



## INSTRUCTIONS FOR COMPLETING BETTER BEGINNINGS CHILD CARE CENTER APPLICATION

Better Beginnings applications are submitted through the ELS portal (<https://arkdhs.force.com/elicensing/s/login/>) Refer to the Better Beginnings Rules and Regulations Book (Sections 6, 7, and 8) or the Better Beginnings Guide for additional information.

 Items with a computer icon next to them will be entered directly into the ELS portal.	 Items with a paperclip icon will require documentation to be uploaded with the application in your ELS portal
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### Intent to Apply

Complete the *Intent to Apply* form about 12 months before your renewal date (or the date you plan to apply). Save this form to your computer and email it to [BetterBeginnings@AState.edu](mailto:BetterBeginnings@AState.edu). This will give you plenty of time to complete all requirements, including assessments, before you submit your application. Include as much information as you can. Your program will be referred to the appropriate assessment team/s who will contact you about scheduling your assessments.

Some reciprocated programs do not need to submit an *Intent to Apply* form. If you need assessments that are not on a regular schedule (through ABC or national accreditation), or you have any classrooms that are not funded by reciprocated agencies, submit the *Intent to Apply* form.

Email the *Intent to Apply* form to [BetterBeginnings@AState.edu](mailto:BetterBeginnings@AState.edu) about 12 months before you plan to submit your application.



### Application

Complete information about your facility, the level for which you are applying, and the owner or director's electronic signature and date.

Complete the application in the ELS portal at <https://arkdhs.force.com/elicensing/s/login/>.



### Application Checklist

Complete the application checklist in the ELS portal. The ELS portal will not allow you to submit your application until each item on the checklist is marked "yes".

A copy of the *Application Checklist* is available for your convenience. DO NOT submit a copy of the checklist with your application.

Complete the checklist in the ELS portal at <https://arkdhs.force.com/elicensing/s/login/>.

**Save a copy of all documents for your records.** Submit the completed application with documentation online through the ELS portal. For more information: [www.ARBetterBeginnings.com](http://www.ARBetterBeginnings.com) Phone: 501-320-6161 Email: [BetterBeginnings@dhs.arkansas.gov](mailto:BetterBeginnings@dhs.arkansas.gov)



## INSTRUCTIONS FOR COMPLETING BETTER BEGINNINGS CHILD CARE CENTER APPLICATION



### **Program Review Report and Program Review Checklist**

Schedule and complete a \*PAS program Review. About two weeks after your PAS assessment, you will be emailed a *PAS Summary Report* that includes your overall score and feedback. You will also receive a *Program Review Checklist* that documents several Better Beginnings requirements. Save both of these forms on your computer.

Upload the *\*PAS Summary Report* and the *Program Review Checklist* in your ELS portal. You may choose to upload only the cover page of the PAS Summary reports. The date of your PAS program review must be within one year of the date you submit your application.

\*School-Age programs participating in YPQI will complete YPQI assessments and upload *PQA Summary Reports*.



### **Strengthening Families Self-Assessment and Action Plan**

For Level 2, participate in a Strengthening Families workshop that is listed on PDR. Include the month/year completed on the *Staff Training Record form*.

For Levels 3 and 4, complete the *Strengthening Families Self-Assessment* and save it on your computer. Create an action plan and document it on the *Strengthening Families form*. Save the *Strengthening Families form* on your computer.

Upload the *Strengthening Families Self-Assessment* and *Strengthening Families form* in the ELS portal.



### **Staff Training Record**

Document completion of required training for the director and all current employees who work directly with children on the *Staff Training Record form*. Include the month/year completed for each required training. Save the *Staff Training Record form* on your computer.

Upload the *Staff Training Record form* in the ELS portal.



### **Environment Assessments Reports**

Schedule and complete the required \*ERS assessments. About three weeks after your ERS assessments are completed, you will be emailed \*ERS CQI reports that include your scores and feedback for each assessment. Save each \*ERS CQI report on your computer.

Upload all \*ERS CQI reports in the ELS portal. You may choose to upload only the score sheet for each \*ERS CQI report. The date of your ERS assessments must be within one year of the date you submit your application.

\*School-Age programs participating in YPQI will complete a YPQI assessments and upload the *PQA Summary Reports*.

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### **ARKids First, Child Development, Nutrition, and Physical Activity**

List the ways your facility has distributed information to families in the past 12 months on the ARKids First, Child Development, Nutrition, and Physical Activity form. Save this form on your computer. If you are applying for Levels 3-6, include the information for Levels 2 and 3.

During your PAS program review, the assessor will ask to see the materials you share with families and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you with your *PAS Summary Report*. Save the *Program Review Checklist* on your computer.

Upload the *ARKids First, Child Development, Nutrition, and Physical Activity* form and the *Program Review Checklist* in the ELS portal.



### **Annual Developmental Screenings**

Document developmental screenings for all children (birth to kindergarten). During your PAS program review, an assessor will review a sample of developmental screenings (birth to kindergarten) and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you. Save the *Program Review Checklist* on your computer.

Upload the *Program Review Checklist* in the ELS portal.



### **Children's Portfolios**

Maintain a portfolio for each child enrolled. During your PAS program review, an assessor will review a sample of portfolios (all ages enrolled) and complete the *Program Review Checklist*. The *Program Review Checklist* will be emailed to you. Save the *Program Review Checklist* on your computer.

Upload the *Program Review Checklist* in the ELS portal.



### **Child Health and Development Self-Assessments (Child Nutrition, Physical Activity, Farm to ECE, Breast Feeding & Infant Feeding, Outdoor Play & Learning, or Screen Time)**

Complete the required Division-approved self-assessment and action plan for the level for which you are applying. After 90 days, complete the self-assessment again to document progress. Save the first completed self-assessment, action plan(s) and second self-assessment on your computer.

Upload first completed self-assessment, action plan(s), and the second self-assessment for the module required in the ELS portal.

**Save a copy of all documents for your records.** Submit the completed application with documentation online through the ELS portal. For more information: [www.ARBetterBeginnings.com](http://www.ARBetterBeginnings.com) Phone: 501-320-6161 Email: [BetterBeginnings@dhs.arkansas.gov](mailto:BetterBeginnings@dhs.arkansas.gov)