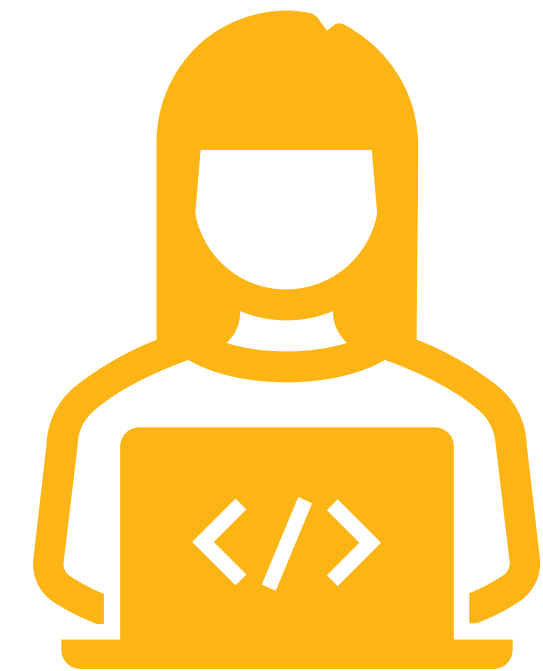


# An Overview of NAEYC's New Early Learning Hub

November 2025



# Agenda & Objectives

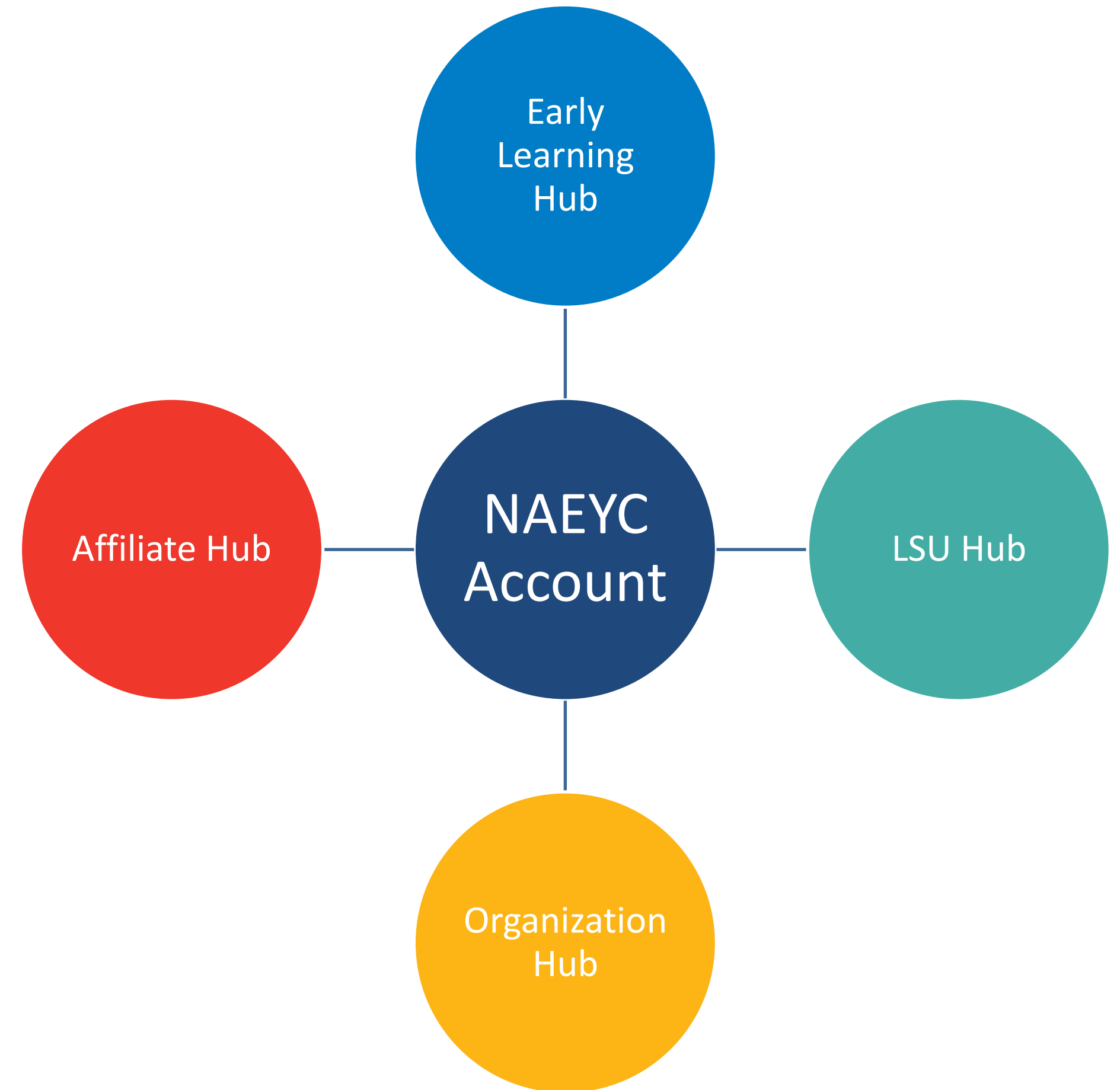
- Purpose of Early Learning Hub
- Overview of how to access and use the Hub
- Application Process
- Renewal Process
- Resources & Support



- Knowledge of the new Early Learning Hub that is used to support programs with accreditation
- Awareness of new processes and requirements in the new portal
- Understand the steps to get started in new portal

# New NAEYC Portal

- The new online portal will be a “one-stop-shop” for all your NAEYC needs, including membership.
- Users will have access based on role and assignment.
- Early Learning Hub is intended for Directors and Administrators that support programs with accreditation.



# New NAEYC Portal

naeyc® My Account

Join

Register a Program

Accredited Early Learning Programs

Accredited Higher Education Programs

Our Work

Resources

Events

Accreditation

Get Involved

About Us

HELLO Community

Learning Lab

Store

My Account

My Organizations

naeyc® annual conference

NAEYC.org/conference

November 19-22, 2025

Orlando, Florida

REGISTER TODAY

Home

Lisa Agent

Home

My Profile

My Membership

My Affiliates

My Member Magazine

My Courses

My E-Books

My Orders

Webinars

Renewal Notices

My Profile

Lisa Agent

202-555-5555

lagent@naeyc.org

1401 H ST NW Ste 600,

Washington, DC 20005-2051 US

Edit My Profile

My Affiliates

Name

District of Columbia Association for the Education of Young Children

View All My Affiliates ›

Add Another Affiliate

My Membership

Membership Status: Active

Valid Through: 1/14/2026

naeyc®

Lisa Agent

lagent@naeyc.org

is a member in good standing of the National Association for the Education of Young Children (NAEYC) and its Affiliate(s)

District of Columbia Association for the Education of Young Children

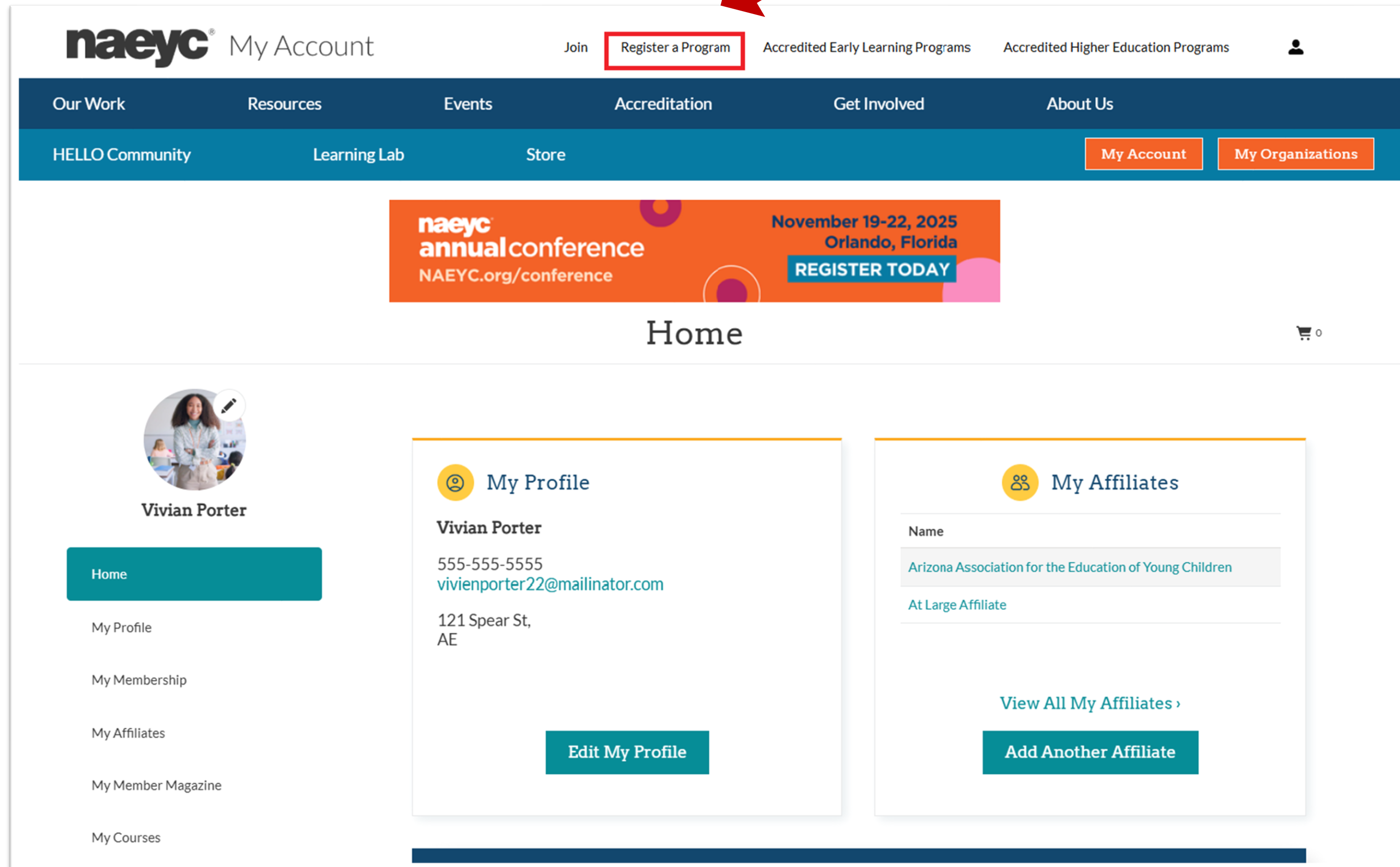
Member ID 300046

Valid Until 1/14/2026

Once in the NAEYC My Account, use the “My Organizations” option to access the Early Learning Hub



# Adding New Program



The screenshot shows the NAEYC My Account website. A red arrow points to the 'Register a Program' link in the top navigation bar. The page layout includes a header with the NAEYC logo and 'My Account' text, followed by a navigation bar with links like 'Our Work', 'Resources', 'Events', 'Accreditation', 'Get Involved', and 'About Us'. Below this is a secondary navigation bar with 'HELLO Community', 'Learning Lab', 'Store', 'My Account', and 'My Organizations'. A large orange banner for the 'naeyc annual conference' is visible, with dates 'November 19-22, 2025' and location 'Orlando, Florida'. The main content area is titled 'Home' and features a user profile for 'Vivian Porter' on the left. The profile section includes a 'My Profile' card with contact information (555-555-5555, vivienporter22@mailinator.com, 121 Spear St, AE) and an 'Edit My Profile' button. To the right is a 'My Affiliates' card showing a list of affiliates (Arizona Association for the Education of Young Children, At Large Affiliate) and buttons for 'View All My Affiliates' and 'Add Another Affiliate'.

naeyc<sup>®</sup> My Account

Join **Register a Program** Accredited Early Learning Programs Accredited Higher Education Programs


