

Purpose of This Resource

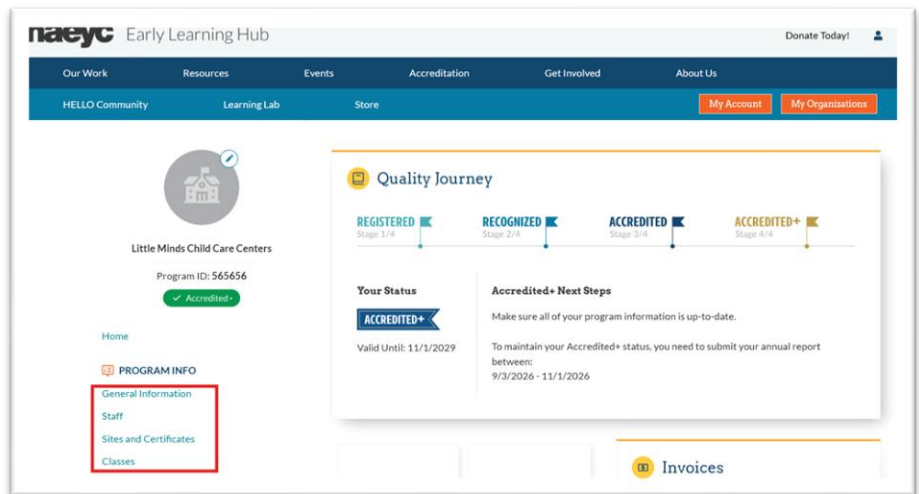
This guide helps you update your program record within the Early Learning Hub.

Where to Update Your Information

Within your Program Record, you'll find four main sections that should be reviewed and kept current:

- General Information
- Staff
- Sites & Certificates
- Classes

Keeping this information accurate helps ensure your program is represented correctly throughout the accreditation process.



General Information

This section captures core details about your program and directly impacts your application and certificates. Keeping this information accurate helps ensure your program is represented correctly throughout the accreditation process.

Please confirm and update the following fields:

Program Profile

- Program name and contact information
- Phone numbers and email addresses

Enrollment

- This section captures enrollment by Age Group: Infant, Toddler, Preschool & Kindergarten (full-time only). These enrollment numbers are especially important because they:
 - Calculate your total enrollment, which accreditation fees are based on
 - Determine which ages served appear on your accreditation certificate
 - Control which age-specific assessment items appear in your application
- **Important:** Enrollment by age group should always be reviewed and updated before starting an application in the ELP Hub.

Program Characteristics

- Curriculum used
- Military affiliation (if applicable)
- Number of families served
- Other key program characteristics

Staff

The Staff section is where you list all active educators in your program. Any educator that would be left alone with children should be included. For each educator, you will enter: Role, Education, Credentials.

This information is used to automatically determine which staff qualification assessment items apply to your program. NOTE - Staff qualification documentation is not uploaded in the ELP Hub. The system relies on the information entered in staff profiles, so it's important that roles and credentials are accurate and up to date.

To add new staff:

Use the “New” option to add staff.

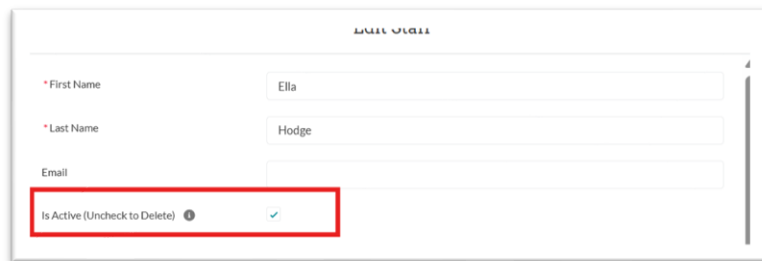
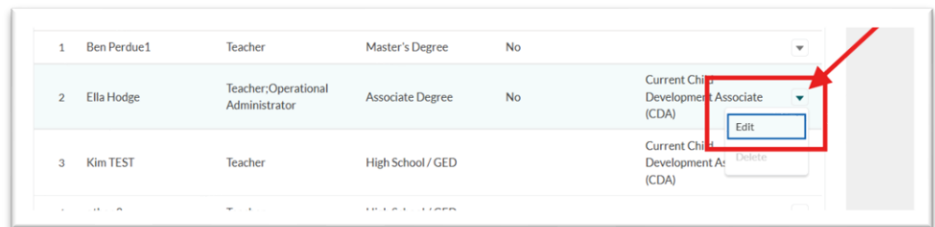
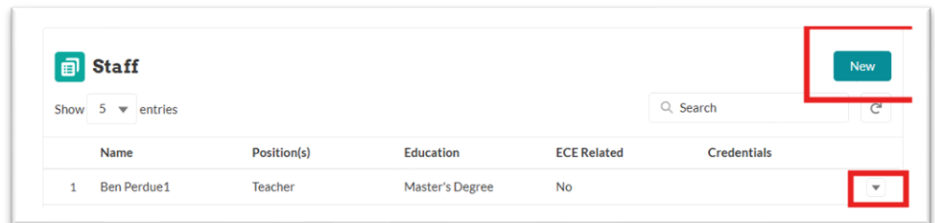
NOTE - When the staff's email is added they are invited to create a NAEYC My Account. This does NOT provide them access to the ELP Hub.

