

Year 1 - 3 Annual Report

The Annual Report is an essential part of maintaining NAEYC Accreditation. The Annual Report ensures that accredited programs are continuing to meet the 10 NAEYC Early Learning Program Standards by reflecting on the year.

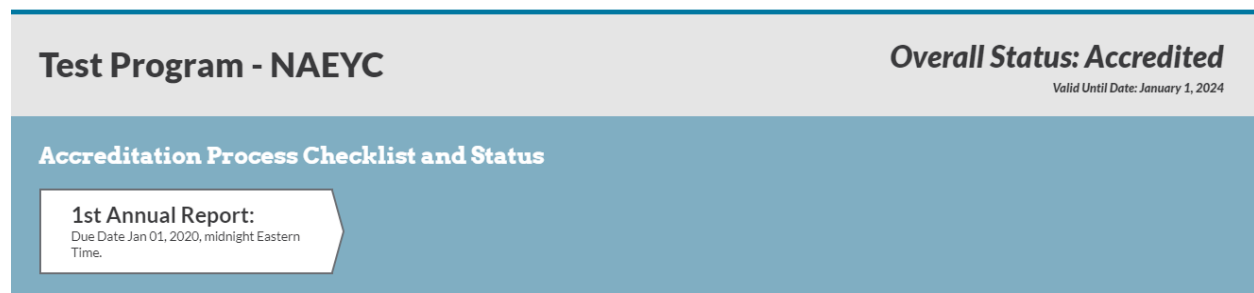
Steps Required

9 tasks to complete:

- [Program Profile](#)
- [Licensing](#)
- [Site Profiles](#)
- [Staff Profiles](#)
- [Contact Profiles](#)
- [Class Profiles](#)
- [Program Evaluation & Continuous Improvement](#)
- [Program Responsibilities and Commitments](#)
- [Payment](#)
- [What to Expect](#)
- [Next Steps](#)

How to Complete the Annual Report

The Annual Report checklist is available in the Accreditation Portal two months before the due date. The due date is determined by the programs valid until date



The screenshot displays the Accreditation Portal interface. At the top, it shows "Test Program - NAEYC" on the left and "Overall Status: Accredited" on the right, with a sub-note "Valid Until Date: January 1, 2024". Below this is a section titled "Accreditation Process Checklist and Status". A callout box highlights the "1st Annual Report:" task, indicating a "Due Date: Jan 01, 2020, midnight Eastern Time."

Program Profile

This task will already have a green checkmark, under the 'Task Status' column it will display completed. To make updates, click **View** in the 'Link to Page' column on the annual report checklist. The Program Profile feeds information to all other profiles.

Status: Accredited

Congratulations! Your program is meeting the NAEYC Early Learning Program Accreditation Standards and Assessment Items.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
✓	Staff Profiles	Updated 08/21/2019	View >
5	Class Profiles	1 of 4 Complete	View >
✓	Contacts Profiles	Completed	View >
7	Program Evaluation & Continuous Improvement	Pending	View >
8	Program Responsibilities and Commitments	Pending	View >
9	Payment	Pending	View >

[Submit Annual Report](#) 

To complete task #1 Program Profile;

- Program name
- Program type
- Website (Not Required)
- Operation date
- Number of children by age
- Number of sites
- Number of classes
- Number of staff
- Number of families
- Primary site address
- Mailing address, if same as primary address, click the checkbox “use primary address”
- Billing address, if same as primary address, click the checkbox “use primary address”
 - Full name of billing contact
- Shipping address, if same as primary address, click the checkbox “use primary address”
- Program characteristics
 - *Note: If you hold shift you can select more than one characteristic*
- Opt-out of information sharing (Not Required)
 - If this box is checked, programs information will not be listed on the NAEYC Accredited program search or in any reports shared with Affiliate groups.

- Location of program
- Security clearance
 - If yes is selected, the following required fields will open
 - Facilities Security Officer Contacts Name
 - Email
 - Area Code
 - Phone Number
- Click **Save**
 - To return to the Dashboard, click on dashboard on the left hand side.

