

Getting Started as a Large System User (LSU)

Purpose of This Resource

This resource is designed to help organizations understand what it means to be a Large System User (LSU) within the NAEYC accreditation system, what services are available, and how to get started.

What Is a Large System User (LSU)?

A Large System User (LSU) is an organization that oversees five (5) or more early learning programs that are maintaining or working toward NAEYC Accreditation.

LSUs may include:

- School districts
- Head Start or Early Head Start grantees
- Multi-site nonprofit or for-profit organizations
- State, city, or county-based systems supporting multiple programs

Becoming an LSU allows your organization to engage with NAEYC at a system level, rather than managing accreditation support one program at a time.



Why Become a Large System User?

Organizations choose LSU status to improve coordination, consistency, and efficiency across their programs. As an LSU, you can:

- Support multiple programs through a centralized system
- Reduce duplication of effort across sites
- Increase alignment around accreditation expectations
- Improve communication and visibility across your system
- Leverage system-level tools and supports designed specifically for large organizations

LSU Services and Supports

LSU Hub (Included with LSU Status)

The LSU Hub is a centralized workspace designed to support large systems as they coordinate accreditation efforts across multiple programs.

The LSU Hub allows designated LSU administrators to:

- View and manage affiliated programs
- Track system-level engagement
- Serve as a point of coordination between programs and NAEYC
- Support programs as they navigate work through the tiers and renewal
- Data and reporting insights across all affiliated programs
- Centralized billing options and support (optional)

System-Wide Evidence Submission (Available at an Additional Cost)

LSUs may also choose to participate in a system-wide evidence submission process, which allows eligible evidence to be reviewed once at the system level and applied, when appropriate, across multiple programs.

System-wide evidence submission can:

- Reduce duplication across program applications
- Create greater consistency across sites
- Save time for both programs and assessors
- Support alignment around shared policies, procedures, and practices

Key things to know:

- System-wide evidence is optional and offered at an additional cost
- Not all assessment items are eligible for system-wide submission

System-wide access is only granted after:

- LSU Hub setup is complete, and
- System-wide services have been purchased

What Needs to Happen Before You Can Request LSU Access

Before submitting an LSU request, the following conditions must be met:

Program Eligibility Requirements

Your organization must oversee five (5) or more programs that are:

- Maintaining NAEYC Accreditation, or
- Actively working toward Accreditation

All programs must:

- Have an active ELP Hub account
- Have a valid Program ID

These requirements ensure that programs can be accurately affiliated with your LSU account.

Costs

LSU services are structured as follows:

- **LSU Hub access:** Included once LSU status is approved
- **System-wide Evidence Process:** Available for a fee, based on number of affiliated programs

Initial Cost (Covers First Year)

- 5 - 100 programs = \$2,875
- 101 - 500 programs = \$4,600
- 501+ = TBD

Annual Renewal

- 5 - 100 programs = \$500
- 101 - 500 programs = \$700
- 501+ = \$900

How to Get Started

Getting started as an LSU involves a few clear steps.

Step 1: Gather Required Information

Before submitting your request, be sure you have:

- A list of all program names
- Each program's Program ID
- Confirmation that each program has an active ELP Hub account. NAEYC will confirm that the organization has at least 5 active program's with an ELP Hub account prior to approval.

Step 2: Submit the LSU Request Form

Once you have the required information, submit the [LSU Request Form](#).

After submission:

- NAEYC will review your request
- You may be contacted for clarification or next steps
- Once approved, your LSU Hub will be set up

Step 3: Purchase System-Wide Services (Optional)

- If your organization plans to use system-wide evidence submission:
- System-wide services must be purchased
- Access is enabled only after payment is processed
- System-wide applications will then be made available

What Happens After You Are Set Up as an LSU

Once your LSU Hub is active, there are important steps your programs must complete.

Program-Initiated LSU Affiliation Requests

Each individual program must:

- Log into its ELP Hub account
- Submit a request to affiliate with your LSU
- [See page 13 in the ELP Hub Guide](#) for what these steps will look like for each program

LSU Administrator Approval

Each affiliation request must be:

- Reviewed and approved by the designated LSU Administrator
- Affiliation is not complete until approval is granted

This process ensures that programs are intentionally and accurately connected to your system.

Key Reminders

- LSU status supports coordination—it does not replace individual program responsibility
- Programs continue to submit and manage their own applications
- System-wide evidence submission is optional and fee-based
- Affiliation requires action from both programs and LSU administrators

Need Help?

If you need technical assistance, contact:

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