



How to Apply for a Bright & Early ND Cohort

Step 2-4 Quality Rating

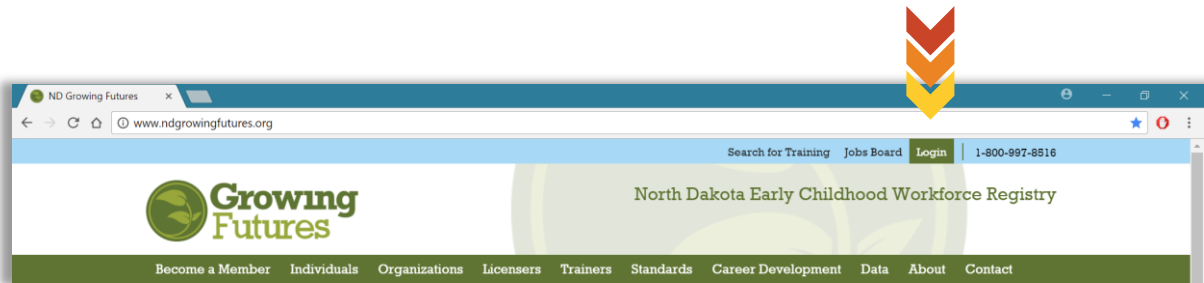
The Bright & Early ND Quality Rating process is implemented during four cycles, referred to as cohorts. Think of this period as time where you will work with a Coach, learn from other programs, pinpoint your strengths, take training and reach your quality goals! Cohorts are available throughout the year, specific dates and time frames are listed below:

Participation Application Due:	Cohort Starts:	Cohort Ends:	Quality Standards Inventory Due:
December 9 th	January 1 st	September 30 th	September 1 st
March 9 th	April 1 st	December 31 st	December 1 st
June 9 th	July 1 st	March 31 st	March 1 st
September 9 th	October 1 st	June 30 th	June 1 st

Programs can apply to participate in Bright & Early ND at any time, however, applications will only be reviewed four times per year (March 15th, June 15th, September 15th, December 15th).

For Organizations

1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



2. Log in to your organization account in Growing Futures.

Partnering for Quality with:
Bright & Early
ChildCare Aware

Growing Futures
North Dakota Early Childhood Workforce Registry

Growing Futures Sign In

Account Type:

Individual Professional Profile

ECE Program/Training Organization

Organization ID:

Password:

[Forgot user id or password?](#)

Sign In **Cancel**

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

Organization Profile **Exit Details**

#35320 - 123 Test Organization

DHS License :

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

Dashboard | QIP | **Apply** | Case History

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

Organization Profile **Exit Details**

#35320 - 123 Test Organization

DHS License :

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

Dashboard | QIP | **Apply** | Case History

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 | QIP | **Apply** | Case History

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

Please note, if no "Apply" button is visible then your organization does not meet the required standards for that applicable case or a case is in progress.

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.:

Continue

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


Previous
Continue


9. When completing the **Participation** section of the application, programs will need to select a 'Pathway' and 'Bright & Early ND Cohort'. Be sure to double check the pathway you have selected. This should be the Bright & Early ND Step that you would like to achieve not your current Step.

Quality Rating Application Save and Exit


123 Test Organization - #35320

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

Pathway 

Step 1 

 Step 2

Bright & Early ND Cohort 


Please select the cohort below. If multiple options are available, you may choose the one that best suits your program's readiness for rating.

April 2018

Your cohort begins April 1, 2018. The deadline to submit your Quality Standards Inventory is December 1, 2018.


Previous
Continue


10. 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."
11. Click on **Apply for Bright & Early ND**.
12. Your application was successfully submitted, check your program's 'case status' to verify or select **View Case Info** for more details.



Current Rating	Step 1
Rating Expires	01/31/19

Case Status | **Applied**

 You have submitted an application to participate in Bright & Early ND.

 [View Case Info](#)

13. Once your application is reviewed, a member of the Bright & Early ND Team will contact you 2 weeks prior to the start of the cohort.