Our Work Resources Events Accreditation Get Involved About Us

HELLO Community Learning Lab Store My Account My Organizations

naeyc<sup>®</sup> annual conference  
NAEYC.org/conference

November 19-22, 2025  
Orlando, Florida  
**REGISTER TODAY**

Home

  
Vivian Porter

Home

My Profile

My Membership

My Affiliates

My Member Magazine

My Courses

**My Profile**

Vivian Porter

555-555-5555  
vivienporter22@mailinator.com

121 Spear St,  
AE

**Edit My Profile**

**My Affiliates**

Name

Arizona Association for the Education of Young Children

At Large Affiliate

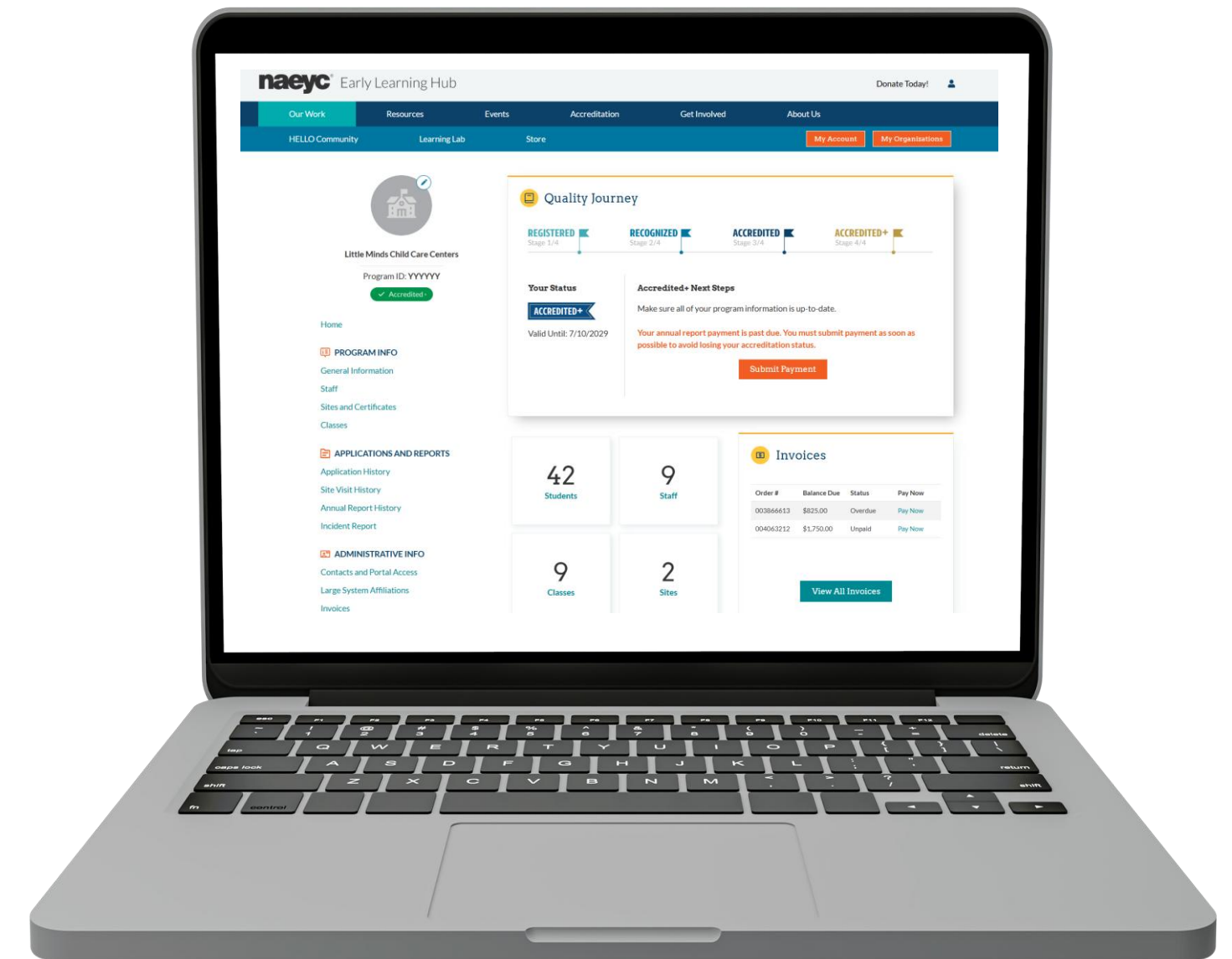
**View All My Affiliates ›**

**Add Another Affiliate**

- For programs that are new to working towards accreditation, use the “Register a Program” option from the NAEYC My Account to register the site.
- After the form is submitted, the new program’s ELP Record can be accessed under “My Organizations”.

# Early Learning Hub

- The Early Learning Hub (or ELP Hub) allows program to manage accreditation information and is intended for director and administrator use.
- All legacy portal users and program relationships were migrated to the new Hub.
- Existing users complete a password reset to access Hub for the first time.
- Individuals must have a NAEYC Hub Account before they can be added as an Admin, Primary or Secondary contacts to access ELP Hub.
- NAEYC membership is not required to have a NAEYC Hub Account.



# Early Learning Hub

From the Home page, programs can:

- View their status and valid until date
- Access Annual Reports and Applications
- View summarize data for the program and
- View invoices
- Make payments

The screenshot shows the naeyc Early Learning Hub interface. The header includes the naeyc logo, navigation links (Our Work, Resources, Events, Accreditation, Get Involved, About Us), and user options (HELLO Community, Learning Lab, Store, My Account, My Organizations). The main content area displays the program's status as 'Accredited+' with a valid until date of 7/10/2029. It also shows a 'Quality Journey' progress bar with stages: REGISTERED (Stage 1/4), RECOGNIZED (Stage 2/4), ACCREDITED (Stage 3/4), and ACCREDITED+ (Stage 4/4). A 'Submit Payment' button is visible for the annual report payment. Below this, there are four summary cards: 42 Students, 9 Staff, 9 Classes, and 2 Sites. An 'Invoices' section at the bottom right shows a table of invoices with columns for Order #, Balance Due, Status, and Pay Now.

Order #	Balance Due	Status	Pay Now
003866613	\$825.00	Overdue	Pay Now
004063212	\$1,750.00	Unpaid	Pay Now

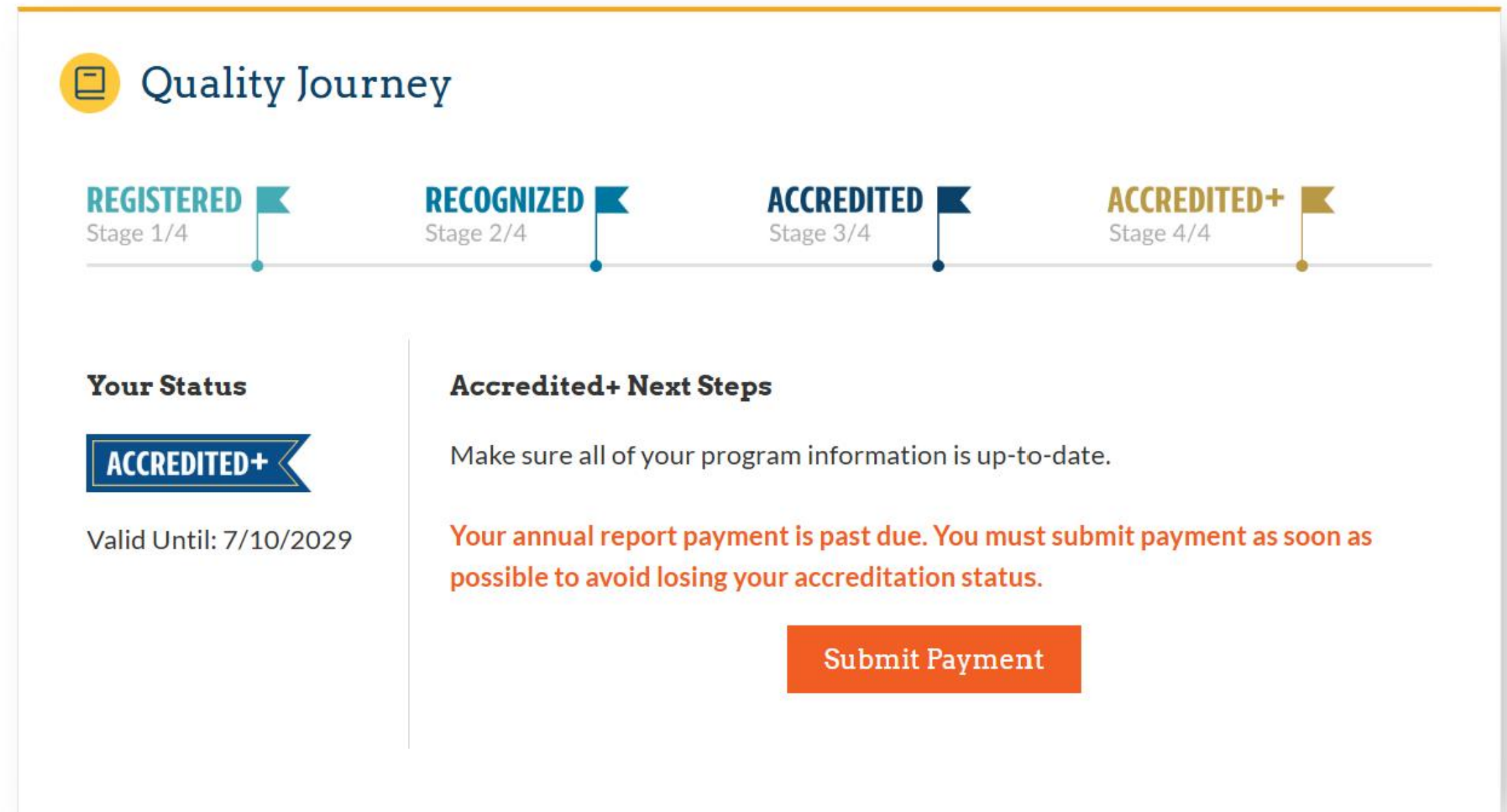


# Quality Journey Widget

On the ELP Hub Home page, the “Quality Journey” widget provides the program’s status and details on next steps.

Provides the ability to:

- Submit Annual Reports
- Submit Annual Payment
- Complete initial Recognition or Accreditation Application
- Complete renewal applications



# Program Information

Programs are expected to keep their information in the Early Learning Hub current and up to date:

## General Information

- Information about the program status and location

## Staff

- Should include all teaching / caregiving staff

## Sites and Certificates

- Key details on the Primary location and any eligible satellites – [including details on hours and closure dates assessors will use](#)
- Allows users to download the program's certificate for Recognition or Accreditation

## Classes

Includes all classes that are included in the program (and any eligible satellites)

### Best Practice Recommendation

Update information at least every 6 months – and as staffing changes; should reflect closure and blackout dates 6 months out.

#### 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

Large System Affiliations

Invoices

Receipts

# General Information



## Program Profile

- Program Name, Main Phone Number & Website

## Enrollment

- Enrolled by Age Group: Infant, Toddler, Preschool, Kindergarten
  - Age groups on certificates reflect the data in these fields
- Number of Families Served

## Program Characteristics

- Program Type, Curriculum, Military Affiliation, Regulatory Status

## Shipping Address

## Mailing Address

# Staff

- Within the “Staff” section, include all teaching / caregiving staff actively working in the program.
  - If an individual is counted in ratio at any time – they would need to be included.
    - This includes cooks that provide lunch breaks, etc.
  - If an individual will ever be left alone with children – they would need to be included on staff list and have CPR / First Aid.
- This is NOT where individuals are added that need to access the ELP Hub.
- When the user’s email is added, they will have a NAEYC Account Hub create and will receive automated email (not the ELP Hub).
- NOTE – staff qualification documentation is no longer required.



