



How to Apply for a Bright & Early ND Cohort

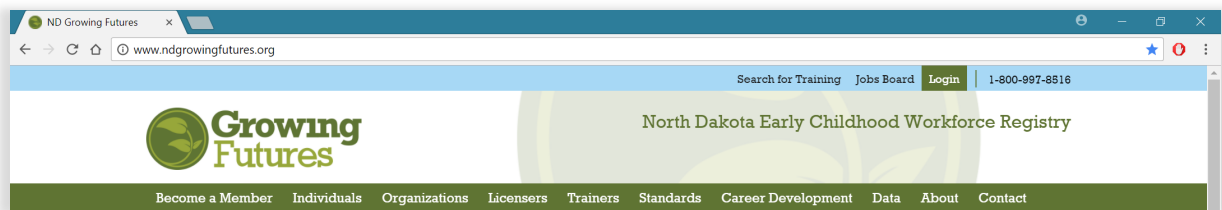
Meeting and maintaining child care licensing regulations is the foundation of the Bright & Early ND Steps to Quality. These regulations are designed to protect and promote child safety and well-being in all types of settings. Licensed child care and early education programs are required to maintain at least minimum standards related to; physical space, safety features, cleanliness, staff qualifications and staff-to-child ratios. Children need to be healthy and feel safe to learn and grow. It is the first step in preparing children to be ready for school, work, and life.

All programs who hold a current license issued by the North Dakota Department of Health and Human Services (HHS) are automatically welcomed into Bright & Early ND as a Step 1 Quality Rated program. Programs that are interested in pursuing additional Quality Standards can apply for a Bright & Early ND cohort.

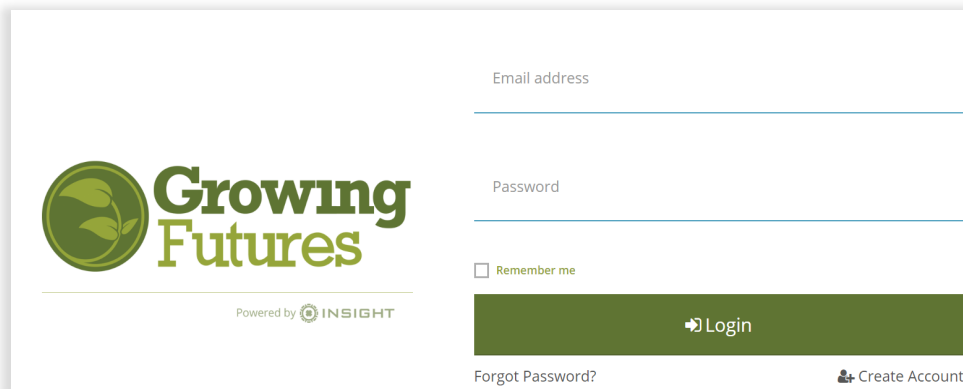
The Bright & Early ND Quality Rating process for Steps 2-4 is implemented on three cycles per year, referred to as cohorts. Please see the chart below for cohort specific details.

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

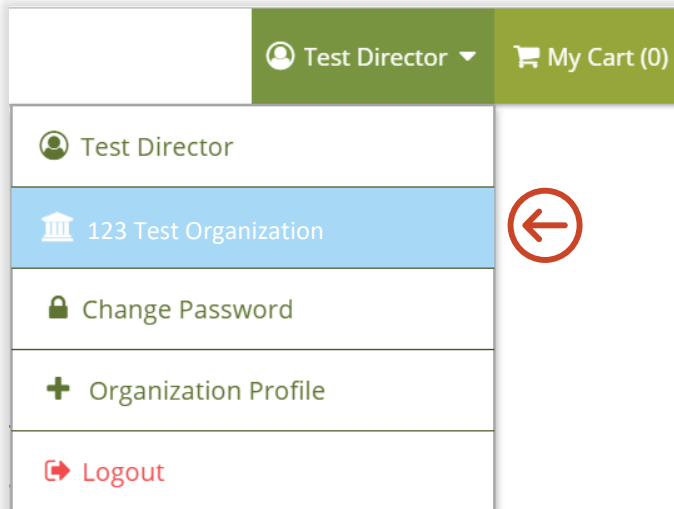
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



2. Log in to your account in Growing Futures.



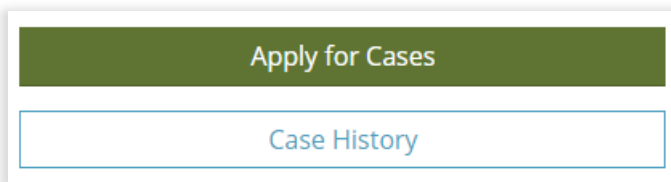
3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



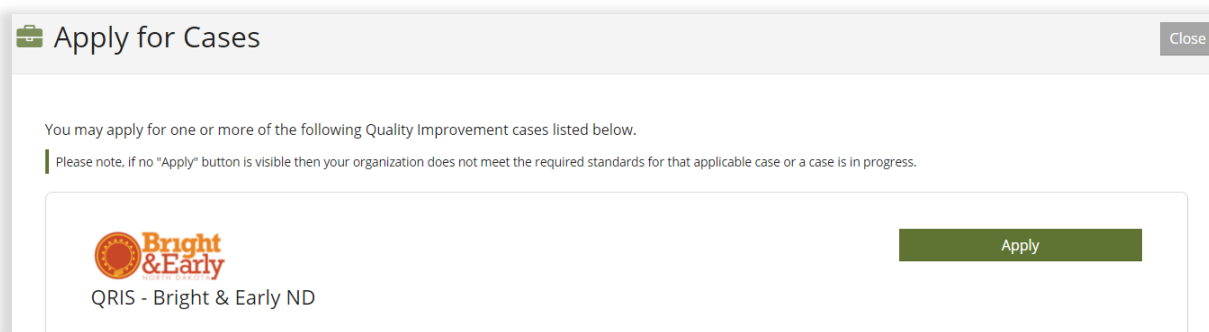
4. On the left side navigation, Click on the **Quality Dashboard**.



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.




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.	<input checked="" type="checkbox"/> confirmed	<input type="button" value="Review"/>
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	<input checked="" type="checkbox"/> confirmed	<input type="button" value="Review"/>
Accreditation Information about your program accreditation.	<input type="checkbox"/> review	<input type="button" value="Review"/>
Enrollment Organization capacity, number of children enrolled, and Schedules offered.	<input type="checkbox"/> review	<input type="button" value="Review"/>
Participation Additional questions to understand your program.	<input type="checkbox"/> incomplete	<input type="button" value="Review"/>

8. Once all sections have been reviewed and confirmed, click on the green **Submit Application** button.
9. 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."
10. Click on **Continue**.
11. To submit your application, select **Yes**.




Submit Application?

Once submitted, the application will no longer be available.



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

Active Cases



Case ID #2219
 QRIS - Bright & Early ND
 Case Status **Applied**

Next Steps

You have submitted an application to participate in Bright & Early ND. Your application will be reviewed within five (5) business days. Once reviewed, you will receive email correspondence regarding the status of your application.

