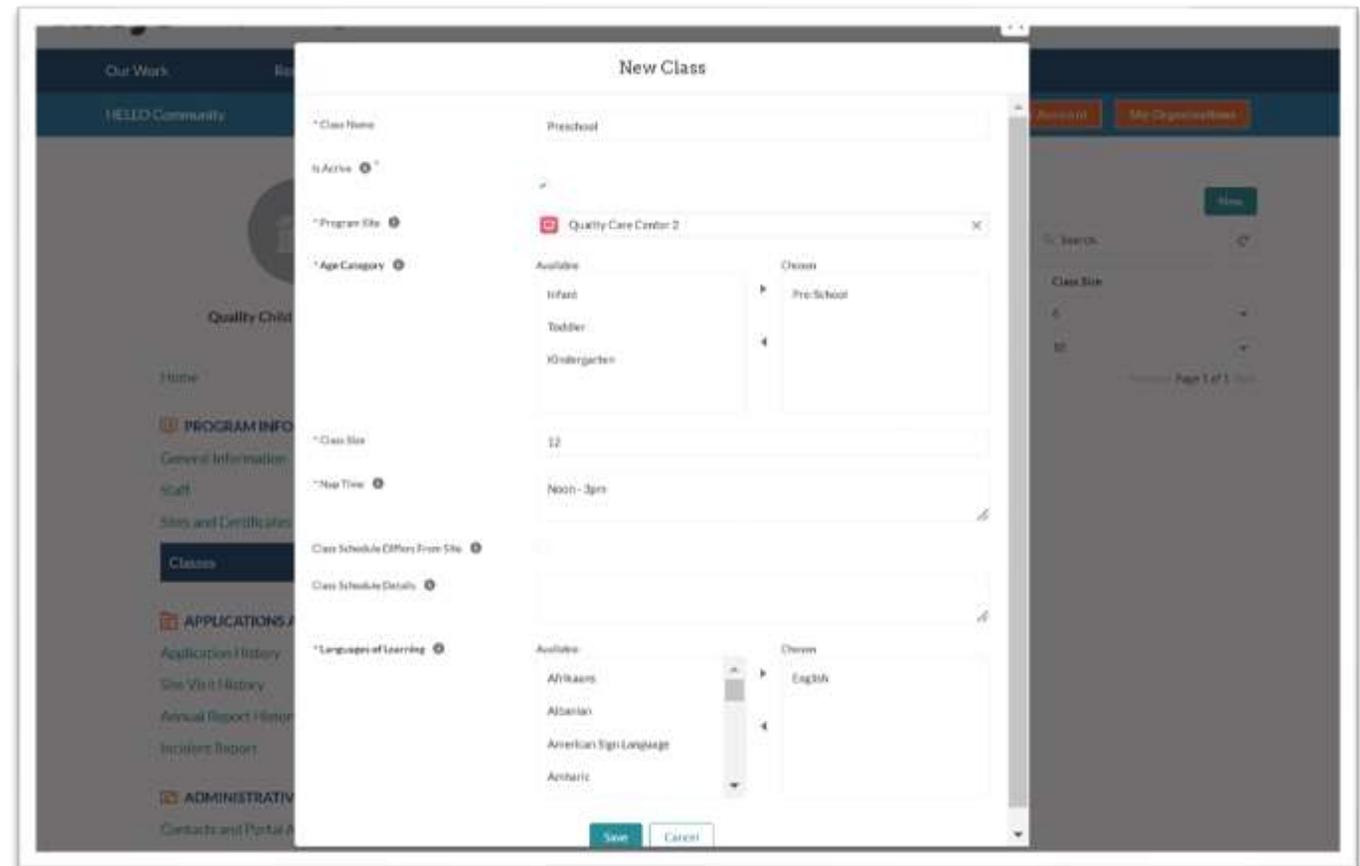
To edit an existing class, use the drop-down arrow to the right of the classroom and select "Edit". Save any changes.

When adding a new class, enter the following information:

- Class Name
- Is Active (Y/N)
- Program Site - select site the class is part of
- Age Category
- Class Size
- Nap Time
- Class Schedule Differs from Site
- Class Schedule Details
- Languages of Learning



Name	Site	Age Categories	Class Size
1. Infants	Quality Care Center 2	Infant	6
2. Toddlers	Quality Care Center 2	Toddler	10
3. Preschool	Quality Care Center 2	Pre-School	12



New Class

*Class Name: Preschool

Is Active:

*Program Site: Quality Care Center 2

*Age Category: Preschool

*Class Size: 12

*Nap Time: Noon-3pm

Class Schedule Differs from Site:

Class Schedule Details:

*Languages of Learning: Afrikaans, Albanian, American Sign Language, Arabic, English

Save Cancel

Incident Reports (72-Hour Notifications)

The Incident Report page will include any Incident Report completed on behalf of the program in the new system.