# Managing Staff

To add new staff:

- Use the “New” option to add staff

To edit existing staff:

- Use the drop-down option and select “edit” to update a staff record
- Uncheck “Active” in a staff’s record when the individual is no longer working within the program

Staff

Show

5

entries

Search

New

	Name	Position(s)	Education	ECE Related	Credentials
1	Ben Perdue1	Teacher	Master's Degree	No	<div></div>

# Sites and Certificates



- Captures several details on the the physical location(s) that serve children.
- Each Early Learning Program must have at least one (1) program site that reflects the primary location.
- IMPORTANT- Ensure that all site information is kept up to date as NAEYC assessors will use this information when planning a visit, including:
  - Days & Hours of Operation
  - Closure Dates
  - Security & Parking
  - Language Needs
  - Temporary Closure Information

# Sites and Certificates

- Certificates can be downloaded for each location using the “Download” option
- Ensure that the address you add for the site is the physical address, not a P.O. Box or APO address.
- If a site is temporarily closed but will reopen (e.g., if it is undergoing construction), you can note that in the site record.
- Use the “New” option to add new record
- Use the drop-down option and select “edit” to update a record
- To delete a site record, click edit and uncheck “Is Active”

The screenshot shows a web interface for managing sites and certificates. At the top, there are two buttons: "New" (highlighted with a red box) and "Change Primary Site". Below these is a search bar with a magnifying glass icon and a "Search" label. A table with the heading "Certificate" contains one row. In this row, there is a "Download" button (highlighted with a red box) and a dropdown menu (also highlighted with a red box). Below the table, there is a footer with the text "Previous Page 1 of 1 Next".

# Sites and Certificates

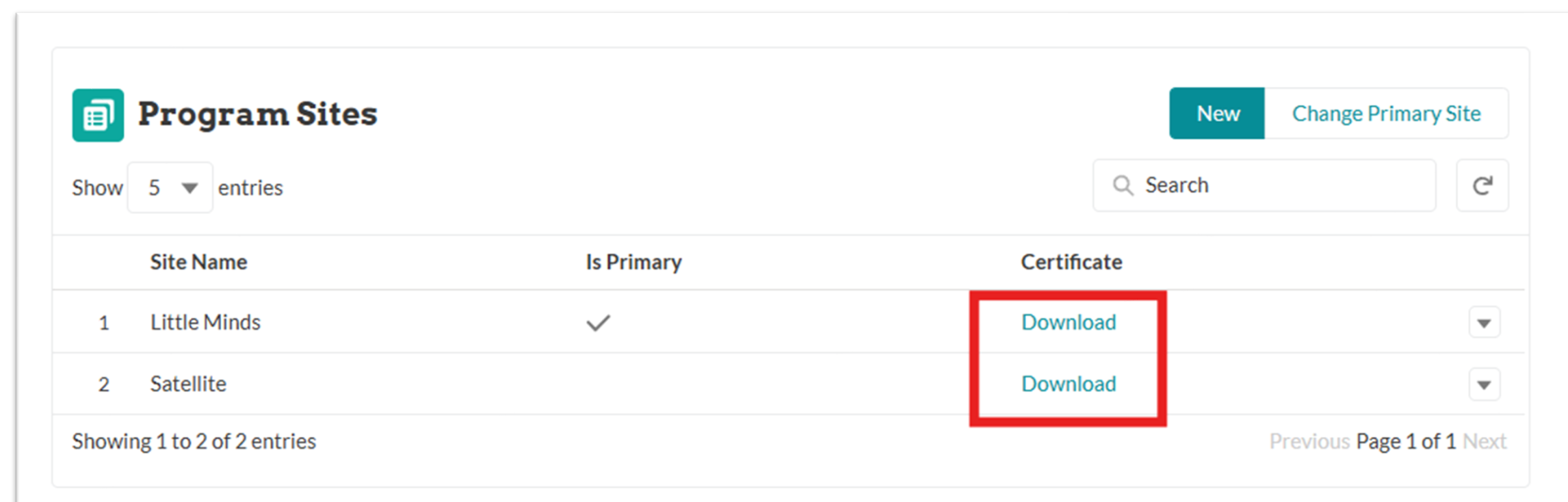


## Satellites

- A satellite location is defined as an additional geographic location for a program that houses one or more of a program's class(es) of children AND the class(s) are under the same program administration and budget as the primary site.
- Include number of children and mileage requirements for eligibility.
- See the Policy Handbook on the NAEYC website for additional requirements for satellites.

# Satellite Certificates

- When a program has satellites:
  - A certificate is available for each site
- Each certificate reflects:
  - the same Program ID
  - the program name listed under “Program Info – General Information”
  - ALL ages the programs serves based on the age group fields under “Enrollment”
  - the site address within the “Program Site” record



**Program Sites**

Show 5 entries

New Change Primary Site

Search

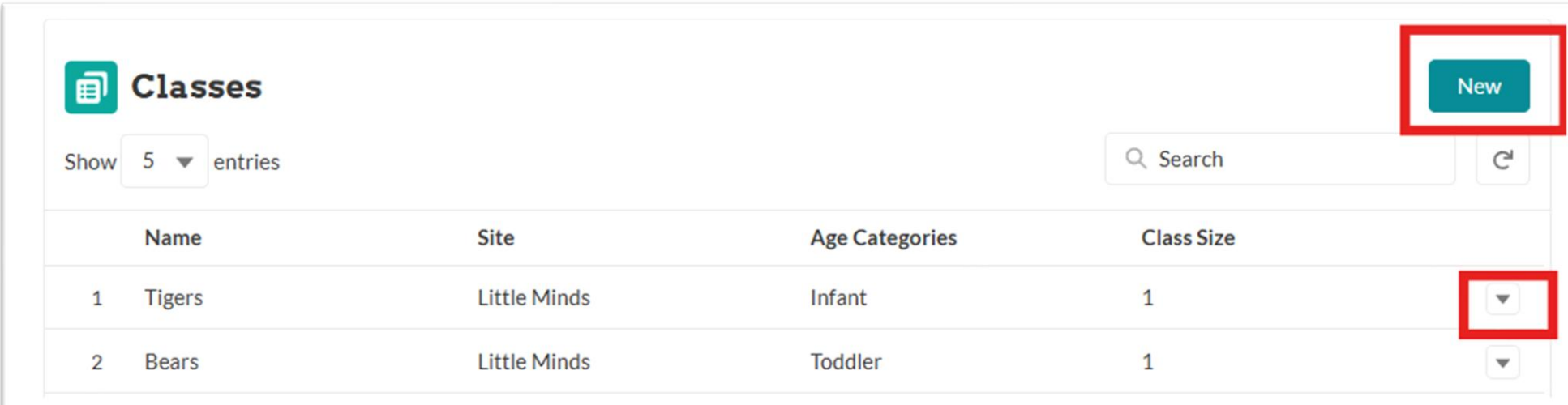
	Site Name	Is Primary	Certificate
1	Little Minds	✓	Download
2	Satellite		Download

Showing 1 to 2 of 2 entries

Previous Page 1 of 1 Next

# 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.
- Use the “New” option to add new record
- Use the drop-down option and select “edit” to update a record
- To delete a site record, click edit and uncheck “Is Active”



	Name	Site	Age Categories	Class Size	
1	Tigers	Little Minds	Infant	1	▼
2	Bears	Little Minds	Toddler	1	▼



# Applications and Reports

## Application History

- View completed applications in new system

## Site Visit History

- View completed site visits in new system

## Annual Report History

- View completed Annual Reports in new system

## Incident Report

- Provides one option for programs to submit Incident (72 hour) Reports
- Programs can also continue emailing the 72 hour Form to [QualityAssurance@naeyc.org](mailto:QualityAssurance@naeyc.org)

### 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

Large System Affiliations

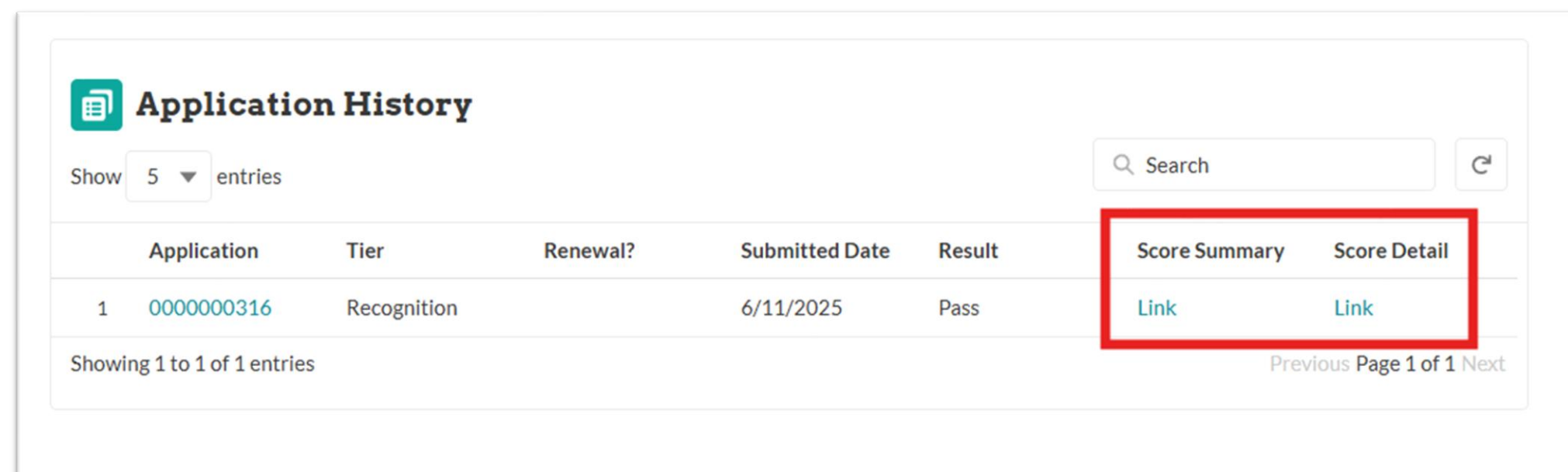
Invoices

Receipts



# Application History

- Application results will be available here
- A summary of the application result is available along with a link to reports that provides scores by assessment item
  - Tier indicates whether it was Recognition to Accreditation
  - Renewal? Indicates if it was a renewal application
  - Submitted date reflects the date the program submitted to NAEYC
- Result displays the overall result of the application



The screenshot shows a web interface titled "Application History". It includes a search bar, a "Show 5 entries" dropdown, and a table with the following columns: Application, Tier, Renewal?, Submitted Date, Result, Score Summary, and Score Detail. A single entry is shown with Application ID 0000000316, Tier Recognition, Submitted Date 6/11/2025, and Result Pass. The "Score Summary" and "Score Detail" columns contain blue "Link" text. A red rectangle highlights these two columns. At the bottom, it says "Showing 1 to 1 of 1 entries" and "Previous Page 1 of 1 Next".

Application	Tier	Renewal?	Submitted Date	Result	Score Summary	Score Detail
1 0000000316	Recognition		6/11/2025	Pass	<a href="#">Link</a>	<a href="#">Link</a>

Links are available for a score summary or score detail. Selecting either will open up a report to view or export.