Licensing

This task should already have a green checkmark because the task would have already been completed at another step of the process. Under the 'Task Status' column it will display completed. To make updates, click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >

To complete task #2 Licensing Profile

- Licensure Status *Note: selecting a different options will result in different required fields.*
 - My program is licensed/regulating
 - Licensed
 - Licensure State
 - Licensure Agency
 - License Type
 - License Number
 - Specialist Name
 - My program is not licensed and eligible for licensure
 - My program is license-exempt, eligible for licensure, and the application is in the process
 - My program is not licensed and not eligible for licensure
 - Corporate Structure
 - Nonprofit
 - Private Large Corporation (for profit), **this must be done because of the System Wide Program Portfolio**
 - Associated to, (please provide the Corporate Name)
 - Public Agency
 - Private (for profit)
 - Proprietorship
 - Click **Save**
 - This will return you to the Program Dashboard

Site Profiles

This task should already have a green checkmark because the task would have already been completed at another step of the process. Under the 'Task Status' column it will display the last date the site profile was updated. To make updates, click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >

To complete task #3 Site Profile

- Complete the fields; *Note: Complete the total number of site profiles as reported on the Program Profile page.*
- Site Name
- Country
- The site address will already pre-populate based on what was entered on the Program Profile.
- Location Type (Not Required)
- Programs Operations
 - Site operates 12 month
 - Less than 12 months (add close date and reopen date)
- Days of Operations, select all days that apply
- Non Operating Days; *Important to update program closure dates yearly*
 - Select Date from calendar drop down
 - If you want to show more than 1 days click, show end date
 - Add the occasion
 - To add more click Add
 - To remove a date click remove
- Multiple Programs Sharing Facility
If a separate program is operating within the same facility under a different budget, administration and license, click yes.
 - No
 - Yes, *Note: selecting a different options will result in different required fields.*
- Click **Save and Return to checklist** once you have entered in all sites

Staff Profiles

Before you start the Staff Profile, make sure you have the following already complied;

- All staff at the center (*first and last name*)
- What position the staff hold (*teacher, teacher assistant, administrator*)
- What qualifications the staff holds
- Electronic documentation of the qualifications (*saved in the following format doc, docx, pdf, xls, xlsx, png, jpeg, bmp, gif*)

- Staff start date
- Employment status (*full time, part time*)
- Any spoken languages

This task should already have a green checkmark, under the 'Task Status' column it will display the last date the staff profile was updated. To make updates, click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >

Staff Profiles
Number of Staff(s): 5

[+ Add Staff](#)

Test Program - NAEYC was reported with a staff of 5 people.

Staff Summary Showing 1 - 5 of 5

<input type="checkbox"/>	Name	Position	Education Level	Employment Status	Start Date	Download
<input type="checkbox"/>	Staff Three	Teacher	None	Full Time	August 13, 2010	
<input type="checkbox"/>	Staff One	Administration	A, E	Full Time	May 7, 2013	Document Naeyc_is_testing_the_document_upload.Docx
<input type="checkbox"/>	Staff Two	Assistant Teacher	A, F	Full Time	December 17, 2007	Document Naeyc_is_testing_the_document_upload.Docx
<input type="checkbox"/>	Staff Four	Teacher	None	Contractor	August 19, 2008	
<input type="checkbox"/>	Staff Five	Assistant Teacher	P	Full Time	October 15, 2018	Document Naeyc_is_testing_the_document_upload.Docx

[Delete Selected Staff](#)

To complete task #4 Staff Profile

- Click **Add Staff**
- Complete Staff first and last name
- Position
- Select a qualification
- Other language spoken (Not Required)
- Employment status
- Start date

- Upload documents, **Note: If none is selected under qualifications for the staff member, do not upload documentation**
 - To upload document click **Choose File**
 - Select the file from your electronic files.
 - Click **Upload**
 - To add another item, click **Add Another Item**
- Click **Save and Return to checklist** for you have entered in all staff
- Click **Save and Add New Profile** is you have more staff to be added

To remove individuals

- Click on the **Checkbox** next to the individual that needs to be removed
- Click **Delete Selected Staff**
- Click **Continue**
- After the system has processed, it will return you to the Staff Profile page

Class Profiles

This task will already have a green checkmark, under the 'Task Status' column it will display the last date the class profile was updated. To make updates, click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >
✓	Class Profiles	Updated 10/24/2018	View >

Class Profiles
Number of Classes: 2

[+ Add Class](#)

Test Program - NAEYC was reported with 2 classes.