To edit existing staff:

Use the drop-down option and select “edit” to update a staff record

To remove staff:

Uncheck “Active” in a staff's record when the individual is no longer working within the program



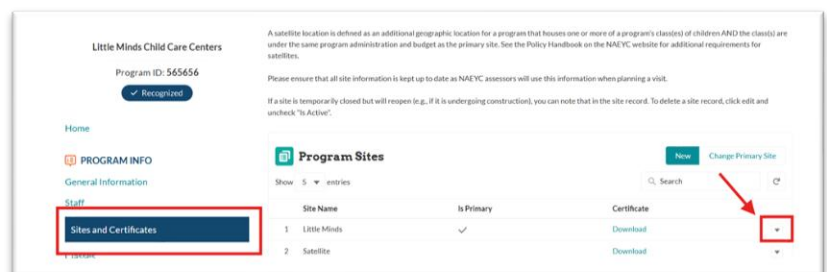
Sites & Certificates

This section captures several details on the physical location(s) that serve children. Programs must have at least one (1) program site that reflects the primary location.

IMPORTANT - NAEYC assessors will use this information when planning a visit, including Days & Hours of Operation, Closure Dates, Security & Parking, Language Needs & Temporary Closure Information

Select the option on the far right of the **Program Site** to view / edit the record.

NOTE: Each program should have at least one Program Site record. If you have eligible satellites, each site will need its record, or its own line item under the Program Sites list.



Key Information to Keep Current

Please review and update all sections within each Program Site Record to ensure your information is accurate. Assessors will leverage the information included in this section prior to conducting any site visit:

- Site Address
- Total Number of Children Served*
**Satellites must serve fewer than 60 children*
- Days & Hours of Operation
- Temporary Closure Details
- Non-Operating Dates
- Directions & Parking Details
- WiFi Availability
- Language Needs
- Security Restrictions or Instructions
- Classes**
***If Satellite records exist, visit the “Classes” menu item to ensure all Classes are included and connected to the specific Program Site.*

How to Make Updates

- Click “Edit” using the drop-down on the top right of your Program Site record.
- Update the relevant fields and click Save.
- If adding a satellite site, select “Add” and complete all required information.
- Select “Change Primary Site” to update which site is considered the primary site location.

Classes

The class list should include all classes that serve children. This includes any eligible satellites.

IMPORTANT - Ensure that class information is kept up to date as NAEYC assessors will use this information when planning a visit.

To add new class:

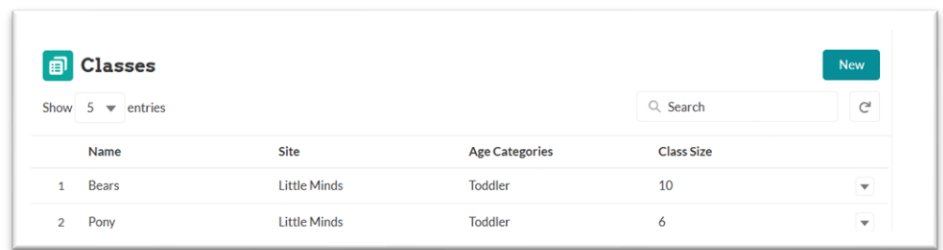
Use the “New” option to add a class.

To edit existing class:

Use the drop-down option and select “edit” to update a classroom record

To remove class:

Uncheck “Active” in the class record.



	Name	Site	Age Categories	Class Size
1	Bears	Little Minds	Toddler	10
2	Pony	Little Minds	Toddler	6

Need Help?

If you need technical assistance with navigating or editing your record, contact:

NAEYC Support Team at accreditation.information@naeyc.org or call 800-424-2460 option 3.