# Application Score Summary

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)

Two sets of scores are visible when the application has gone through re-submission

Report: Accounts with Applications with Application Results							
Application Score Summary							
<div>Enable Field Editing</div> <div>Search</div> <div>Add Chart</div> <div>Filter</div> <div>Refresh</div> <div>Export</div>							
<input type="checkbox"/> Account Name ↑	<input type="checkbox"/> Application Reference ID ↑	<input type="checkbox"/> Resubmission? ↑	<input type="checkbox"/> Criteria Name	<input type="checkbox"/> Attained Percentage	<input type="checkbox"/> Result	<input type="checkbox"/> Unmet Items	
<input type="checkbox"/> Little Minds	0000000316	No	Recognition_All_Items	19.57%	Fail	R. 1.01,R. 1.02,R. 1.03 (Infant),R. 1.03 (Preschool),R. 1.03 (Toddler),R. 2.01,R. 2.02,R. 2.03,R. 2.04,R. 2.05,R. 3.01,R. 3.02,R. 3.03,R. 4.02 (Infant),R. 4.02 (Preschool),R. 4.02 (Toddler),R. 4.03,R. 5.01,R. 5.02,R. 5.03,R. 6.03,R. 6.04,R. 6.05,R. 6.06,R. 7.01,R. 7.02,R. 7.03,R. 7...	
			Recognition_Required_Items	0.00%	Fail	R. 6.05,R. 9.04	
		Yes	Recognition_All_Items	81.63%	Pass	R. 3.01,R. 3.02,R. 4.02 (Infant),R. 4.02 (Preschool),R. 4.02 (Toddler),R. 6.04,R. 8.01,R. 8.02,R. 9.05	
			Recognition_Required_Items	100.00%	Pass	-	

# Application Score Details

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

 Report: Accounts with Program Applications with Application Scores

Application Score Details

Enable Field Editing

Add Chart

Export

Total Records

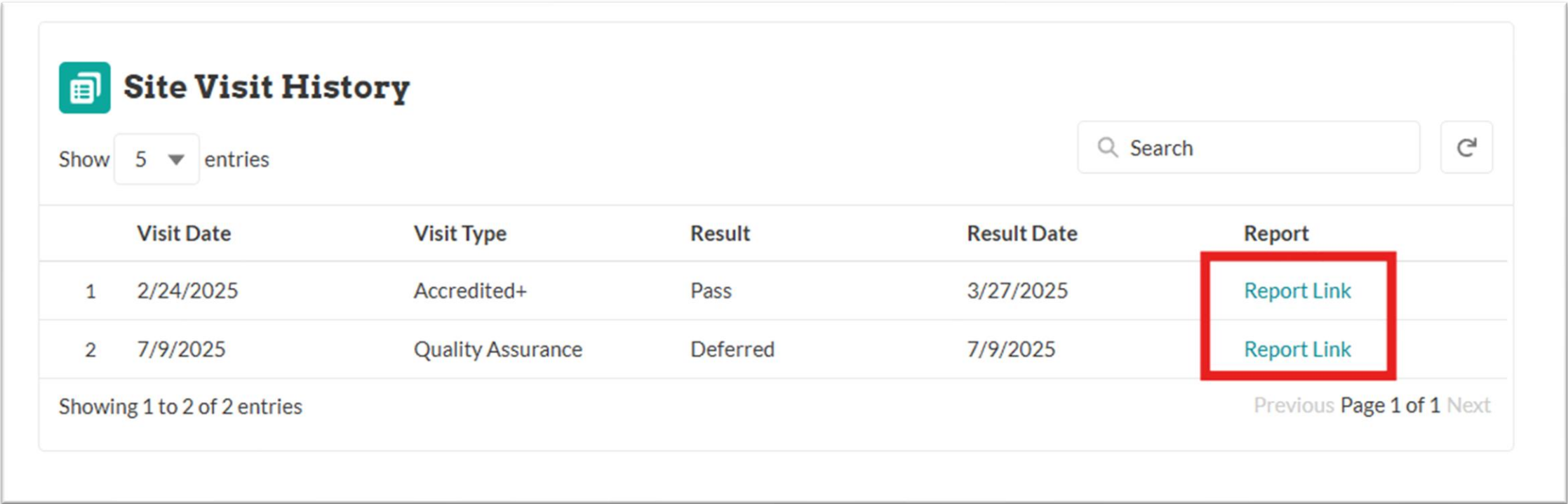
84

<input type="checkbox"/> Account Name ↑	<input type="checkbox"/> Application Reference ID ↑	<input type="checkbox"/> Resubmission? ↑	<input type="checkbox"/> Question Number	<input type="checkbox"/> Reviewer Response	<input type="checkbox"/> Review Comments	<input type="checkbox"/> Link to Fu
<input type="checkbox"/> Little Minds	0000000316 (84)	No (46)	R.1.01	No	The description did not describe how the program has worked to establish warm, positive relationships with each child.	Full Comm
			R.1.02	No	Although an example of a "commitment to open honest communication with families" was provided, the item requires at least 2 examples of how the program works to establish warm, positive relationships with each family.	Full Comm
			R.1.03 (Infant)	No	The response described how the educators build relationships with children however the intent of the item is to describe how the educators intentionally	Full Comm



# Site Visit History

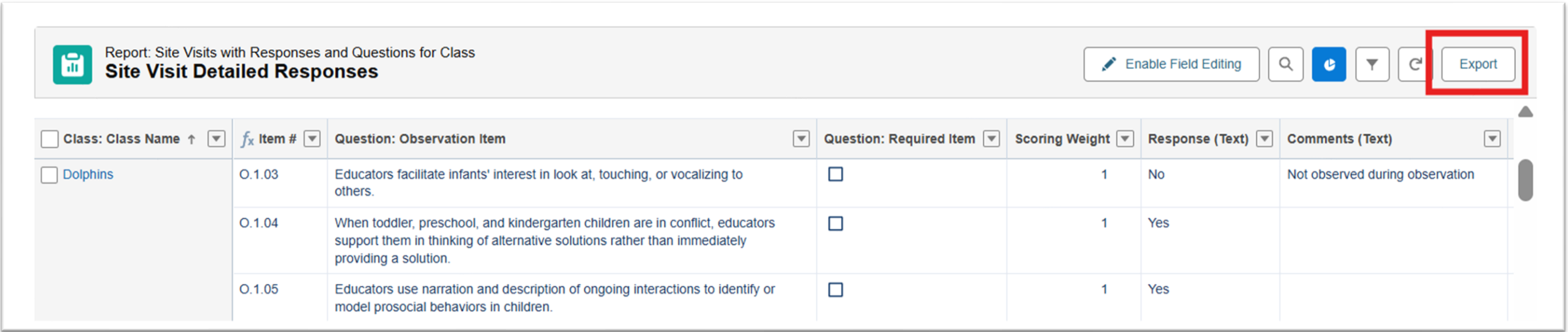
- New system site visit results by class will be available here.
- No legacy system ADRs are available within the ELP Hub.
- Program primary contacts will receive a decision notification via email within 45 days of the visit.

A screenshot of the 'Site Visit History' interface. It features a title bar with a calendar icon and the text 'Site Visit History'. Below the title bar, there is a 'Show 5 entries' dropdown and a search bar with a magnifying glass icon and a refresh icon. The main content is a table with five columns: 'Visit Date', 'Visit Type', 'Result', 'Result Date', and 'Report'. There are two rows of data. The first row shows a visit on 2/24/2025, Accredited+, Pass, 3/27/2025, with a 'Report Link' in the 'Report' column. The second row shows a visit on 7/9/2025, Quality Assurance, Deferred, 7/9/2025, with a 'Report Link' in the 'Report' column. At the bottom, it says 'Showing 1 to 2 of 2 entries' and 'Previous Page 1 of 1 Next'.

	Visit Date	Visit Type	Result	Result Date	Report
1	2/24/2025	Accredited+	Pass	3/27/2025	<a href="#">Report Link</a>
2	7/9/2025	Quality Assurance	Deferred	7/9/2025	<a href="#">Report Link</a>

A summary of the visit result is available along with a link to a report that provides scores by assessment item for each class observed


Results can be exported to Excel or CSV using the “Export” option

A screenshot of the 'Site Visit Detailed Responses' interface. It features a title bar with a calendar icon and the text 'Report: Site Visits with Responses and Questions for Class Site Visit Detailed Responses'. Below the title bar, there is an 'Enable Field Editing' button, a search bar, and a set of icons including a magnifying glass, a share icon, a filter icon, and an 'Export' button. The main content is a table with seven columns: 'Class: Class Name', 'Item #', 'Question: Observation Item', 'Question: Required Item', 'Scoring Weight', 'Response (Text)', and 'Comments (Text)'. There are three rows of data for the class 'Dolphins'. The first row shows item O.1.03 with the question 'Educators facilitate infants' interest in look at, touching, or vocalizing to others.' and a response of 'No'. The second row shows item O.1.04 with the question 'When toddler, preschool, and kindergarten children are in conflict, educators support them in thinking of alternative solutions rather than immediately providing a solution.' and a response of 'Yes'. The third row shows item O.1.05 with the question 'Educators use narration and description of ongoing interactions to identify or model prosocial behaviors in children.' and a response of 'Yes'.


Class: Class Name	Item #	Question: Observation Item	Question: Required Item	Scoring Weight	Response (Text)	Comments (Text)
Dolphins	O.1.03	Educators facilitate infants' interest in look at, touching, or vocalizing to others.	<input type="checkbox"/>	1	No	Not observed during observation
Dolphins	O.1.04	When toddler, preschool, and kindergarten children are in conflict, educators support them in thinking of alternative solutions rather than immediately providing a solution.	<input type="checkbox"/>	1	Yes	
Dolphins	O.1.05	Educators use narration and description of ongoing interactions to identify or model prosocial behaviors in children.	<input type="checkbox"/>	1	Yes	

# Annual Report History

- This section shows annual reports that were submitted through the new Early Learning Hub.
- Reports that were submitted through the legacy AIS system are not available.
- A summary of the annual report submission is available by selecting the “Report Link”

 **Annual Reports**

Show 5 entries



Year		Submitted Date	Payment Complete	Annual Report Responses
1	3	6/2/2025	✓	<a href="#">Report Link</a>

Showing 1 to 1 of 1 entries

[Previous](#) [Page 1 of 1](#) [Next](#)

# Incident Report

- A pathway for programs to submit Incident (72 hour) Reports and includes a list of 72 reports submitted in new system
- Programs can also continue emailing the 72-hour form to [QualityAssurance@naeyc.org](mailto:QualityAssurance@naeyc.org)
- To report an incident, use the “Report an incident” option and provide the following information
  - **Type:** Early Learning Program Accreditation
  - **Sub-Type:** Incident report (72-hour report)
  - **Subject:** Brief subject/title for the report
  - **Description:** Detailed description of the incident. Include the date of the incident, the classroom (if applicable), age(s) of children, duration and other relevant information
- The NAEYC Quality Assurance team will review and will reach out to request additional information as necessary and/or discuss next steps.

NAEYC recognized and accredited programs are required to notify NAEYC within 72 hours of the occurrence of any of the following critical incidents:

- Death of a child.
- Staff never use physical punishment and do not engage in psychological abuse or coercion.
- Infants or toddlers have not been supervised by sight and sound.
- Preschoolers and kindergarteners have been out of sight for over 5 minutes.
- The program is not in good standing with the applicable state licensing authority or applicable public or regulatory governmental system.

# Administrative Info

## Contacts and Portal Access

- Used to add or update administrative contacts for the program to access the ELP Hub.
- Users added 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”.