Class Summary Showing 1 - 2 of 2

<input type="checkbox"/>	Class	Age Category	Site	Number of Children	Schedule	Staff
<input type="checkbox"/>	Preschool	Preschool	NAEYC I	15	Monday: 6:00 am-5:30 pm Tuesday: 6:00 am-5:30 pm Wednesday: 6:00 am-5:30 pm Thursday: 6:00 am-5:30 pm Friday: 6:00 am-5:30 pm	Staff One, Staff Two
<input type="checkbox"/>	Toddler	Infant	NAEYC I	10	Monday: 6:00 am-5:30 pm Tuesday: 6:00 am-5:30 pm Wednesday: 6:00 am-5:30 pm Thursday: 6:00 am-5:30 pm Friday: 6:00 am-5:30 pm	staff three, Staff Four, Staff Five

[Delete Selected Class](#)

To complete task #5 Class Profile

- Click **Add Class**
- Complete the fields
 - Sites, If the program has more than one site, then there must be at least one class at each site.
 - Class name
 - Number of children
 - Age category
 - Teaching staff
 - Class schedule
 - Class characteristics (Not Required)
 - Additional languages spoken by class
 - If yes, select from the drop down the language spoken.
- Click **Save and Return to checklist** for you have entered in all classes
- Click **Save and Add New Profile** is you have more class

To remove a class

- Click on the **Checkbox** next to the class that needs to be removed
- Click **Delete Selected Class**
- Click **Continue**
- After the system has processed, it will return you to the Class Profile page

Contacts Profiles

This task will already have a green checkmark, under the 'Task Status' column it will display completed. To view listed contacts, click **View** in the 'Link to Page' column on the annual report checklist. To add, remove or update contacts listed complete the Self-Report form, NAEYC Staff will update the records to reflect the new contacts.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >
✓	Class Profiles	Updated 10/24/2018	View >
✓	Contacts Profiles	Completed	View >

Program Evaluation & Continuous Improvement

This tasks will always show pending under the 'Task Status' column. To complete the Program Evaluation & Continuous Improvement click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >
✓	Class Profiles	Updated 10/24/2018	View >
✓	Contacts Profiles	Completed	View >
7	Program Evaluation & Continuous Improvement	Pending	View >

To complete task #7 Program Evaluation & Continuous Improvement

- Does your program's professional development plan intentionally address topics based on the needs of your families, staff and community.
 - Yes
 - No
- Are the program's policies, procedures, and practices reviewed in relation to NAEYC Early Learning Program Accreditation Standards and Assessment Items annually?

- Yes
- No
- Describe how you have used information from your annual comprehensive program evaluation to improve program policies, procedures, or activities.
 - Use box to describe

Program Responsibilities and Commitments

This tasks will always show pending under the 'Task Status' column. To complete the Program Responsibilities and Commitments click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >
✓	Class Profiles	Updated 10/24/2018	View >
✓	Contacts Profiles	Completed	View >
7	Program Evaluation & Continuous Improvement	Pending	View >
8	Program Responsibilities and Commitments	Pending	View >

To complete task #8 Program Responsibilities and Commitments

- Check all **checkboxes**
- Complete Signature
- Click **Submit Signature button**
 - This will return you to the Program Dashboard

Payment

This tasks will always show pending under the 'Task Status' column. To complete the Payment click **View** in the 'Link to Page' column on the annual report checklist.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
4	Staff Profiles	0 of 1 Complete	View >
✓	Class Profiles	Updated 10/24/2018	View >
✓	Contacts Profiles	Completed	View >
7	Program Evaluation & Continuous Improvement	Pending	View >
8	Program Responsibilities and Commitments	Pending	View >
9	Payment	Pending	View >

To complete task #9 Payment

- If the annual report checklist is submitted after the due date, the program will automatically receive a 30 day grace period to complete the annual report checklist with a late fee of \$150.00.

Credit on Account

- If there is a credit on the account, it will automatically receive a confirmation number, this means that payment has been completed.
 - The confirmation number is the invoice number. The program can print a copy of the invoice by clicking on the 'print this page' button (in blue)
 - The program **will NOT need** to click the payment link again, as long as a confirmation number is given.
 - To return to the Accreditation Portal, click **Back to AIS** in the top right corner.
 - Click **Submit Annual Report Button**



[Back to AIS](#)

Shopping Cart | [Receipt](#)

*For purchases of ePubs and other downloadable products, check your email for download instructions.

