



How to Apply for Bright & Early ND

For Programs Seeking a Step 1 Quality Rating

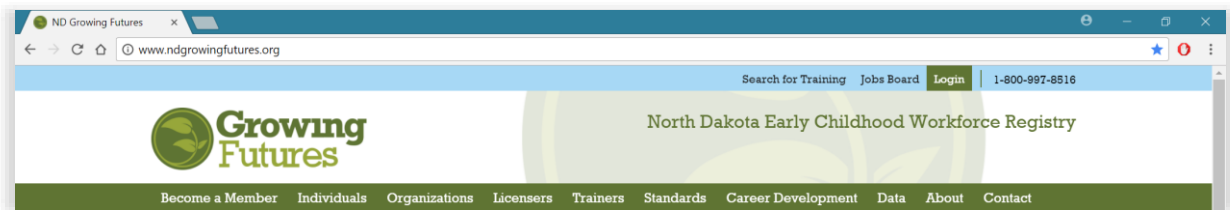
The Bright & Early ND Quality Rating process for Step 1 is implemented on a case-by-case basis when the program applies. Step 1 Quality Ratings will be awarded each month on the 1st day of the month.

For Programs Seeking a Step 2-4 Quality Rating

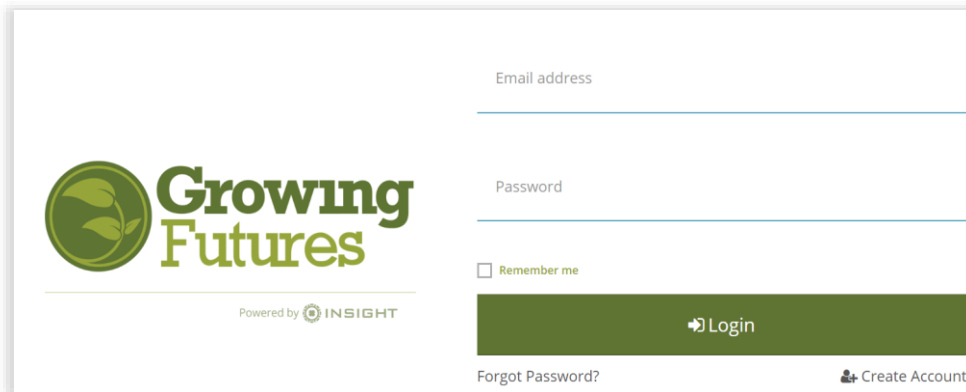
The Bright & Early ND Quality Rating process for Steps 2-4 is implemented on three cycles per year, referred to as cohorts. Please see the chart below for cohort specific details.

Applications Due By:	Cohort Begins:	Submit QSI By:	Cohort Ends:
December 15 th	January 1 st	September 15 th	September 30 th
April 15 th	May 1 st	January 15 th	January 31 st
August 15 th	September 1 st	May 15 th	May 31 st

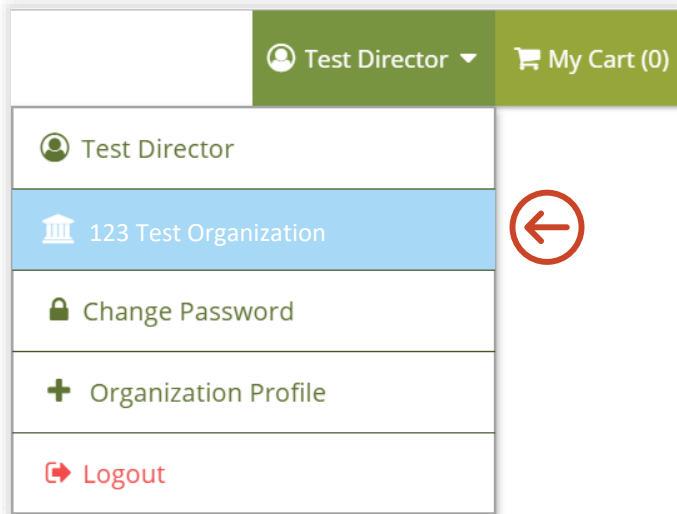
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