## Large System Affiliations

- Ability to request to be affiliated with a large system
- This is where Connecticut programs request to be affiliated with OEC to receive support with fees

## Invoices

- View and make payments

## Receipts

- View receipts for payments made

### 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

Large System Affiliations

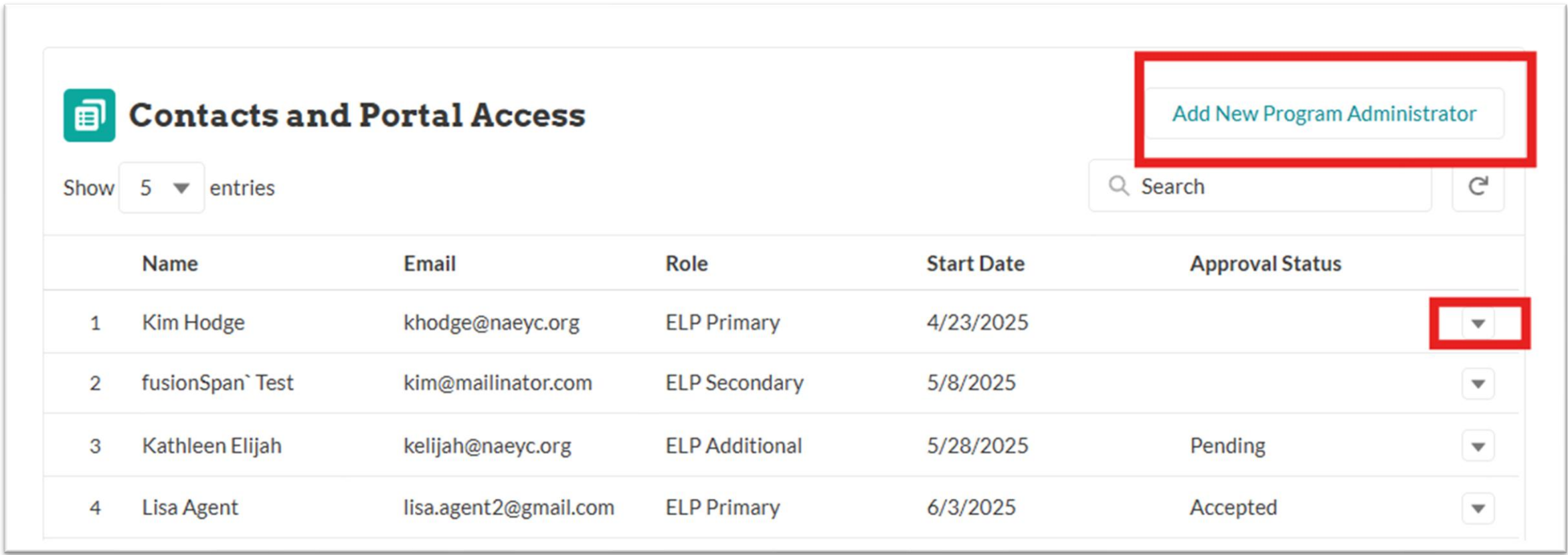
Invoices

Receipts



# Contacts and Portal Access

- Use this section to update the administrative contacts for the program that need to access the ELP Hub.
- 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.



	Name	Email	Role	Start Date	Approval Status
1	Kim Hodge	khodge@naeyc.org	ELP Primary	4/23/2025	▼
2	fusionSpan` Test	kim@mailinator.com	ELP Secondary	5/8/2025	▼
3	Kathleen Elijah	kelijah@naeyc.org	ELP Additional	5/28/2025	Pending ▼
4	Lisa Agent	lisa.agent2@gmail.com	ELP Primary	6/3/2025	Accepted ▼

To update or end a user's access, select the drop-down option and select 'Edit'

# Large System Affiliations


- Large System Users (LSUs) are corporate, organizational, or governmental entities that support multiple early learning program centers.
- If your program is affiliated with an LSU, use the "Request Affiliation" button to connect your program to the LSU. LSU administrators will need to approve the affiliation before your program record will be officially linked to the LSU.
- This is where Connecticut programs request to be affiliated with OEC to receive support with fees.

Large System Affiliation Requests				Request Affiliation
Show	5	▼	entries	Search
LSU Name		Approved Date	Requested Date	Status
1	Connecticut OEC	2/13/2023	2/13/2023	Approved
2	Bright Horizons HQ	5/6/2019	5/6/2019	Approved
Showing 1 to 2 of 2 entries				Previous Page 1 of 1 Next


To add a new affiliation, select "Request Affiliation" and search for the LSU name. Requests must be accepted before they are listed as "Approved"

# Invoices & Receipts

- From the Invoices option, programs can view and make payments
  - If there are no outstanding invoices, there will be nothing listed
- From the Receipts option, programs can view receipts for payments made by selecting “View Receipt”

 Receipts

Show 5 entries



	Order/Invoice #	Payment Amount	Payment Date	Receipt
1	003013177	\$900.00	6/3/2025	<a href="#">View Receipt</a>
2	000419405	\$900.00	2/27/2024	<a href="#">View Receipt</a>
3	000421659	\$900.00	2/26/2023	<a href="#">View Receipt</a>

Showing 1 to 3 of 3 entries

[Previous](#) [Page 1 of 1](#) [Next](#)

# Payment Options


When submitting payment in the Hub, programs will see 2 options:


- Pay with credit card
- Email a payment link (for someone else to pay with credit card)

A 3<sup>rd</sup> option may be present for programs affiliated with multi-site organizations – that allows the program to send the bill to the “large system” to pay.

## Payment

\*How will you be paying?

☐ Pay Now with Credit Card 

☐ Email a Payment Link 

## Terms and Conditions

☐ \* I understand that payments for applications, annual fees, and site visits are non-refundable.

I understand that if the "Email a Payment Link" option was selected:

- Ensuring that payment is made is the responsibility of the program/provider, not NAEYC
- The program/provider will not progress in the quality journey process until NAEYC receives payment,
- If NAEYC does not receive payment by the required due date, the program/provider may lose it's current status.

[Back](#)[Next](#)



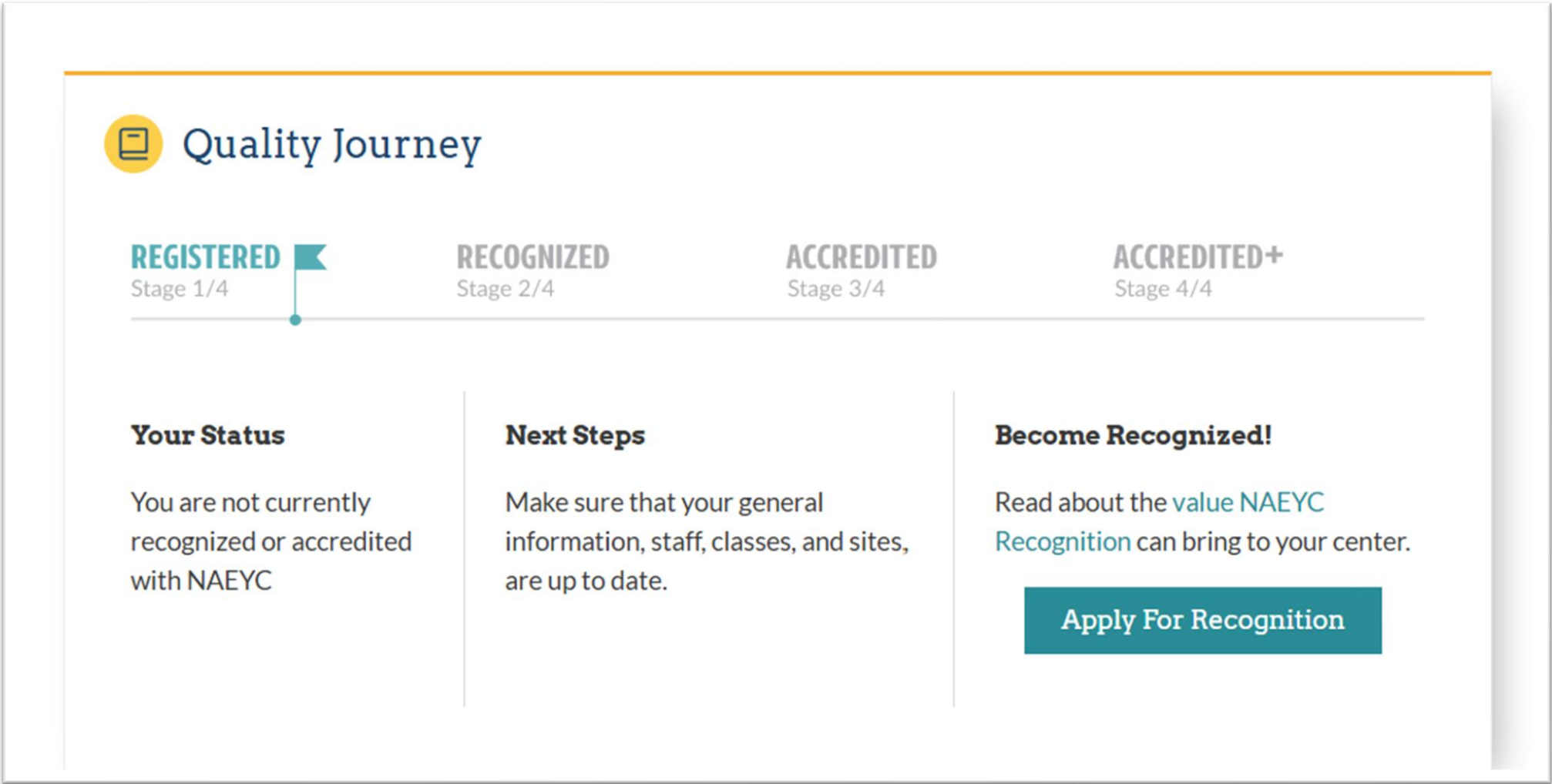
# Application Process

How programs will  
submit evidence for  
document-based  
assessment items



# Application Process

Once the program is ready to start uploading evidence and narrative responses, an application is started from the Quality Journey widget based on the following:



	Recognition	Accreditation
Initial	Available after program has completed all 4 sections under “Program Info”	Available after program has achieved Recognition
Renewal	Available 60 days prior to valid until date	Available 1 year prior to the valid until date AFTER the 4 <sup>th</sup> Annual Report has been submitted and paid

# Feedback & Re-Submission Cycle

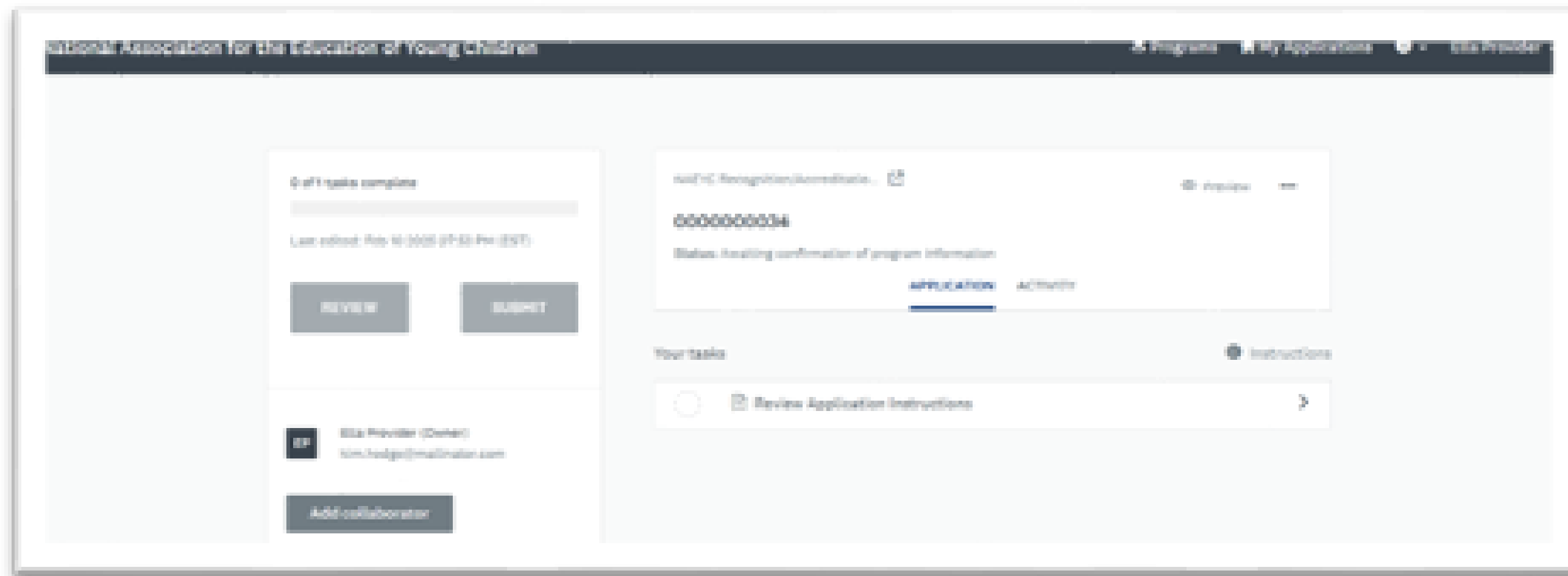
- Programs are eligible for one (1) cycle of documentation review and feedback, with the ability to refine submissions one (1) time based on feedback received prior to a final decision being issued.
- This cycle of documentation review and feedback will occur at the Recognition and Accreditation tiers.
- At re-submission, program only encounter items that were scored as “No”.





