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 are below:

<table>
<thead>
<tr>
<th>Applications Due:</th>
<th>Cohort Starts:</th>
<th>Cohort Ends:</th>
<th>Quality Standards Inventory Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 9th</td>
<td>January 1st</td>
<td>September 30th</td>
<td>September 1st</td>
</tr>
<tr>
<td>March 9th</td>
<td>April 1st</td>
<td>December 31st</td>
<td>December 1st</td>
</tr>
<tr>
<td>June 9th</td>
<td>July 1st</td>
<td>March 31st</td>
<td>March 1st</td>
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<tr>
<td>September 9th</td>
<td>October 1st</td>
<td>June 30th</td>
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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](http://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 main page, at the top, Click on the **Quality** tab.

5. Once on the Quality tab, click on the **Apply** tab.

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

7. 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**.
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.

   ![Program Enrollment](image)

   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.
      i. 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.
      ii. 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.

10. When completing the Participation section of the application, programs will need to select a ‘Pathway’. The pathway you select should be the Bright & Early ND Step that you would like to achieve not your current Step.
11. 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.”

12. Click on Apply for Bright & Early ND.

13. Your application was successfully submitted, check your program’s ‘case status’ to verify or select View Case Info for more details.

14. 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.