

# Early Learning Program Quality Assessment and Accreditation Timeline Checklist

Below is a list of action items, tasks and related timelines to assist you with moving through the Quality Assessment and Accreditation process. You can move through the process at a pace that is right for you.

Tier	Action Items	Tasks in ELP Hub	Timelines
Recognition	<ol style="list-style-type: none"> <li><b>Review the <a href="#">Policy Handbook</a></b></li> <li><b>Review the <a href="#">Assessment Items</a></b> <ul style="list-style-type: none"> <li>Carefully read through the updated NAEYC assessment items, with particular attention to the Recognition document-based assessment items.</li> </ul> </li> <li><b>Complete the <a href="#">Self-Assessment Tools</a></b> <ul style="list-style-type: none"> <li>Use the self-assessment tools provided by NAEYC as a roadmap for preparing your responses and documentation.</li> <li>Understand how each tool aligns with the assessment items and what level of detail is expected.</li> </ul> </li> <li><b>Compile Evidence and Narrative Responses</b> <ul style="list-style-type: none"> <li>Begin organizing documents and drafting narratives within the self-assessment tools.</li> <li>Collect examples, documentation, and supporting materials that align with the evidence required.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li><b>Complete the 4 sections under “PROGRAM INFO” in the Early Learning Hub</b> <ul style="list-style-type: none"> <li>General Information</li> <li>Staff</li> <li>Sites and Certificates</li> <li>Classes</li> </ul> </li> <li><b>Complete and Submit Recognition Application</b> <ul style="list-style-type: none"> <li>An option to complete the application appears on Quality Journey widget following completion of the above step.</li> <li>The <a href="#">Application Guide</a> provides an overview of the application process.</li> </ul> </li> <li><b>Pay the Recognition Application Fee</b> <ul style="list-style-type: none"> <li>An invoice is available in the ELP Hub immediately after the Recognition application has been submitted.</li> </ul> </li> </ol> <p><b>Resources</b></p> <ul style="list-style-type: none"> <li><a href="#">Early Learning Hub Guide</a></li> </ul>	<ul style="list-style-type: none"> <li>Decision notifications are sent to the program within 90 days of payment.</li> <li>Programs are provided with 30 days to resubmit evidence if initial decision is deferred.</li> <li>Recognition is awarded as 1-year term with an annual resubmission application and fee due each year to renew.</li> <li>Recognized programs can apply for Accreditation at anytime.</li> </ul>
Accreditation	<ol style="list-style-type: none"> <li><b>Review the <a href="#">Policy Handbook</a></b></li> <li><b>Review the <a href="#">Assessment Items</a></b> <ul style="list-style-type: none"> <li>Carefully read through the updated NAEYC assessment items, with particular</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li><b>Complete and Submit Accreditation Application</b> <ul style="list-style-type: none"> <li>An option to complete the application appears on Quality</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>Decision notifications are sent to the program within 90 days of payment.</li> </ul>

	<p>attention to the Accreditation document-based <u>AND</u> observation-based assessment items.</p> <p><b>3. Complete the <a href="#">Self-Assessment Tools</a></b></p> <ul style="list-style-type: none"> <li>Use the self-assessment tools provided by NAEYC as a roadmap for preparing your responses and documentation.</li> <li>Understand how each tool aligns with the assessment items and what level of detail is expected.</li> </ul> <p><b>4. Compile Evidence and Narrative Responses</b></p> <ul style="list-style-type: none"> <li>Begin organizing documents and drafting narratives within the self-assessment tools.</li> <li>Collect examples, documentation, and supporting materials that align with the evidence required.</li> <li><a href="#">Review the Application Protocols</a></li> </ul> <p><b>5. Prepare for Potential Site Visit</b></p> <ul style="list-style-type: none"> <li>Utilize the <a href="#">Observation Tool</a> to review criteria that an assessor would use when onsite for a random visit after approved for Accreditation; ensure educators are prepared.</li> </ul>	<p>Journey widget following completion of the above step.</p> <ul style="list-style-type: none"> <li>The <a href="#">Application Guide</a> provides an overview of the application process.</li> </ul> <p><b>2. Pay the Accreditation Application Fee</b></p> <ul style="list-style-type: none"> <li>An invoice is available in the ELP Hub immediately after the Recognition application has been submitted.</li> </ul>	<ul style="list-style-type: none"> <li>Programs are provided with 30 days to resubmit evidence if initial decision is deferred.</li> <li>Accreditation is awarded as a 5-year term, with annual reporting requirements and the potential for random visits throughout the term.</li> <li>Accredited programs can apply for Accreditation+ at any time.</li> </ul>
Accreditation+	<p><b>1. Review the Assessment Items</b></p> <ul style="list-style-type: none"> <li>Carefully read through the updated NAEYC assessment items, with particular attention to the Accreditation observation-based assessment items.</li> </ul> <p><b>2. Review Site Visit Policies and Protocols</b></p> <ul style="list-style-type: none"> <li><a href="#">Policy Handbook – Site Visit Policy</a></li> <li><a href="#">Site Visit Protocols</a></li> </ul> <p><b>3. Prepare for Site Visit</b></p> <ul style="list-style-type: none"> <li>Utilize the <a href="#">Observation Tool</a> to review criteria that an assessor will use onsite and to complete mock visits in all classrooms.</li> </ul>	<p><b>1. Request the Accreditation+ Upgrade</b></p> <ul style="list-style-type: none"> <li>An option to upgrade to Accreditation+ appears on the Quality Journey widget once a program has successfully achieved Accreditation.</li> </ul> <p><b>2. Pay the Accreditation+ Site Visit Fee</b></p> <ul style="list-style-type: none"> <li>An invoice is available in the ELP Hub immediately after the Accreditation+ upgrade has been selected.</li> </ul>	<ul style="list-style-type: none"> <li>Site Visits occur within 6 months following payment of the Accreditation+ Site Visit Fee.</li> <li>Decision notifications are sent to the program within 45 days of the site visit.</li> <li>Accreditation+ is awarded as a 5-year term, with annual reporting requirements and the potential for random visits throughout the term.</li> </ul>