A new Incident Report can be **created by selecting “Report An Incident”**. Follow the guidance at the top of the page.



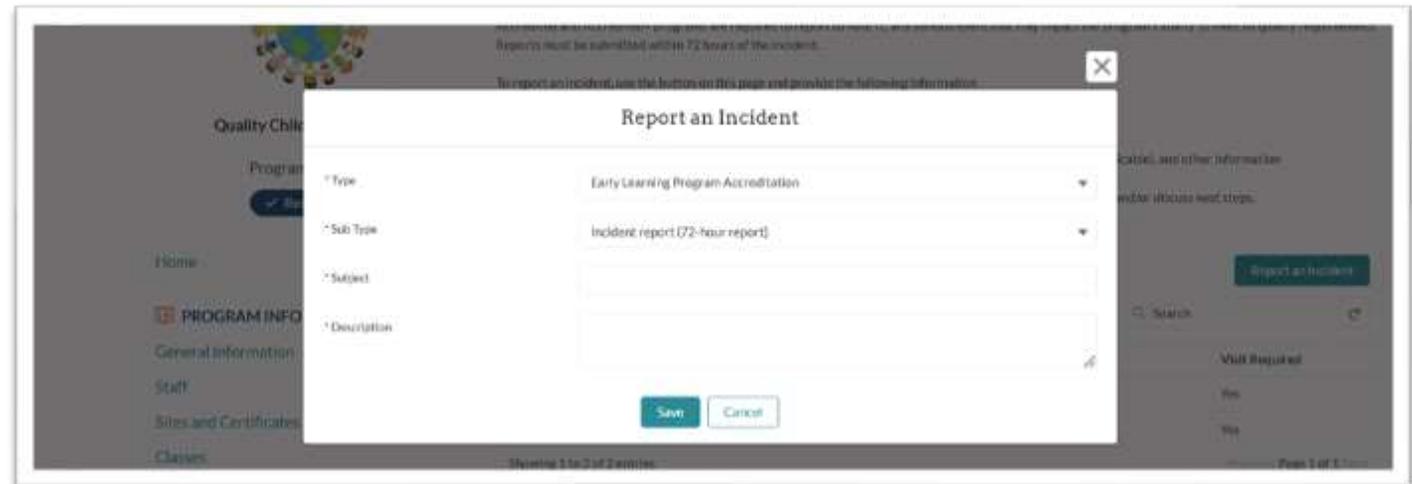
The screenshot shows the NAEYC Quality Child Care Program dashboard. On the left, there is a sidebar with navigation options: Home, PROGRAM INFO, General Information, Staff, Sites and Certificates, and Classes. The main content area is titled "Incidents" and features a "Report an Incident" button. Below the button is a table with the following data:

Case Number	Subject	Report Date	Status	Visit Required	
1	00001461	test	2/6/2025	Closed	Yes
2	00001460	incident test EUT	1/23/2023	Closed	Yes

At the top of the main content area, there are instructions for reporting an incident, including a list of required information: Type (Early Learning Program Accreditation), Sub-Type (Incident report (72-hour report)), Subject (Brief subject/site for the report), and Description (Detailed description of the incident).

When reporting a new Incident, ensure the following values are entered:

- Type = *Early Learning Program Accreditation*
- Sub-Type = *Incident Report (72-hour report)*
- Subject = *Enter a brief statement of the issue, i.e. “safe sleep violation”, “license is not in good standing”, “supervision issue”*
- Description = *Enter a description of the incident, event or issue, ensuring you capture key details.*



The screenshot shows the "Report an Incident" form overlaying the dashboard. The form has the following fields:

- Type: Early Learning Program Accreditation
- Sub-Type: Incident report (72-hour report)
- Subject: (Empty text field)
- Description: (Empty text area)

At the bottom of the form are "Save" and "Cancel" buttons.

The QA team will respond with questions or details on required next steps.

Administrative Info

The Administrative Info section provides the ability to manage who has administrative access to the program, and a history of payments made related to the program.

Contacts and Portal Access

Use the Contacts and Portal Access page to add or update administrative contacts for the program.

