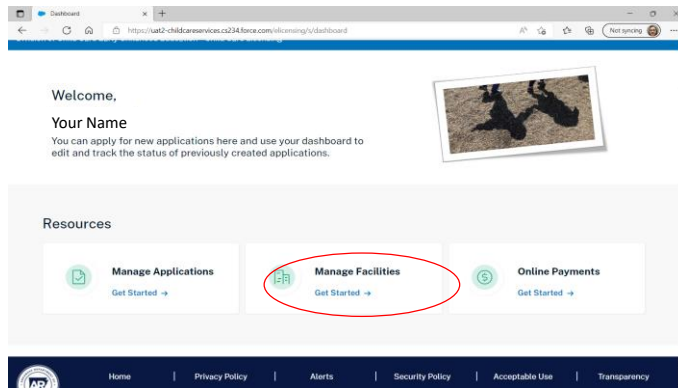




Better Beginnings Application ELS Tutorial



https://ardhslicensing.my.site.com/elicensing/s/?language=en_US



When you log into the ELS portal, select **Get Started** under **Manage Facilities**.



Better Beginnings Application ELS Tutorial



The screenshot shows a web browser window displaying the 'List of Facilities' page. The page has a dark blue header with navigation links: Home, Dashboard, Resources, and Contact Us. Below the header, there is a breadcrumb trail: < Back to Dashboard. The main content area is titled 'List of Facilities' and includes a 'Sort By' dropdown menu with the text 'Select an Option'. Below this is a table with the following data:

Facility No.	Facility Name	Facility Type	Facility Status	Action
00045041	Your Program's Name	Child Care Center	New Provisional	View
00001003	Lisa's Little Ones	Child Care Center	New Provisional	View

At the bottom of the table, there is a pagination control showing '1' in a box. The footer of the page contains a logo and links for Home, Privacy Policy, Alerts, Security Policy, Acceptable Use, and Transparency.

Then select **view** next to the facility's name.

If you have more than one facility, you will see them all listed here. Select the appropriate one. This will bring up the facility page.



Better Beginnings Application ELS Tutorial



Division of Child Care Early Childhood Education - Child Care Licensing

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My Applications [Start New Application](#)

Sort By
Select an Option

Application No.	Application Type	Facility Name	Facility Type	Submitted Date	Application Status	Actions
0000705	Application for Higher Level	Lisa's Little Ones	Child Care Center		Pending Application	Withdraw View
0000087	New Better Beginnings Application	Lisa's Little Ones	Child Care Center	04/27/2022	Approved	Withdraw View

To start a new application, select **Start New Application**.

To continue working on a pending application, or to see submitted or withdrawn applications, select **My Applications**.



Better Beginnings Application ELS Tutorial



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My Applications Start New Application

Instructions

- ✓ Provide the information necessary for the application.
- ✓ You may save the application prior to completion and return at a later time to complete, withdraw, and/or submit.
- ✓ Applicants will be required to upload all required documents, as determined by the type of application, prior to submitting the application.
- ✓ Applicants will be required to answer all questions as "Yes" on the "CHILD CARE CENTER APPLICATION CHECKLIST" Prior to uploading the required documents related to the application.

*Child Care Center Based Application Prerequisites

New Better Beginnings Application

Application for Higher Level

Application for Recertification

Recertification

*Select one of the following Options

Level 3

Start New Application

Select the type of application you are completing (Is it a **new application**? Are you applying for a **higher level**? Or are you applying for **recertification**?).

Some programs that participate in ABC, Head Start, or national accreditation are reciprocated for some requirements. If your program qualifies for reciprocation, select **Reciprocation**.

If your program does not qualify for reciprocation, skip that option.

Select the Level for which you are applying from the drop down menu and then select **Start New Application**.



Better Beginnings Application ELS Tutorial



Arkansas State University
Childhood Services

Better Beginnings Application
ELS Tutorial

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Back to Applications
New Application:
Better Beginnings

Application Checklist

Application Details
Operations
Participation & Accreditation
Documentation
Review
Sign & Submit

Application Checklist

CENTER-BASIS APPLICATION CHECKLIST

Level 3 - ALL REQUIREMENTS FOR LEVEL 1 AND 2 MUST BE MET AT TIME OF APPLICATION (except PMS & PPI reviews, Schedules, Study Plans, Self-Evaluations, Medical & Educational Care Plans & Strengthening Families Information Sheet to be included with application).

