



## 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.

**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 the [Bright & Early ND Resources](#) page for additional tip sheets.

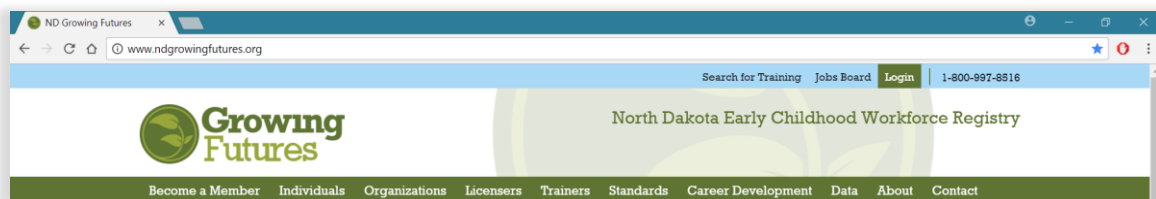
**Maintain Your Individual Membership**

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.

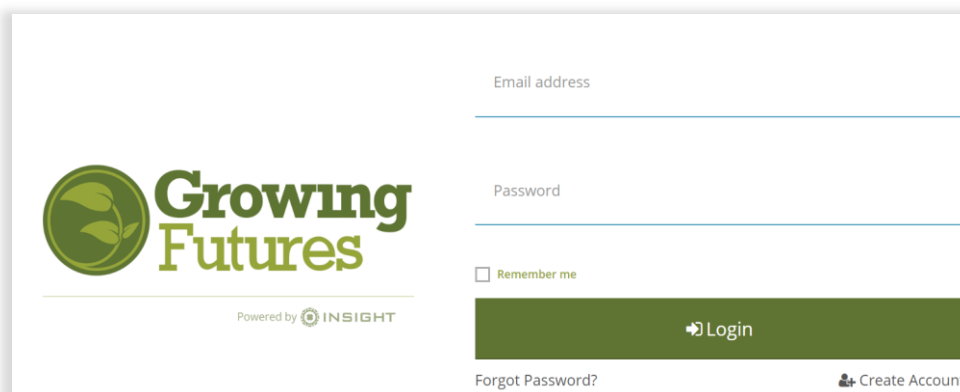
If you or your employees do not have an individual membership, follow these [step-by-step directions](#) to create one.

### For Organizations

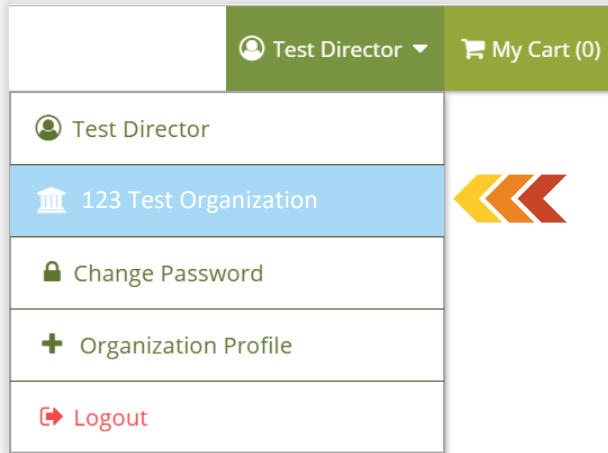
1. Go to the Growing Futures website at [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org), click on **Login**.



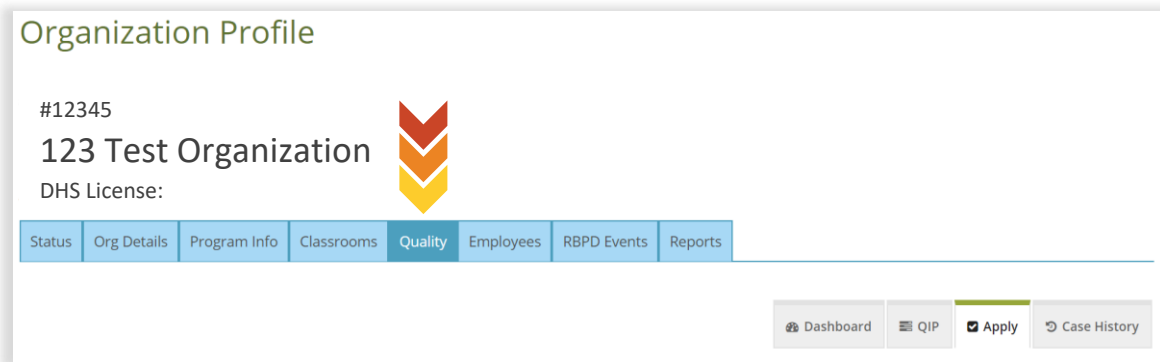
2. Log in to your account in Growing Futures.