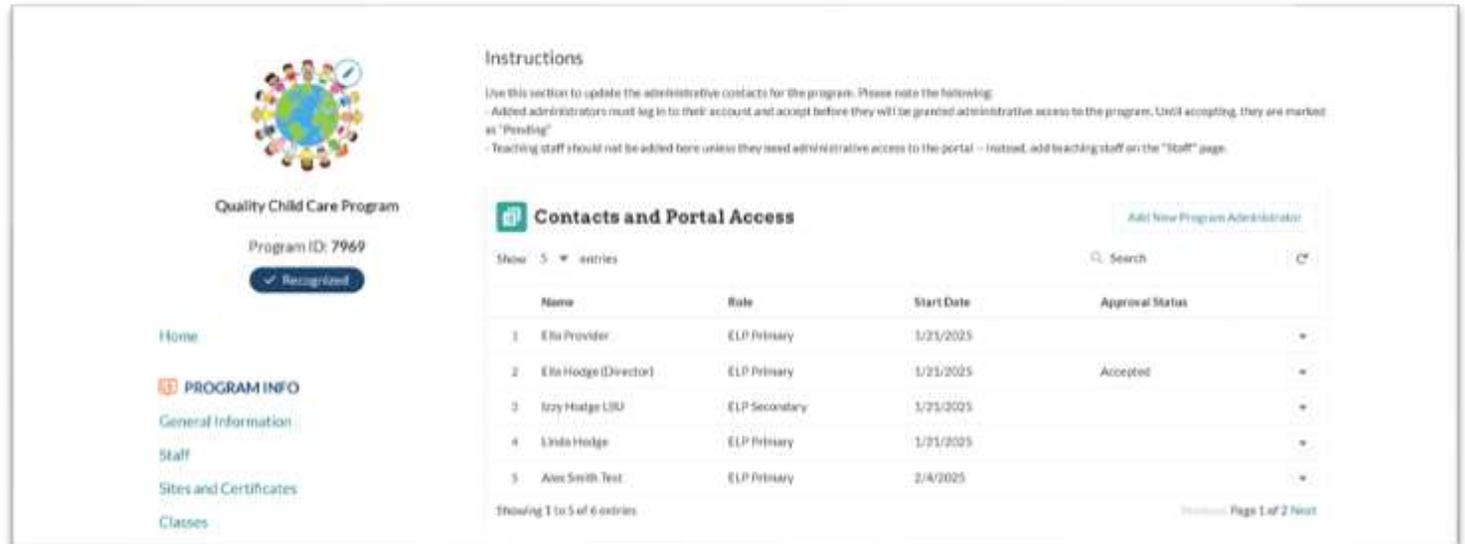
Added administrators must first log into their account and accept before they will be granted access to the program. Until they accept, they will be listed as “pending”.

NOTE - Teaching staff should not be added here unless they need administrative access to the portal. Instead, Teaching staff should be added to the “Staff” page.

When adding a new user, the individual must first have a NAEYC Account.

Once a user has a NAEYC account, another admin can add the user by selecting “Add new program administrator”.

The user must access the invitation that is received via email to have access to the program.



Quality Child Care Program
Program ID: 7969
Recognized

Home
PROGRAM INFO
General Information
Staff
Sites and Certificates
Classes

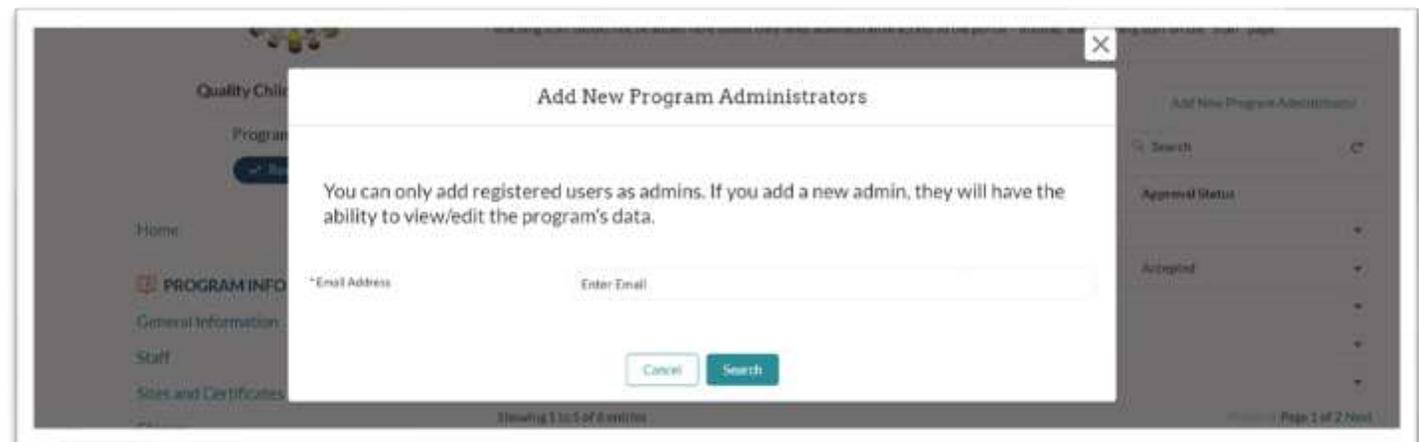
Instructions
Use this section to update the administrative contacts for the program. Please note the following:
- Added administrators must log in to their account and accept before they will be granted administrative access to the program. Until accepting, they are marked as "Pending"
- Teaching staff should not be added here unless they need administrative access to the portal -- Instead, add teaching staff on the "Staff" page.