Thank you for your order. Your confirmation number is:

408694

You may print this page for your records.

[Print this page](#)

[Billing/Shipping Information](#)

Bill Me Later

- Complete the required fields under billing contact, but selecting the individual from the dropdown.

Payment Information

Bill me later:

An invoice will be generated, but no products will ship, nor will a membership become active until payment has been received.

PO Number:

Required

PO File: No file chosen

Invoice total: 650.00

- Select **Bill Me later** for vouchers, purchase orders, and or check
 - Enter in the purchase order or check number.
 - Upload a copy of voucher or copy of check
- Click **Continue**
- Click **Submit Order**
- A confirmation number will generate
- The program **will NOT need** to click the payment link again, as long as a confirmation number is given.
- To return to the Accreditation Portal, click **Back to AIS** in the top right corner.
- It takes 48 hours for NAEYC Staff to approve the Bill me request. To verify if the Bill me has been approved, next to task #9 under the 'Task Status' column it will say completed (po approved).
- Click **Submit Annual Report Button**

Status: Accreditation Maintained

Program has completed 9 Annual Report tasks on the Accreditation process checklist and is meeting requirements

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
✓	Staff Profiles	Updated 06/26/2019	View >
✓	Class Profiles	Updated 06/26/2019	View >
✓	Contacts Profiles	Completed	View >
✓	Program Evaluation & Continuous Improvement	Completed	View >
✓	Program Responsibilities and Commitments	Completed	View >
✓	Payment	Completed (po approved)	View >

Credit Card

- Complete the required fields under billing contact, but selecting the individual from the dropdown.

Payment Information

Bill me later:

Payment amount: 775.00

Payment method:

Required

Invoice total: 775.00

- Select credit card type from the drop down
 - Enter in the credit card information
- Click **Continue**
- Click **Submit Order**
- A confirmation number will generate
- The program **will NOT need** to click the payment link again, as long as a confirmation number is given.
- To return to the Accreditation Portal, click **Back to AIS** in the top right corner.
- Click **Submit Annual Report Button**

A completed date will appear in the timeline on the accreditation dashboard.

Accreditation Process Checklist and Status

1st Annual Report: Due Date Nov 01, 2019, midnight Eastern Time. Completed on Nov 04, 2019.	2nd Annual Report: Due Date Nov 01, 2020, midnight Eastern Time.
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What's Expected

The program status will change on the dashboard to Annual Report Under Review.

Status: Annual Report Under Review
Your annual report is currently under review.

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 03/11/2019	View >
✓	Staff Profiles	Updated 03/25/2019	View >
✓	Class Profiles	Updated 03/25/2019	View >
✓	Contacts Profiles	Completed	View >
✓	Program Evaluation & Continuous Improvement	Completed	View >
✓	Program Responsibilities and Commitments	Completed	View >
✓	Payment	Completed (paid)	View >

Submitted >

After a review time the status will change on the dashboard to Accreditation Maintained. An email will be automatically generated and sent to the primary and secondary contacts for the program.

Status: Accreditation Maintained

Program has completed 9 Annual Report tasks on the Accreditation process checklist and is meeting requirements

#	Task	Task Status	Link to page
✓	Program Profile	Completed	View >
✓	Licensing	Completed	View >
✓	Site Profiles	Updated 10/24/2018	View >
✓	Staff Profiles	Updated 04/18/2019	View >
✓	Class Profiles	Updated 05/06/2019	View >
✓	Contacts Profiles	Completed	View >
✓	Program Evaluation & Continuous Improvement	Completed	View >
✓	Program Responsibilities and Commitments	Completed	View >
✓	Payment	Completed (paid)	View >

Submitted 

Next Steps

The next annual report checklist will be open two month before the due date. The program should continue to update the Accreditation Portal with programmatic changes or submission of 72 Hour Notification.

If the annual report checklist is submitted after the due date, the program will automatically receive a 30 day grace period to complete the annual report checklist with a late fee of \$150.00.

If the annual report checklist is not submitted by the grace period then the programs accreditation will be withdrawn. The status will be automatically change to Enrolled. The application checklist will be available. The program will need to complete the required tasks on the application checklist when ready to re-engage in the accreditation process.