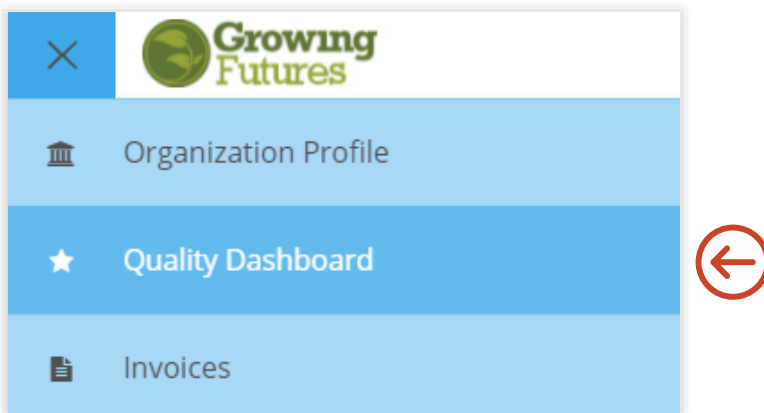
2. Log in to your account in Growing Futures.



3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



4. On the left side navigation, Click on the **Quality Dashboard**.



5. Once on the Quality Dashboard, click on the **Apply for Cases**.



6. On the Apply for Cases page, under QRIS-Bright & Early ND, click on the green **Apply** button.

Apply for Cases Close

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

Bright & Early ND is North Dakota's Quality Rating and Improvement System (QRIS) designed to showcase and support child care and early education programs that go above and beyond to improve their quality of care. Bright & Early ND is an initiative led by the Department of Human Services and is part of a national movement to assess, improve, and communicate the level of quality in child care and early education programs across our state.

By participating in Bright & Early ND, you are demonstrating to children, families, and the greater community that your program is dedicated to continuous quality improvement. Bright & Early ND recognizes programs for going above and beyond and delivers professional rewards for a job well done.

Eligibility: Applicants must be DHS licensed for a minimum of 6 months.

For more information about Bright & Early ND, visit www.brightnd.org, or contact the Bright & Early ND Team at QRIS@nd.gov.

Apply

7. There are five sections in the application. Information in these sections comes directly from your program's organization profile. You can track your progress by viewing the (confirmed, review, incomplete) icons.

Bright & Early ND Application Close

All portions of the application must be reviewed and confirmed in order to submit.

General Information General organization information such as contact information.		Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.		Review
Accreditation Information about your program accreditation.		Review
Enrollment Organization capacity, number of children enrolled, and Schedules offered.		Review
Participation Additional questions to understand your program.		Review

8. For programs seeking a Step 2-4 Quality Rating, when reviewing the Participation section, you must select the pathway you desire.

Bright & Early ND Application

Participation

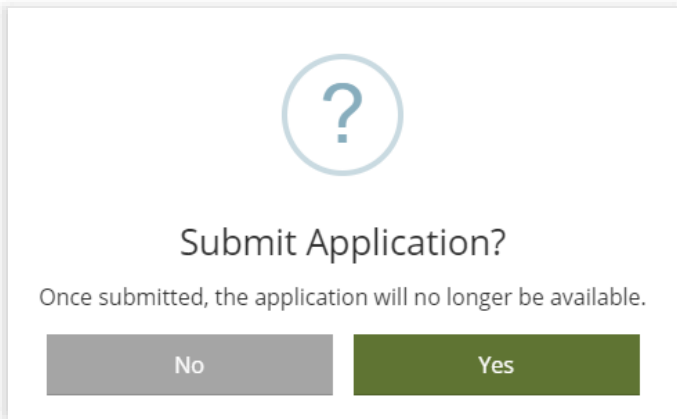
Pathway

Select a Pathway

- Step 1
- Step 2

9. Once all sections have been reviewed and confirmed, click on the green **Submit Application** button.

10. On the final page of the application, you will need to read through the Bright & Early ND Participation Agreement. Be sure to 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 **Continue**.
12. To submit your application, select **Yes**.



13. Your program has successfully applied for Bright & Early ND, check your program's 'case status' to verify or select **Case Details** for more information.

