



## How to Apply for Bright & Early ND

### Step 1 Quality Rating

Programs can apply for a Step 1 Quality Rating at any time, however, Quality Ratings will only be issued on the first of the month. For example, if you applied on March 12th, you will receive notice of your Quality Rating on April 1st. In order to make the process efficient, we recommend checking over a few things prior to applying:

#### Create an Organization Account

If your program does not have a Growing Futures organization account, follow these step-by-step directions to create one, '[How to create an organization account](#)'.

#### Update Your Employment Records

Bright & Early ND Quality Standards require that the Director, Lead Teachers and/or Lead Caregivers are linked to the program's organization account with verified employment. Please note, if you are a Family or Group Licensed program, you will have to report that you are employed at your own business. See this useful [tip sheet](#) for more details and step-by-step instructions!

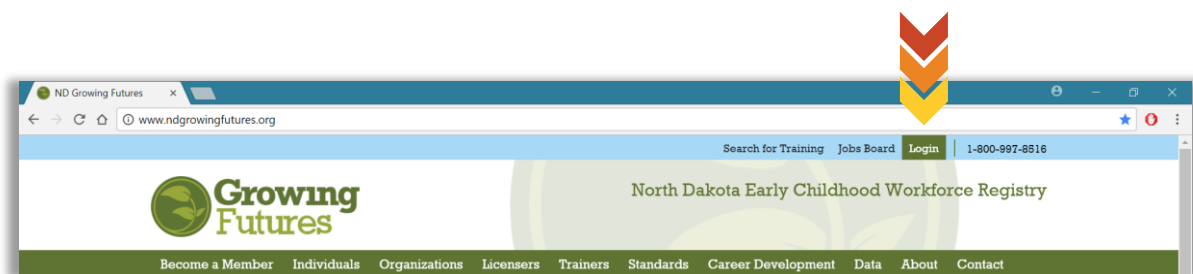
#### Maintain Your Individual Membership

Bright & Early ND Professional Development Quality Standards require that the Director, Lead Teachers and/or Lead Caregivers are individual members of the ND Growing Futures Workforce Registry with a current Career Pathway placement.

If you or your employees do not have an individual membership, follow these step-by-step directions to create one, '[How to Create an Individual Account](#)'.

### For Organizations

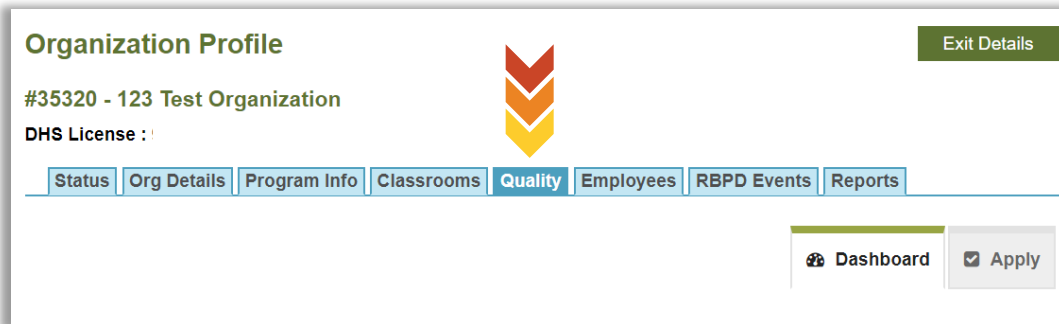
1. Go to the Growing Futures website at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org), click on **Login**.



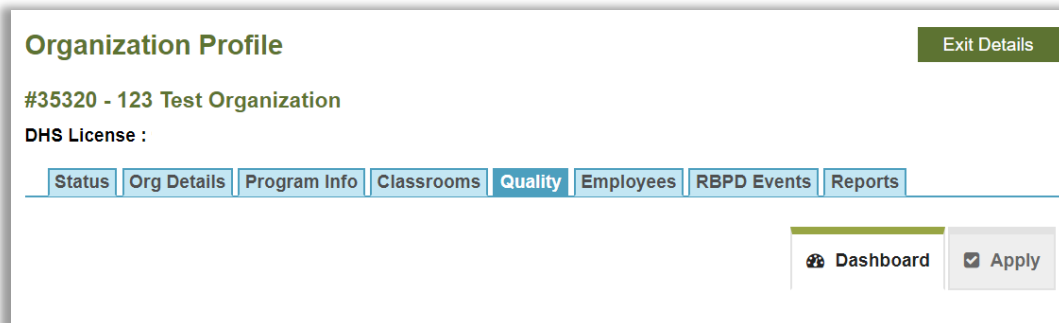
2. Login to your organization account in Growing Futures.