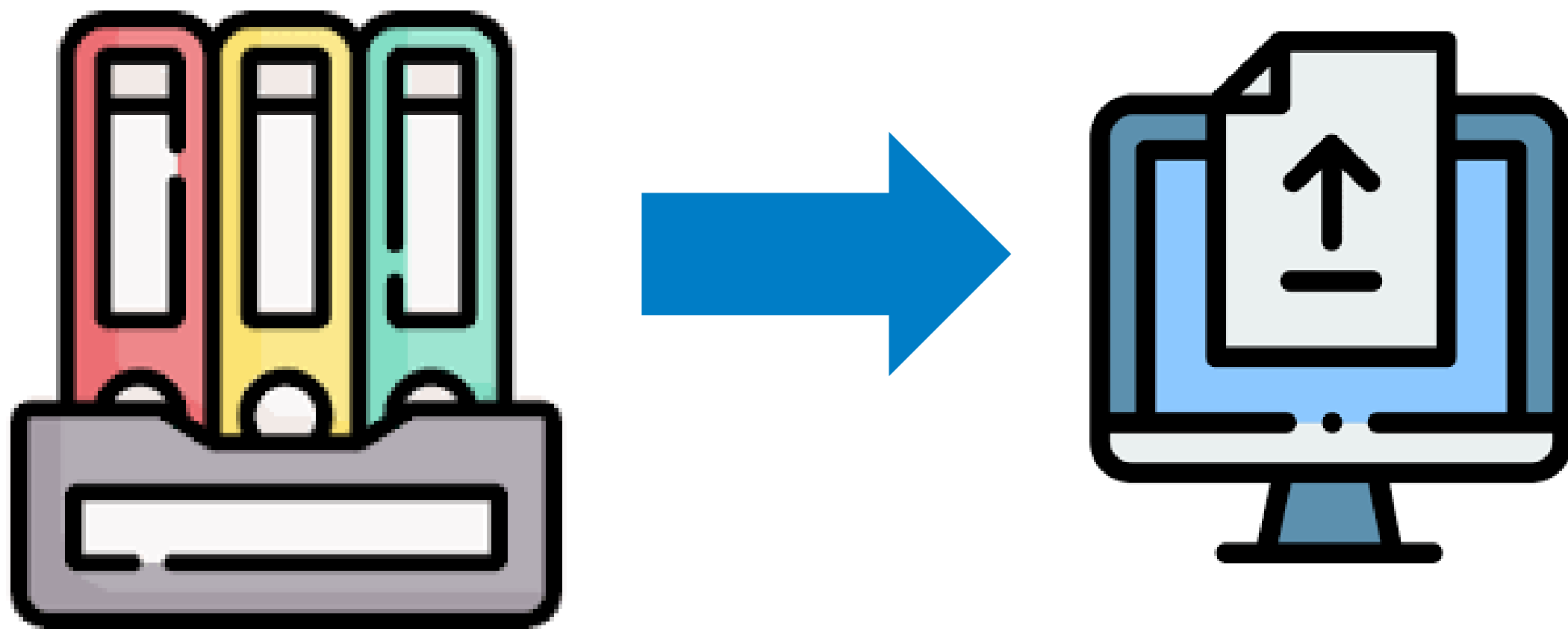
# Application Process

- Application opens within a Survey Monkey platform, outside the ELP Hub.
- Only the user that started the application can access it from the Hub– all others that should be invited to view or edit should be added with the appropriate access using the “Add a Collaborator” option once within the application.



# Documentation of Evidence

Programs will transition to submitting digital evidence as appropriate for the item and ages served.



Programs may have different sources of evidence for each age group but would only submit evidence for the age group 1 time, even if there are multiple classrooms of the age.

# Application Process By Evidence Type

- Application include all document-based assessment item for the applicable tier
- Items are in order by the 5 evidence types

**Staff  
Handbook**



**Show &  
Describe**



**Family  
Handbook**



**Narrative  
Description**



Observation items  
should always be  
implemented in  
practice and will be  
assessed during site  
visits.

**Observation**



**Licensing & Staff  
Qualifications**



# Evidence Submission



Evidence Type	File Upload	Narrative
Licensing & Staff Qualifications	Entered and managed in Hub by program; reviewed in Hub by Assessor / regulatory website	
Staff Handbook	Yes - up to 10 PDF	Yes
Family Handbook	Yes - up to 10 PDF	Yes
Narrative Description	No	Yes
Show & Describe	Yes	Yes



# Application Process By Evidence Type

Evidence Type	Recognition	Accreditation & Accreditation +	
	Application	Application	Site Visit
ELP Hub (Licensing & Staff Qualifications)	4 (1 Required)	7 (1 Required) (3 Optional)	--
Staff Handbook	7 (1 Required)	25 (5 Required) (2 Optional)	--
Family Handbook	11	5	--
Narrative Description	13	29 (6 Optional)	--
Show & Describe	5	59 (9 Optional)	--
Observation	--	--	75 (7 Required) (3 Optional)
Total Items	40 (2 Required)	125 (6 Required) (20 Optional)	75 (7 Required) (3 Optional)

# Family and Staff Handbook Items

- Programs can upload up to 10 file for EACH evidence type
- Programs must provide the exact page numbers or range of pages where the corresponding information can be found.
- If multiple documents are uploaded, the response must also indicate which specific document is to be referenced.
- Programs are strongly encouraged to note the specific section heading and/or to highlight the relevant information within the uploaded document(s).

# Family Handbook

Program will:

1. Upload the Family Handbook File(s) that include the applicable information within Family Handbook items. **Up to 10 PDF files.**
2. Indicate whether they meet EACH assessment item applicable to the age(s) served.
3. Provide guidance on where to find the specific information based on each item.

## Family Handbook Questions

The following questions are assessed based on information in the uploaded family handbook.

Upload the program or provider's family handbook here. The handbook must be one file and must include a table of contents.

Minimum: 1 Maximum: 10

 Upload a file Accepted formats: .pdf

### A.2.03

The family handbook outlines **at least two ways** families can negotiate difficulties that arise which involve increasing levels of formality.

*The intent is that families have multiple ways to raise issues and work toward resolution. This may include phone calls, emails, open-door or scheduled meeting requests. Families should also receive guidance on where to turn next if their concerns have not been satisfactorily addressed. For example first directly raising a concern to the classroom teacher, then administrative staff, then governing board/parent advisory group, then licensing/regulatory body.*

Evidence of this assessment item must be in the **uploaded family handbook**.

Please describe where in the family handbook this information can be found. If the table of contents clearly identifies where a NAEYC assessor can find this information, you may leave this field blank.

Does the program or provider meet this assessment item?

☒ Yes

☐ No



# Staff Handbook

Program will:


1. Upload the Staff Handbook File(s) that include the applicable information within Staff Handbook items. Up to 10 PDF files.
2. Indicate whether they meet EACH assessment item applicable to the age(s) served.
3. Provide guidance on where to find the specific information based on each item.

## Staff Handbook Questions

The following questions are assessed based on information in the uploaded staff handbook.

Upload the staff handbook here. The staff handbook must be one document and must include a table of contents.

Minimum: 1 Maximum: 10

 Upload a file

Accepted formats: .pdf

### A.4.13

The staff handbook includes a policy to address the use of technology in learning environments. The policy

1. restricts screen time and media use to children over the age of 2 years,
2. limits technology and media use to less than 30 minutes in half-day programs or providers and 60 minutes in full-day programs or providers for toddlers over the age of 2 years, and
3. instructs educators of preschoolers and kindergarteners to integrate technology use into children's play and offering children access to apps that support collaborative play.

Evidence of this assessment item must be in the **uploaded staff handbook**.

Family childcare and home-based providers that do not employ staff may submit separate evidence to address this item.

Please describe where in the staff handbook this information can be found. If the table of contents clearly identifies where a NAEYC assessor can find this information, you may leave this field blank.

*This is an optional assessment item. Programs or providers that demonstrate meeting the stated practice will receive credit. Programs or providers that do not pass the item or choose not to address the item will not be penalized.*

*The policy does not need to address specific ages that are not served by the program or provider at the time of assessment.*

Does the program or provider meet this assessment item?

☒ Yes

☐ No



# Show and Describe

- Two separate pieces of evidence are needed for this section.
- A show item is an attached example to demonstrate how the program or provider meets the item.
- The description typically ranges from 3 to 8 sentences depending on item requirements.

Program will:

1. Indicate whether they meet EACH assessment item applicable to the age(s) served.
2. Upload appropriate evidence based on guidance.
3. Provide narrative that is within the sentence limitation indicated for each item.

## Show and Describe Questions

The following questions are assessed based on a narrative description AND uploaded information. Both the uploaded evidence and description are required unless otherwise noted.

### A.1.02 (Toddler)

Educators have anticipated and taken steps to prevent unsafe or disruptive behavior of toddlers.

*The intent of this item is to demonstrate how teachers have taken pro-active steps to prevent unsafe or disruptive behaviors. This item is not addressing educator responses to unsafe or disruptive behaviors.*

*"Disruptive or unsafe behavior" is any behavior that interferes with a child's cognitive, social, or emotional development; is harmful to the child, other children, or adults; and puts a child at high risk for later social problems or school failure. (Kaiser, B. & Rasminsky, J.S. (2021). Addressing Challenging Behavior in Young Children: The Leader's Role. NAEYC.)*

Does the program or provider meet this assessment item?

☒ Yes

☐ No

This assessment item requires both a description and uploaded evidence of **one example** of how the program meets the assessment item.

This assessment item is specific to **toddlers**. Your response must be specific to this age category.

Describe in **3 - 5 sentences** how the program meets this assessment item. This description may also indicate where in the uploaded evidence a NAEYC assessor can find proof that the program meets the assessment item.



# Narrative Descriptions

- This section requires ONLY narrative responses.
- The description typically ranges from 5 to 8 sentences depending on item requirements. Descriptions will not be reviewed past sentence 8.
- Each description requires one to two examples in the description.

Program will:

1. Indicate whether they meet EACH assessment item applicable to the age(s) served.
2. Provide narrative that is within the sentence limitation indicated for each item.

## Narrative Description Questions

The following questions are assessed based on a narrative description by the program or provider.

### A.1.01 (Toddler)

Toddlers have had opportunities to decide what the class will do together (e.g., unit of study, interest areas, which book to read or song to sing as a group).

*The intent of this item is to provide children with open-ended opportunities to co-create shared learning experiences.*

Does the program or provider meet this assessment item?

☒ Yes

☐ No

Clear

This assessment item requires a description of **two examples** of the program or provider meeting this assessment item.

This item is specific to **toddlers**. Your response must be specific to this age category.

Describe in **3 to 5 sentences** how the program or provider meets this assessment item.



# Annual Reports

How accredited programs  
will complete annual  
report requirements

# Annual Report History

- Annual Reports are due annually for the 5-year term.
- Annual Reports are available 60 days prior, and 90 days after the due date.
- After submitting the report, return to the “Home” page of the Early Learning Hub to submit the annual fee.

**Quality Journey**

**REGISTERED** Stage 1/4   **RECOGNIZED** Stage 2/4   **ACCREDITED** Stage 3/4   **ACCREDITED+** Stage 4/4

**Your Status**

**ACCREDITED**

Start Date: 11/15/2020  
Valid Until: 11/14/2025

**Accreditation Next Steps**

Make sure all of your program information is up-to-date.