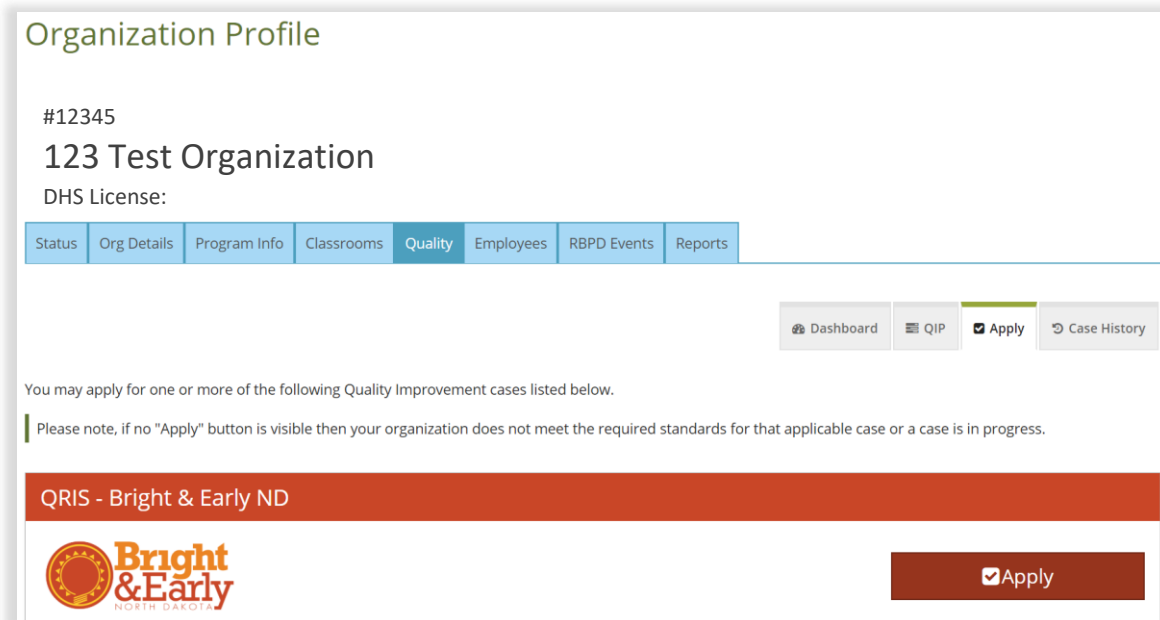
- To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



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



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



- 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

#12345

## 123 Test Organization

Contact Info
ID Numbers
Accreditation
Enrollment
Address
Participation
Terms

### Contact Information

Email Address\*

First Name\*  Last Name\*

Phone  -  -  Ext.

Continue

8. 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**.
9. The **Enrollment** section includes program-wide data including current enrollment, number of groups or classrooms, and number of children considered 'high needs'. Below we will walk through the details of this page and tips to ensure a smooth transition.
  - a. **Number of Classrooms/Groups Section:** You may input more than one (1) classroom/group if your program separates children by age or physical space for majority of the day. Most Family and Group licensed programs will input a one (1) in this box.

Quality Rating Application Save and Exit

#12345

## 123 Test Organization

Contact Info
ID Numbers
Accreditation
Enrollment
Address
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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. If you report any high needs children, you must provide a number greater than zero in at least one high needs category. A child should be counted as 'high needs' if the child meets one or more of the following criteria:

- Children with an Individualized Education Plan (IEP), Individual Family Service Plan (IFSP) or diagnosed special need
- Children who speak English as a second language
- Families and children involved with multiple state agencies (children and families receiving WIC, early intervention services, etc.)
- Recent immigrants (within the past 5 years)
- Children whose parents are deployed and who do not live on a military base
- Low-income households (children enrolled in the Child Care Assistance Program)
- Parents with less than a high school education
- Children who are homeless, do not have a permanent home address, or move more than once a year

Number of Classrooms / Groups

- b. **Total Number of Children Enrolled Section:** In this section you will input your current enrollment (include both full-time and part-time enrollment) by age group. You will also report any 'high needs' children you serve.
    - If you input a number greater than one (1) in the 'high needs' section, you will be directed to select which criteria this child meets. You may select multiple criteria for one child.
    - If you do not serve any children that may be counted as 'high needs', you must at least put a zero (0) in the 'high needs' section.

Number of Classrooms / Groups	<input type="text" value="3"/>		
<b>Total Number of Children Enrolled:</b>	<b>40</b>		
Infants (0 - 18 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="1"/>
Toddlers (19 - 36 months)	<input type="text" value="10"/>	High Needs	<input type="text" value="0"/>
Three Year Olds (37 - 48 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="0"/>
Four Year Olds (49 - 60 months)	<input type="text" value="6"/>	High Needs	<input type="text" value="0"/>
Five Year Olds (61 - 72 months)	<input type="text" value="8"/>	High Needs	<input type="text" value="0"/>
Elementary (K - 5th grade)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>



- 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."
- Click on **Apply for Bright & Early ND**.
- 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.

### Organization Profile

#12345  
**123 Test Organization**  
 DHS License:

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

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

#### Quality Improvement Plan

**No Action Items have been created for this organization**

- Completed
- Pending Verification
- Past Due
- In Progress

[View QIP](#)

Current Rating	Not Rated
Rating Expires	N/A

Case Status: **Applied**

**Attention**

Congratulations on submitting the Quality Standards Inventory.

[View Case Info](#)



- The Bright & Early ND Team will review your application and notify you via email of your next steps!