*3.A1 The facility shall score an average of 4.00 or higher on PMS Items 1-20 (Items 5 and 6 are scored but are not included in the average). School-age programs using YPO shall have a PGM Form B score of 3.75 or higher.
 Yes No

*3.A2 The Director shall complete the Strengthening Families online self-assessment for three (3) or more strategies.
 Yes No

*3.A3 The facility shall develop a Strengthening Families action plan and implement at least one (1) action step.
 Yes No

*3.C1 The facility shall score an average of 4.00 or higher on the GDS. School-age programs using PGM shall score 3.75 or higher on the PGM.
 Yes No

*3.C2 The staff shall maintain a portfolio for each child.
 Yes No

*3.D1 The facility shall share information on nutrition and physical activity for children with families.
 Yes No

*3.D2 The facility shall use a Division approved tool to complete a (1) physical activity self-assessment and create and implement one action plan in the physical activity room.
 Yes No

*3.D3 The facility shall use the Division approved tool to complete a second self-assessment in the physical activity room to assess progress.
 Yes No

Comments

Save Continue

Next you will see the checklist for the Level for which you are applying.

Remember that you must meet all requirements for that level and all previous levels before you submit your application.

Select **Yes** for all the requirements that you have met and can document. Select **Continue**.



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Home Dashboard All Questions in this Checklist for Level 3 should be marked as 'Yes'

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New Applications:
Better Beginnings

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Application Checklist

MONITORING TOOL

CENTER-BASED APPLICATION CHECKLIST

Level 3 - ALL REQUIREMENTS FOR LEVELS 1 AND 2 MUST BE MET AT TIME OF APPLICATION (except AYS & ERS reviewed). Schedules, Study Plans, Self-Evaluations, Medical & Educational Care Plans & Strengthening Families are required for inclusion with application.

3.A.2 The facility shall score an average of 4.00 or higher on the programs 1-21 (items 5 and 6 are scored but are not included in the average). School-age programs using PQA shall have a PQA Form 8 score of 3.75 or higher.

Yes No

3.C.1 The facility shall score an average of 4.00 or higher on the ERS. School-age programs using PQA shall score 3.75 or higher on the PQA.

Yes No

3.C.2 The staff shall substitute a paratitle for each LMS.

Yes No

3.B.1 The facility shall share information on nutrition and physical activity for children with families.

Yes No

3.B.2 The facility shall use a Division-approved tool to complete a 15 physical activity self-assessment and create and implement one action plan in the physical activity needs.

Yes No

3.B.3 The facility shall use the Division-approved tool to complete a second self-assessment in the physical activity needs to assess progress.

Yes No

Comments

Save Cancel Continue

If you select **No** for any of the requirements and then select **Continue**, you will receive an error message that reads “All questions in the Checklist for Level # should be marked “Yes”.



Better Beginnings Application ELS Tutorial



New Application
Better Beginnings

- Application Checklist
- Application Details
- Documents
- Participation & Accreditation
- Documentation
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- Sign & Submit

Application Details

Facility Name: Pretty Good Preschool 1
Facility Number: 1234567
Address: 123 PG Preschool Street
Address 2:
City: Pretty Good Town Country: Happiness
State: AR Zip Code: 72111 Phone: 501.123.1234
Cell/Mobile: 870.123.4567 Fax:
Director: Mrs. Frizzle Director Email Address: Frizzle@PGPreschool.com
Contact: Ms. Addie Contact Email Address: PrettyGoodAD@PGPreschool.com

Facility to Open
 Your Home Child-Care Facility

Start Date: [calendar icon] End Date: [calendar icon]

Identify yourself from your administrator license, not from an Outlook email
NA

After the checklist you will be taken to the **Application Details** page.

Most information on this page will auto-populate and **cannot** be changed from this page.

Better Beginnings Application
ELS Tutorial

Facility is Open
 Year Round Open Partly Year From

*Specify seasonal hour variations(summer hours, full days on holidays, etc.)

Facility Name: Pretty Good Preschool 3
Facility Number: 1234567
Address: 123 PG Preschool Street
City: Happiness
Phone: 501.123.1234
Director Email Address: Fritzle@PGPreschool.com
Owner Email Address: PrettyGoodAD@PGPreschool.com

You will need to respond to the prompts in the section titled **Facility is Open**.

Select if your program is open **Year Round** of **Part of the Year**.

Then specify seasonal hour variations like summer hours or days that you close for special holidays, or close early, if any.

If you have the same hours all year, type NA in that space provided, then select continue.



Better Beginnings Application ELS Tutorial



*** Facility is Open**
 Year Round Open Partly Year From

*** Specify seasonal hour variations (summer hours, full days on holidays, etc.)**

New Application: Better Beginnings

- Application Checklist
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- Sign & Submit

Application Details

Facility Name: Pretty Good Preschool 1
Facility Number: 1234567
Address: 123 PG Preschool Street
Address 2:
City: Pretty Good Town County: Happiness
State: AR Zip Code: 72111 Phone: 501.123.1234
Cell Number: 870.123.4567 Fax:
Director: Mrs. Frizzle Director Email Address: Frizzle@PGPreschool.com
Owner: Ms. Addie Owner Email Address: PrettyGoodAD@PGPreschool.com

Facility is Open:
 Year Round Open Partly Year From

Start Date: MM/SS/YYYY End Date: MM/SS/YYYY
Specify seasonal hour variations (summer hours, full days on holidays, etc.):

If you are closed for part of the year, select that option and type the days that you are closed or any other variations in your schedule in the space provided.