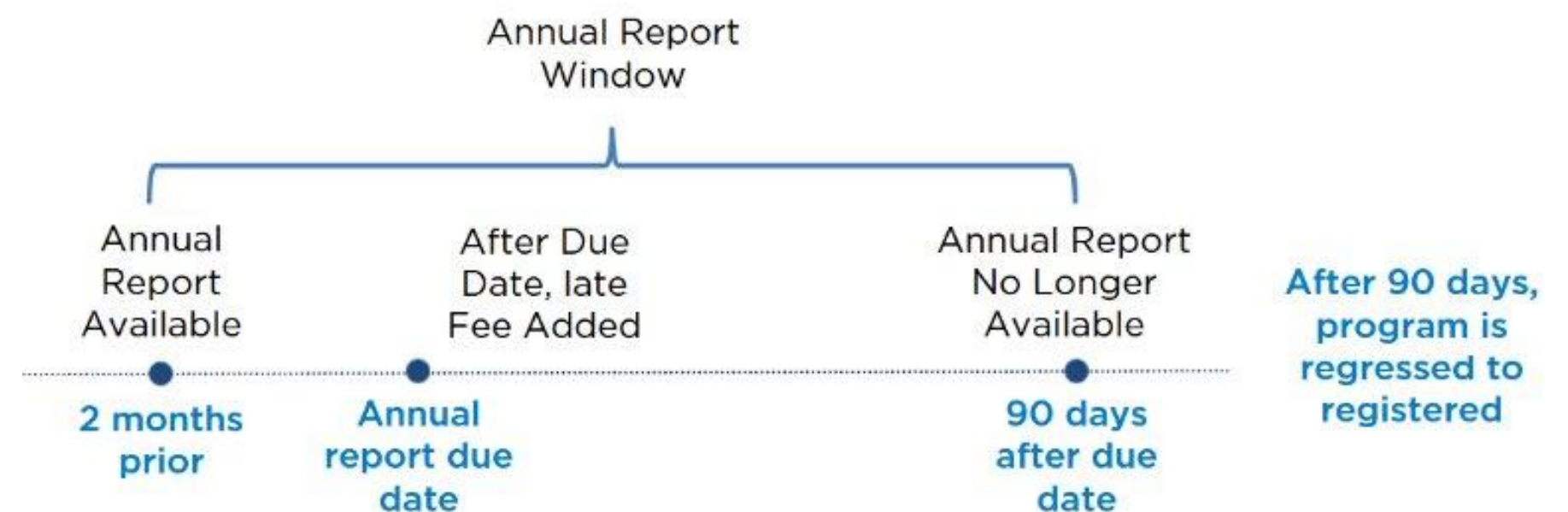
**You have not submitted your annual report. You need to submit by 12/14/2024 to avoid losing your accreditation status.**

**Submit Annual Report**

**Coming Soon: Accredited+ Status!**

In the coming months, you'll be able to upgrade your accreditation to Accredited+. We'll let you know when we're ready for you!

You can apply for Accredited+ status after you submit your annual report. Read about the [value NAEYC Accredited+ status](#) can bring to your center.

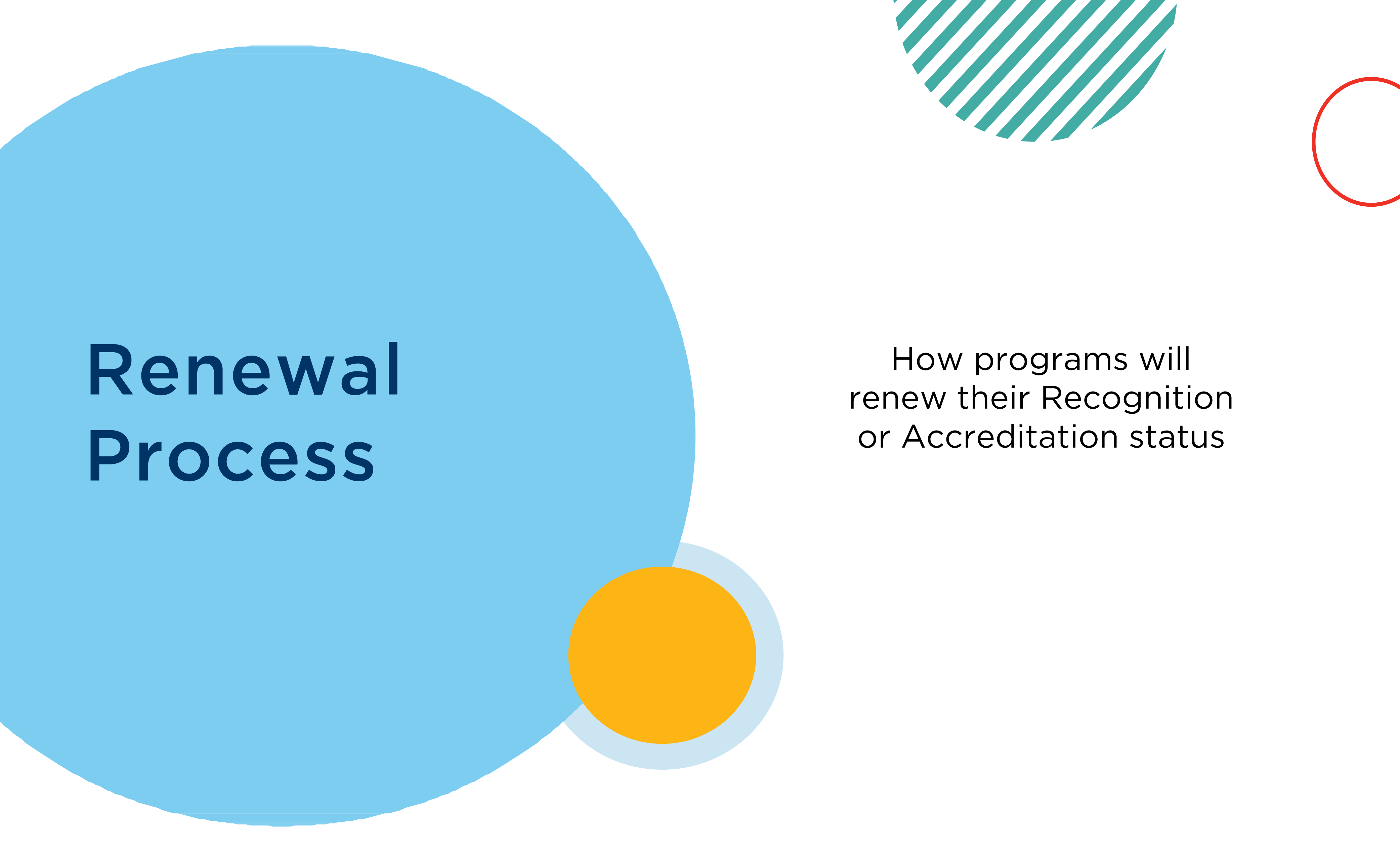




# Annual Report



- Programs will respond to questions in the areas of quality assurance and quality improvement.
- The Annual Report Template can be used to compose responses and available within the [Annual Report Guide Resource](#).
- Within the report programs are required to upload their current license or registration certificate; add the license or regulation document for EACH site if there are satellites.
- Only one file can be uploaded so multiple license or regulation documents would need combined prior to upload.



# Renewal Process

How programs will  
renew their Recognition  
or Accreditation status

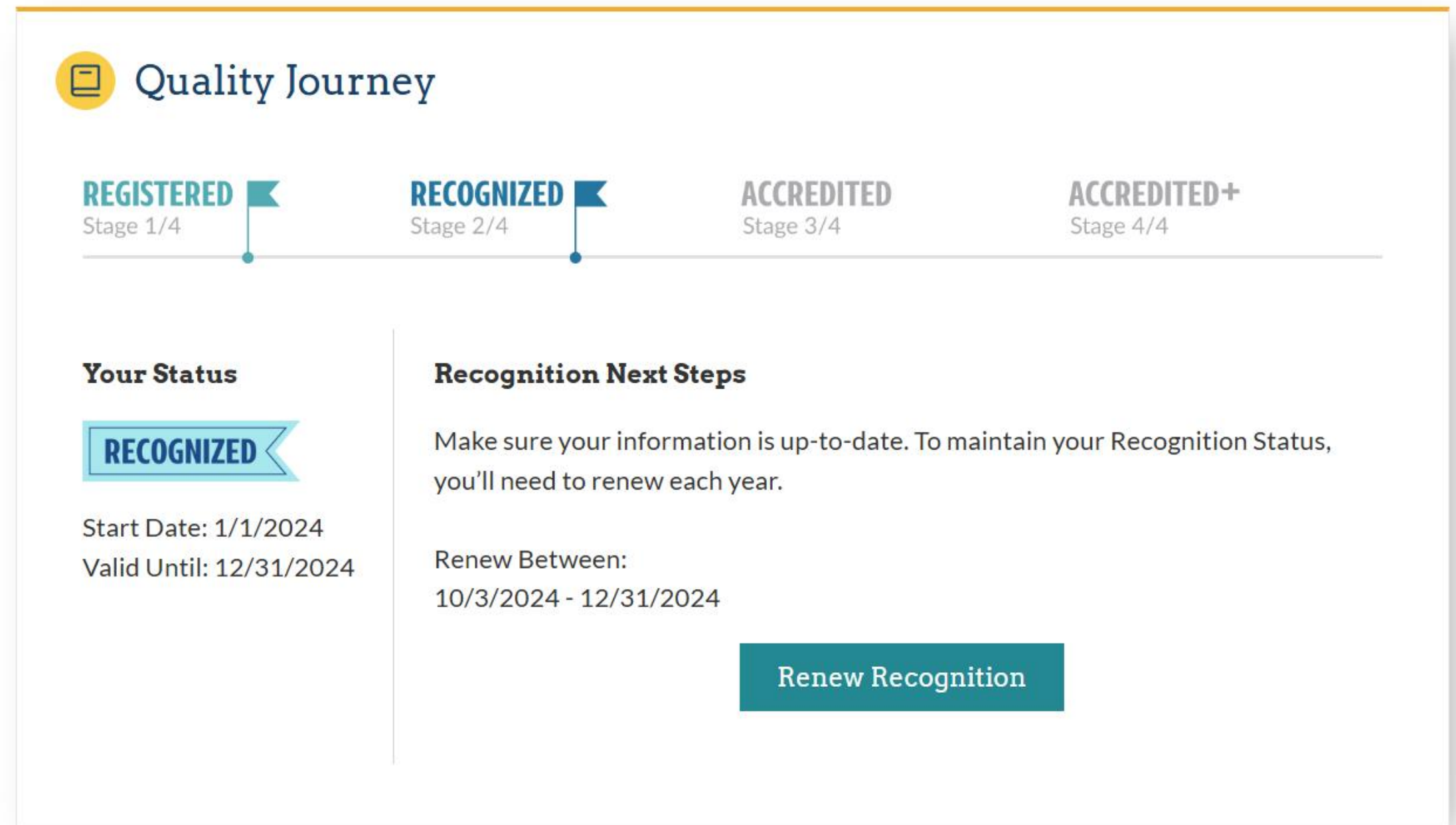
# Renewal Process



- Recognized programs must complete the application each year to renew for a 1-year term if not ready to apply for Accreditation.
- Accredited/Accredited+ programs will ONLY complete the Accreditation application at renewal (no Recognition items will be encountered).
- Accreditation / Accreditation+ programs must complete the application every 5 years to renew for a 5-year term.

# Recognition Renewal Process

- Programs are required to re-apply for Recognition status each year.
- Within 60 days of the Recognition Valid Until Date (VUD), the program will be able to submit the Recognition application and pay the Recognition fee.





