

# NAEYC Early Learning Hub | Annual Report Guide

## Early Learning Program Quality Assessment and Accreditation

### Annual Report Requirements

Accredited and Accredited+ programs are required to submit annual reports, due on the first, second, third, and fourth anniversaries of a program's accreditation. Annual reports are available within the Early Learning Hub 60 days ahead of the annual report due date. Programs will be charged a late fee if the report is not submitted by the due date. The report will no longer be available to the program 90 days after the due date.

After submitting their annual reports, programs will be required to pay the annual fee. If the annual fee is not paid within 90 days of the annual report due date, the program will be regressed to "Registered" status.

**The program's current license or regulatory document must be uploaded within the annual report. If there are satellites, ensure there is a license or regulatory document included for each location. All documents should be combined into one (1) file to upload within the report.**

[Use this template](#) to prepare responses for the Annual Report submission.

For support or questions, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org) or call (800) 424-2460.

### Accessing Annual Report

Annual Reports are available within the Early Learning Hub on the "Quality Journey" widget.

To complete the annual report, select the "Submit Annual Report".

The annual report will open for data entry.

The image shows a 'Quality Journey' widget with a progress bar at the top. The progress bar has four stages: REGISTERED (Stage 1/4), RECOGNIZED (Stage 2/4), ACCREDITED (Stage 3/4), and ACCREDITED+ (Stage 4/4). Below the progress bar, there are three columns. The first column, 'Your Status', shows 'ACCREDITED' with a blue ribbon and 'Valid Until: 3/1/2026'. The second column, 'Accreditation Next Steps', contains text about keeping information up-to-date and a deadline to submit the annual report by 12/30/2024. At the bottom of this column is a red-bordered button labeled 'Submit Annual Report'. The third column, 'Become Accredited+!', encourages upgrading to Accredited+ status and includes an 'Apply for Accredited+' button.

### Accessing Annual Report

The **Program ID** must be entered in the first question on the annual report. The Program ID can be located on the home page of the Early Learning Hub.

See the next page for the questions included on the annual report.

Once the report has been completed, select "Submit".

After submitting the report, return to the "Home" page of the Early Learning Hub to submit the annual fee.

The image shows a 'General Information' form. It has a title 'General Information' and a section 'Program ID' with a question mark icon. Below this is a text input field containing '7969'. The next section is 'Are the program's enrollment, classes, sites, and staff are up to date?' with a red asterisk and an information icon. Below this is a dropdown menu showing '--None--'. The final section is 'Is the program or provider's license in good standing?' with a red asterisk and an information icon. Below this is another dropdown menu showing '--None--'.

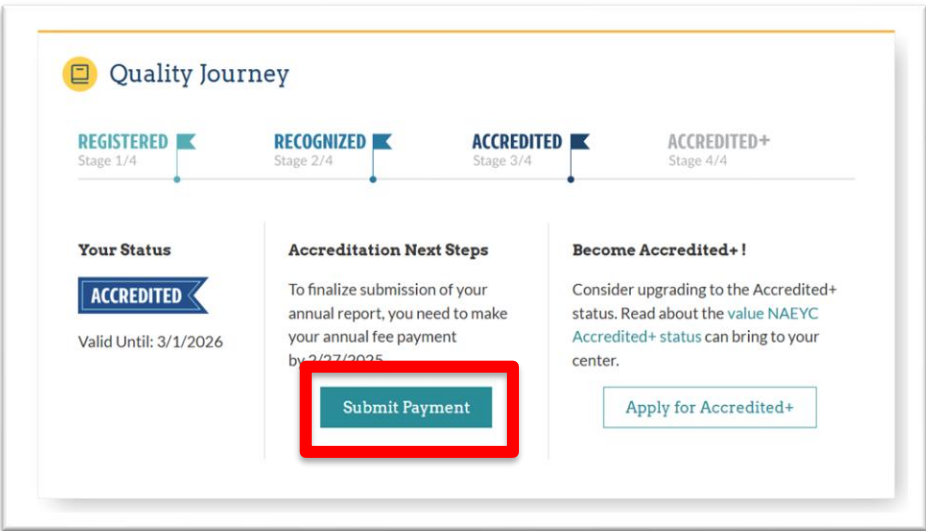
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### Submitting Annual Fee Payment

After the Annual Report has been completed, the “**Submit Payment**” option will appear on the Quality Journey widget.

Select “**Submit Payment**” to proceed to the payment options.

