

Your Accreditation Timeline is in Your Hands!

You spoke, we listened, and we made enhancements. You can now move through the accreditation process at a pace that is right for you. You can advance anytime within the timeframe allotted for each step.

Overall Status	Tasks to Complete with your Team in your Program	Tasks to Advance in the Portal
<u>Interested in Accreditation</u>	<ul style="list-style-type: none"> Conduct an overview of NAEYC Early Learning Program Accreditation 	<ul style="list-style-type: none"> Create a new account in the Accreditation Portal. Register for a free Program ID using the Self-Report Form.
<u>Registered</u>	<ul style="list-style-type: none"> Review the benefits and the accreditation process. Discuss the process with key stakeholders and families. 	<ul style="list-style-type: none"> Add details to your Program Profile Complete each task in enrollment checklist Submit enrollment
	Self-Study	Enrollment
<u>Enrolled</u> <u>Stage 1</u> You have up to 12 months to move to the next stage.	<ul style="list-style-type: none"> Gain an understanding of the most current NAEYC Standards and Assessment Items. Engage staff in a Self-Study process Evaluate how well your current practices align with NAEYC recommended practices. 	<ul style="list-style-type: none"> Update program information in each profile as necessary (e.g. staff changes) Complete each task in the application checklist Submit application
	Self-Assessment	Application
<u>Applicant</u> <u>Stage 2</u> You have up to 12 months to move to the next stage.	<ul style="list-style-type: none"> Create and organize portfolios**, per our portfolio tools Self-assess classroom and program environments, per our observation tools Make necessary changes and improvements 	<ul style="list-style-type: none"> Update profiles as necessary Complete each task in the candidacy checklist. Submit candidacy.

	Candidate for a Site Visit	Candidacy
<p><u>Candidate</u></p> <p><u>Stage 3</u> Your site visit can occur anytime within 6 months</p>	<ul style="list-style-type: none"> • Swap portfolios with staff for quality check • Make final improvements to portfolio evidence • Conduct mock observations using self-assessment tools • Review program information with your assigned assessor when they call • Review site visit information resources 	<ul style="list-style-type: none"> • Complete each task in the site visit checklist. • Enter site visit exclusion dates when notified by assessor
	Maintaining Accreditation	Accredited
<p><u>Accredited</u></p> <p><u>Stage 4</u> Accreditation term is 5 years</p>	<ul style="list-style-type: none"> • Use your Accreditation Decision Report as a guide for a continuous quality improvement plan. • Receive and read <i>Program News</i>, NAEYC Program Accreditation’s monthly newsletter, to keep informed of changes to accreditation content and process throughout your 5-year term of accreditation. • Continuously engage in the Self-Study process. • After 3rd year Annual Report submission, review and update your evidence. • Prepare for your renewal site visit. • After 4th year Annual Report submission, expect your renewal site visit within the next 0-6 months. • Be prepared to pay your 5th Annual Accreditation fee, as accreditation terms are 5 years in length 	<ul style="list-style-type: none"> • Update profiles as changes occur • Complete annual report checklist each year, and 5th year payment in year 5 of accreditation • Report any incidents that occur within 72 hours. • Use the self-report form to update any contact changes

*The **Early Learning Program Accreditation Portal** gives you access to your basic program records where you can add more data and move through the accreditation process at your own pace.

** Visit **TORCH** inside of the Portal for resources to support you with creating your portfolios and observing your classroom environment.