Contacts and Portal Access
Add New Program Administrator

Show 5 entries Search

	Name	Role	Start Date	Approval Status
1	Ella Provider	ELP Primary	1/21/2025	
2	Ella Hodge (Director)	ELP Primary	1/21/2025	Accepted
3	Izzy Hodge LBU	ELP Secondary	1/21/2025	
4	Linda Hodge	ELP Primary	1/21/2025	
5	Alex Smith Test	ELP Primary	2/4/2025	

Showing 1 to 5 of 6 entries
Page 1 of 2 Next



Add New Program Administrators

You can only add registered users as admins. If you add a new admin, they will have the ability to view/edit the program's data.

*Email Address Enter Email

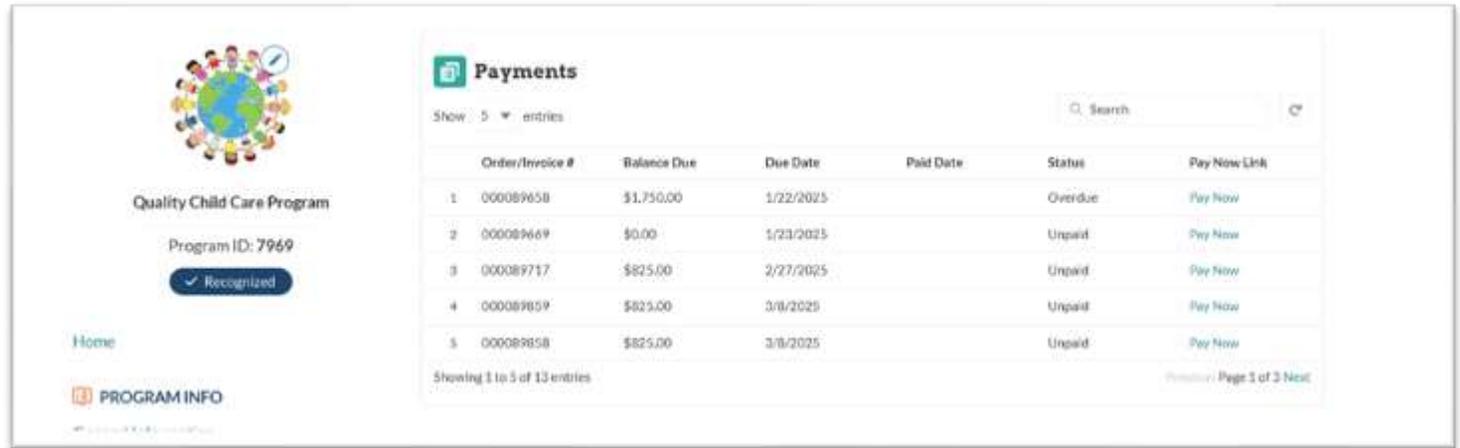
Cancel Search

Showing 1 to 5 of 6 entries
Page 1 of 2 Next

Payments

The Payments page includes any payment made on behalf of the program in the new system.

Payments to any current outstanding invoice can be made by selecting the “Pay now” option.



The screenshot displays the 'Payments' section of the NAEYC system. On the left, there is a sidebar with the program logo, name 'Quality Child Care Program', ID '7969', and a 'Recognized' status. Below this are navigation links for 'Home' and 'PROGRAM INFO'. The main content area is titled 'Payments' and includes a search bar and a table of payment entries. The table has columns for Order/Invoice #, Balance Due, Due Date, Paid Date, Status, and Pay Now Link. There are 5 entries shown, with the first one being 'Overdue' and the others 'Unpaid'. A 'Request Affiliation' button is visible in the top right corner of the main content area.