3. On the main page, at the top, Click on the **Quality** tab.



4. Once on the Quality tab, click on the **Apply** button.



5. On the application page, under QRIS-Bright & Early ND, click on the red **Apply** button.

**Organization Profile** Exit Details

#35320 - 123 Test Organization


DHS License :

Status | Org Details | Program Info | Classrooms | **Quality** | Employees | RBPD Events | Reports

Dashboard  **Apply**

You may apply for one or more of the following Quality Improvement cases listed below.

**QRIS - Bright & Early ND**

  **Apply**

6. You will now see many of the same screens you saw during Organization Registration. This time, you will just be reviewing the information that is already entered and updating it as needed. After reviewing each page, click on **Continue**.

**Quality Rating Application** Exit Application Save and Exit

123 Test Organization - #35320

Contact Info | ID Numbers | Accreditation | Enrollment | Address | Participation | Terms

**Contact Information:**

Email Address\*:

First Name\*:

Last Name\*:

Phone: (  )  -  Ext.:

7. There are seven steps in the application process. You can track your progress along the top green/blue bar. To finish the application later, just click on **Save and Exit**.

8. Every box on the Program Enrollment Page must contain a number, even if that number is zero (0).
  - a. If you entered zeros when registering your organization, you may have to re-enter those zeroes at this step.

### Quality Rating Application Save and Exit

**123 Test Organization - #35320**

Contact Info
ID Numbers
Accreditation
Enrollment
Address
Participation
Terms

#### Program Enrollment

Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. After entering the total number of high needs children in each age group, you'll be asked how many children meet each particular high needs criteria. Because one child may have more than one need, the detailed numbers will not necessarily add up to the total number of high needs children. However, if you report any high needs children, you must provide a number greater than zero in at least one high needs category.

Number of Classrooms / Groups:

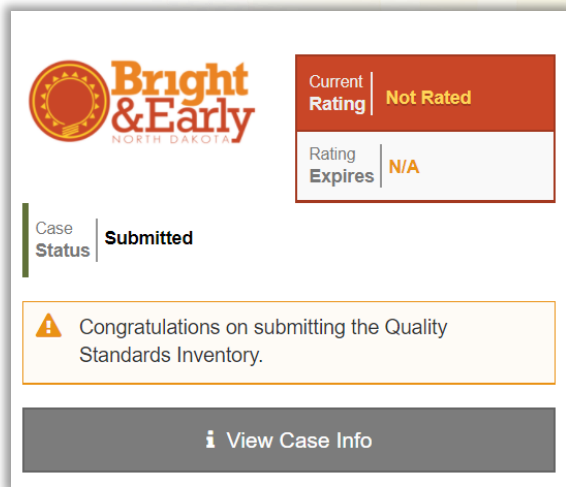
Total Number of Children Enrolled: **7**

|                                   |   |             |   |
|-----------------------------------|---|-------------|---|
| Infants (0 - 18 months):          | <input style="width: 30px; text-align: center;" type="text" value="1"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |
| Toddlers (19 - 36 months):        | <input style="width: 30px; text-align: center;" type="text" value="2"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |
| Three Year Olds (37 - 48 months): | <input style="width: 30px; text-align: center;" type="text" value="1"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |
| Four Year Olds (49 - 60 months):  | <input style="width: 30px; text-align: center;" type="text" value="2"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |
| Five Year Olds (61 - 72 months):  | <input style="width: 30px; text-align: center;" type="text" value="1"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |
| Elementary (K - 5th grade):       | <input style="width: 30px; text-align: center;" type="text" value="0"/> | High Needs: | <input style="width: 30px; text-align: center;" type="text" value="0"/> |

Previous
Continue

9. On the final page of the application, you will need to read through the Participation Agreement. Be sure to scroll all the way to the bottom and check the box next to "On behalf of my program, I consent to participate in Bright & Early ND according to the terms outlined above."
10. Click on **Apply for Bright & Early ND**.

11. Your program has successfully applied for a Bright & Early ND Step 1 Quality Rating, check your program's 'case status' to verify or select **View Case Info** for more details.



The screenshot displays the Bright & Early North Dakota logo in the top left. To its right, a red box contains the text 'Current Rating | Not Rated'. Below this, a white box shows 'Rating Expires | N/A'. On the left side of the interface, a vertical bar indicates 'Case Status | Submitted'. A yellow warning icon is positioned above a message box that reads 'Congratulations on submitting the Quality Standards Inventory.' At the bottom, a dark grey button with a white information icon and the text 'View Case Info' is visible.



12. The Bright & Early ND Team will review your application and notify you via email once a Quality Rating has been issued.