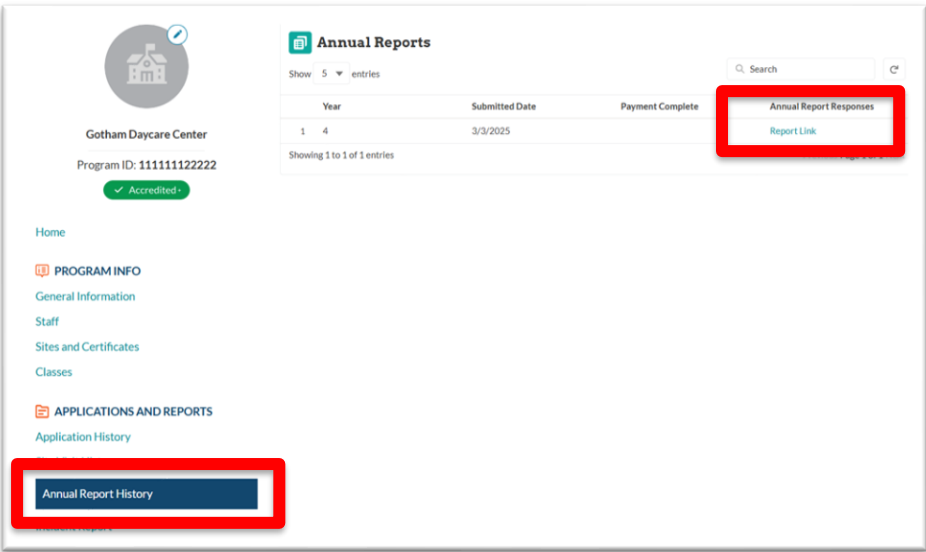


### Viewing Completed Annual Reports

Annual Reports completed within the Early Learning Hub under the “Applications and Reports” section.

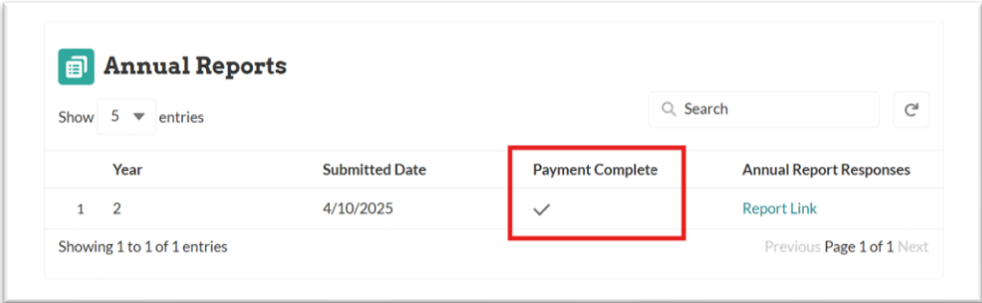
Select the “**Annual Report History**” menu item to be taken to a list of completed reports.

Once on the list of reports, click on “**Report Link**” to see the responses that were submitted.



### Viewing Annual Report Status

When an Annual Report has been successfully submitted and paid for, a checkmark will appear under “**Payment Complete**” when viewing past Annual Reports in the Hub:



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Annual Report Questions*	
Question	Type
Program ID	Number
Are the program's enrollment, classes, sites, and staff up to date?	Drop-down
Is the program or provider's license in good standing?	Drop-down
Have you submitted the 72-hour report regarding your license status?	Drop-down
How has the program improved on at least <a href="#">2 Application (document-based) assessment items?</a> **	Open ended text
How has the program improved on at least <a href="#">2 Observation-based assessment items?</a> **	Open ended text
In what ways has the program enhanced engagement with families in the last year?	Open ended text
What accomplishment are you most proud of in the past year?	Open ended text
What were the biggest challenges the program faced in the last year?	Open ended text
Please describe the biggest challenge of running the program in the last year.	Open ended text
What professional development topics are most valuable to your staff?	Multi picklist
Please describe other professional development topics that would be valuable.	Open ended text
What resources/assistance has the program utilized in the past year?	Multi picklist
Please describe the other resources that the program utilized.	Open ended text
Is there anything else that you would like to tell us about your program?	Open ended text

\*Questions subject to change

\*\*This references the new 2025 assessment items that are [available here](#). For more details on the assessment items, see the [Self-Assessment Tools](#).

### SAMPLE ANNUAL REPORT

#### Accredited+ Annual Report

You must complete your annual report in one sitting. We recommend making note of the questions, preparing your responses, and then coming back to the report to input the answers. Once the annual report is completed, you must complete your annual fee payment to finalize the submission of the annual report. The fee can be paid on the Early Learning Hub after the report is completed.

General Information

An asterisk ( \* ) indicates a required field

\* Program ID

\* Are the program's enrollment, classes, sites, and staff up to date?

-- Please Select --

\* Is the program or provider's license in good standing?

-- Please Select --

License/Regulation Document(s)

Upload Files

Or drop files

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### Quality Improvement

An asterisk ( \* ) indicates a required field

\* How has the program improved on at least 2 Application assessment items? ⓘ

\* How has the program improved on at least 2 Observation assessment items? ⓘ

### Reflections on Last Year

An asterisk ( \* ) indicates a required field

\* In what ways has the program enhanced engagement with families in the last year?

\* What accomplishment are you most proud of in the past year?

\* What were the biggest challenges the program faced in the last year? ⓘ

Select an Option

\* Please describe the biggest challenge of running the program in the last year. ⓘ

### Resources and Training

An asterisk ( \* ) indicates a required field

\* What professional development topics are most valuable to your staff? ⓘ

Select an Option

Please describe other professional development topics that would be valuable. ⓘ

What resources/assistance has the program utilized in the past year? ⓘ

Select an Option

Please describe the other resources that the program utilized. ⓘ

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Final Thoughts

An asterisk ( \* ) indicates a required field

Is there anything else that you would like to tell us about your program? ⓘ

Save

Submit