# Recognition Renewal Process

- If the program is successfully awarded Recognition status, a new 1-year term will be granted.
- Programs will have an opportunity to re-submit documentation 1 time prior to a final decision.
- Programs who wish to remain at Recognition will pay the annual fee and re-apply each year.



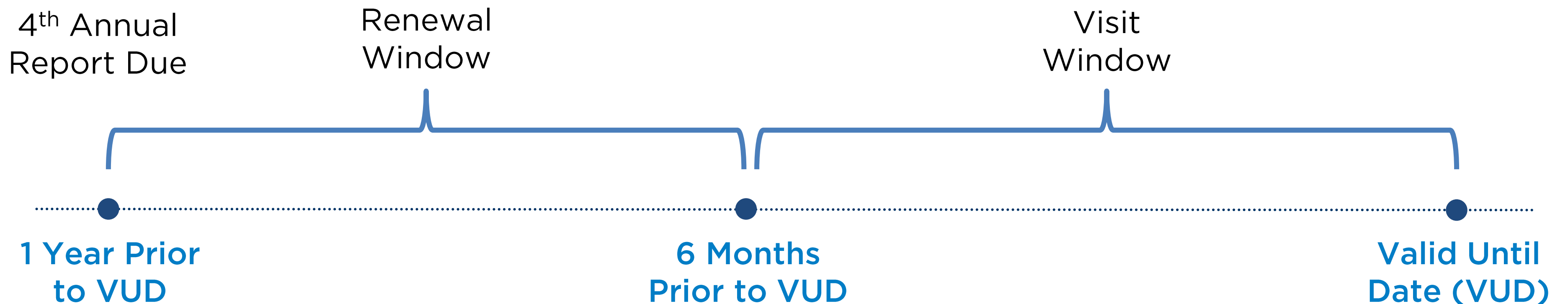
# Accreditation Renewal Process

- Programs at Accreditation and Accreditation+ are required to complete the Accreditation Application for renewal.
- Programs will be able to start the Renewal Application 1 year prior to the VUD and have up to 6 months to submit all documentation.
- The 4<sup>th</sup> Annual Report is separate from the Renewal Application – but it must be submitted and paid before the Renewal Application is available.



# Accreditation+ Renewal Process

- Programs at Accreditation+ must pay the Accreditation+ Site Visit Fee at the time of renewal.
- After the documentation has been submitted and reviewed, the program will be notified.
- If a passing score was received, the program will pay the Accreditation+ Site Visit Fee.
- Once the fee has been paid, the program will be added to the queue for a site visit.





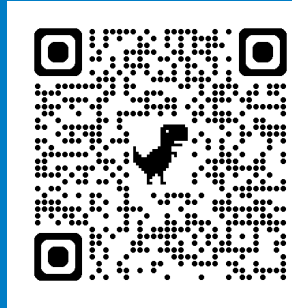
# Support & Resources

Resources available to  
support programs in the  
new system

# HELLO Communities for Each Tier

- Users have access to a HELLO Community specific to the current Program Status (Recognition, Accreditation, Accreditation+).
- Branding Guide and Logos are available within the applicable tier HELLO Community.

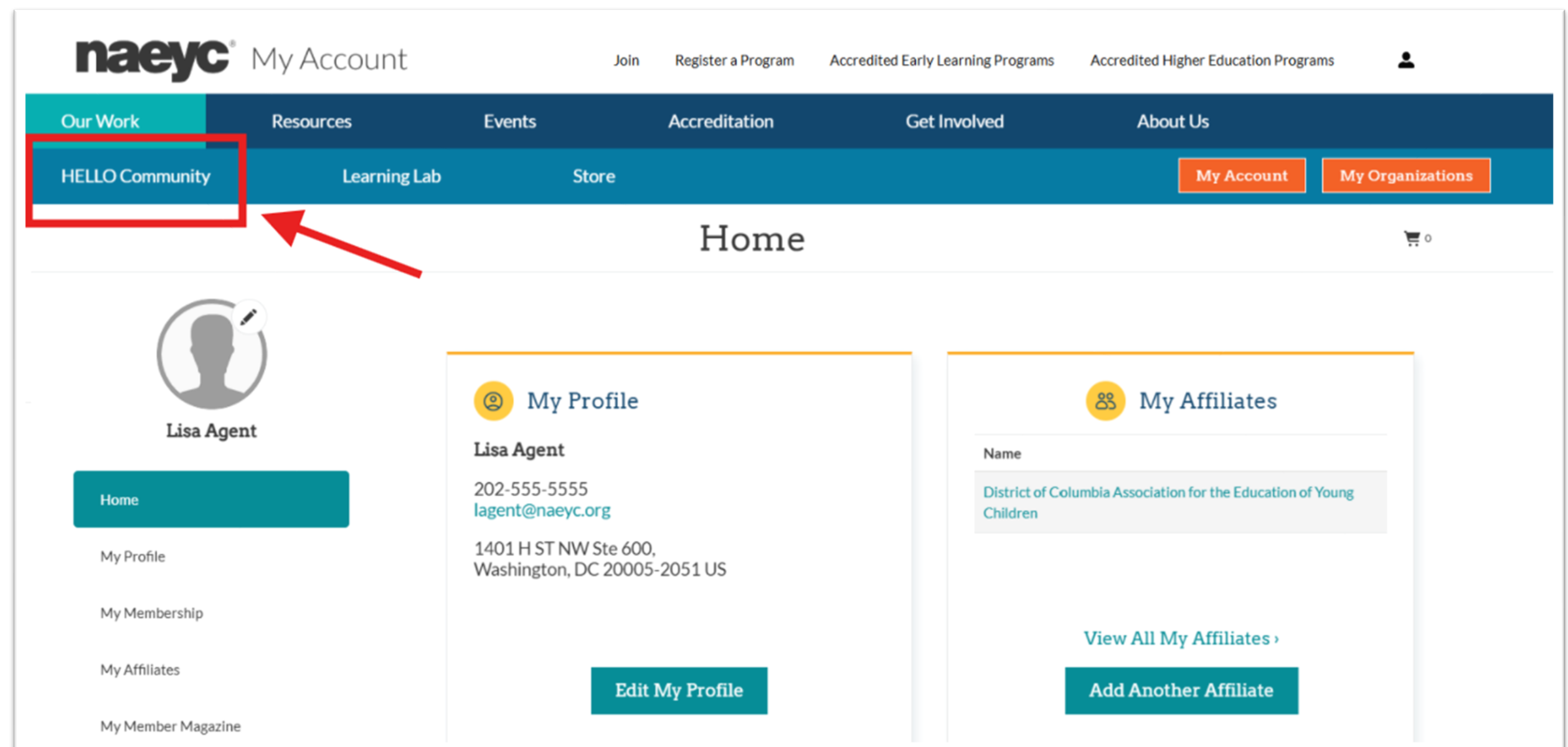
All other resources are available [here](#)



**HELLO**

Powered by **naeyc**

HELLO is NAEYC's community of learning where users have access to a private community to find important resources and information, engage in conversations with fellow administrators, and more.





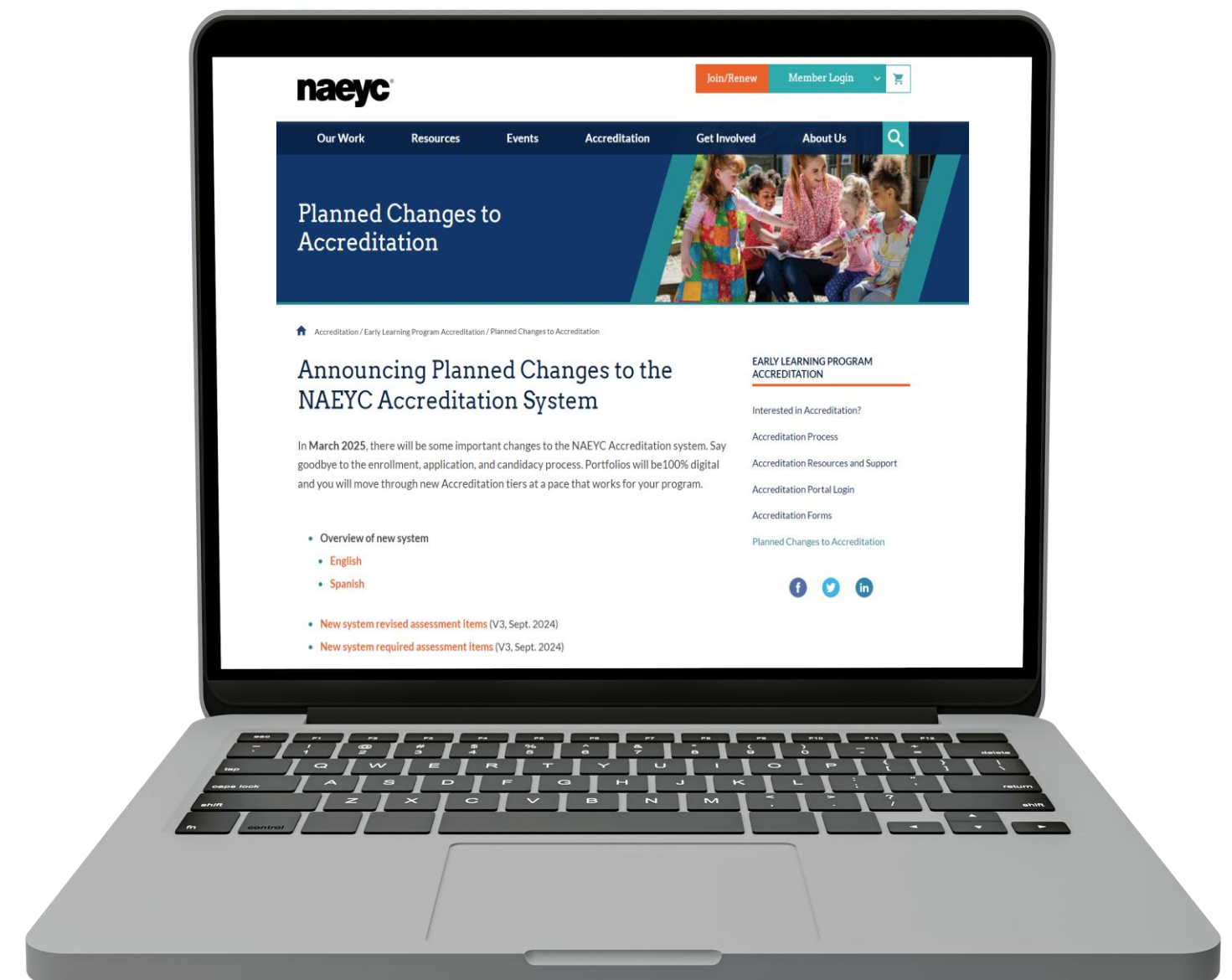
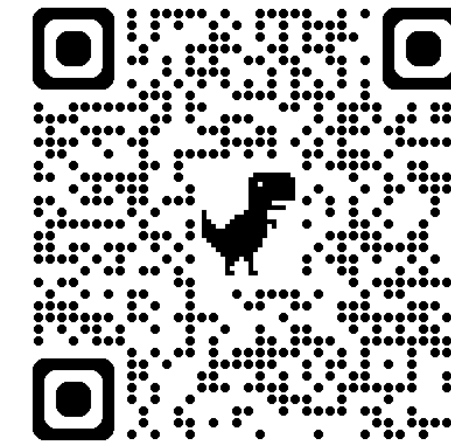
# Support & Resources

Visit the [“Planned Changes” webpage](#) for current resources to support with ELP Hub:

- [Early Learning Hub Guide](#)
- [Annual Reports Guide](#)
- [Application Guide](#)

Along with other key resources:

- [Policy Handbook](#)
- Assessment Items ([English](#)/[Spanish](#))
- [Self-Assessment Tools](#)
- Protocols – [Application](#) / [Site Visit](#)



# Thank you!

Accreditation Support Team

- [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org)
- 800-424-2460