Order/Invoice #	Balance Due	Due Date	Paid Date	Status	Pay Now Link
1 000089658	\$1,750.00	1/22/2025		Overdue	Pay Now
2 000089669	\$0.00	1/23/2025		Unpaid	Pay Now
3 000089717	\$825.00	2/27/2025		Unpaid	Pay Now
4 000089859	\$825.00	3/8/2025		Unpaid	Pay Now
5 000089858	\$825.00	3/8/2025		Unpaid	Pay Now

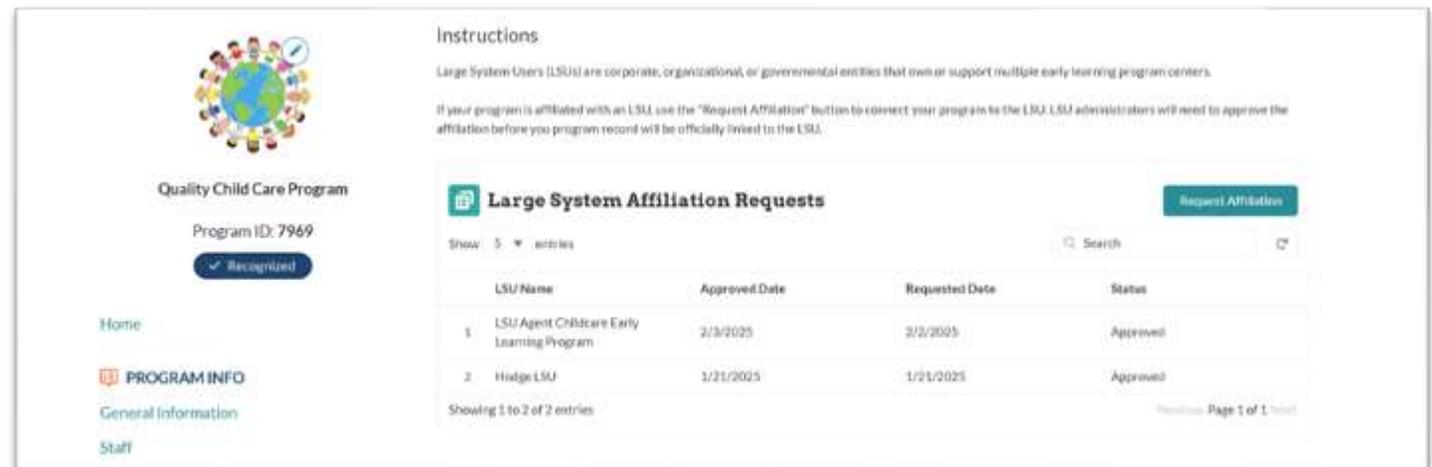
Large System Affiliations

The Large System Affiliations section provides the ability for programs to request to be connected with an existing large system (LSU). An LSU is defined as any organization that has 5 or more programs working towards accreditation. LSUs must be set up by NAEYC before a program is able to locate the organization.

Affiliation Requests

The Affiliations Requests page includes any current or pending LSU that the program is connected to.

To request an affiliation with a LSU, select “Request Affiliation”



The screenshot displays the 'Large System Affiliation Requests' section of the NAEYC system. On the left, there is a sidebar with the program logo, name 'Quality Child Care Program', ID '7969', and a 'Recognized' status. Below this are navigation links for 'Home', 'PROGRAM INFO', 'General Information', and 'Staff'. The main content area is titled 'Large System Affiliation Requests' and includes a search bar, a 'Request Affiliation' button, and a table of affiliation requests. The table has columns for LSU Name, Approved Date, Requested Date, and Status. There are 2 entries shown, both with a status of 'Approved'. A 'Request Affiliation' button is visible in the top right corner of the main content area.

LSU Name	Approved Date	Requested Date	Status
LSU Agent Childcare Early Learning Program	2/3/2025	2/3/2025	Approved
Hodge LSU	1/21/2025	1/21/2025	Approved

In the Apply for LSU Affiliation window, enter the name of the LSU. Once located, select the LSU name and select “Send request”.

A request to approve the affiliation will be sent to the admin email listed on the LSU record.

NOTE - LSUs must be set up by NAEYC before a program is able to locate the organization.