For instance if you are closed for the summer, type that. If you follow the school district calendar, type that.

Then select **Continue**.



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Operations

Infant & Toddler (0th to 24 Months)			
No. of Classrooms	No. of Children served	No. of Full-Time Staff	No. of Part-Time Staff
<input type="text" value="5"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Preschool (3-5 years old)			
No. of Classrooms	No. of Children Served	No. of Full-Time Staff	No. of Part-Time Staff
<input type="text" value="2"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
School Age (6-12 years old)			
No. of Classrooms	No. of Children Served	No. of Full-Time Staff	No. of Part-Time Staff
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total			
No. of Classrooms	No. of Children Served	No. of Full-Time Staff	No. of Part-Time Staff
<input type="text" value="7"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

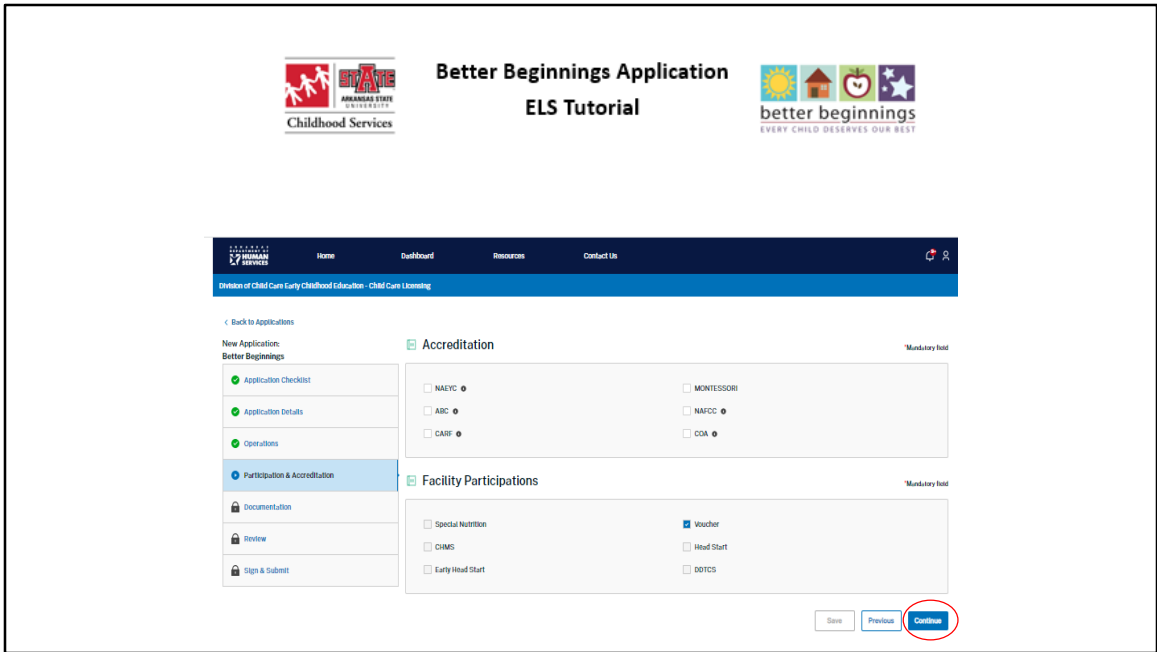
Save Previous **Continue**

The next page will include the number of classrooms you have for each age group.

On this page you can make changes based on your current configurations.

In the spaces provided, add the number of children in each age group, and the number of full-time and part-time staff assigned to each age group.

Then select **Continue**.



Now you will be on the **Accreditation and Facility Participations** page.

If your program is accredited, select the agency that accredited your program. (Most programs are not nationally accredited.)

The Participations section indicates whether or not you participate in the food program, Head Start, vouchers, etc. This section will auto-populate and **cannot** be changed from this page. If this information is incorrect, contact your licensing specialist.

Select **Continue**.



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Documentation *Mandatory field

The following documents are required for the application process. Please select document type and upload the relevant document below:

- Annual Staff Record
- Annual First Child Health and Child Development
- Strengthening Families (Required for Levels 2 thru 4)

AN APPLICATION IS NOT COMPLETE UNTIL ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED.

To apply for Better Beginnings, submit the following information. All forms listed are provided in the application packet. Refer to the Better Beginnings Rules and Regulations Book (Section 700) or the Better Beginnings Guide for additional information.

Documents Uploaded:

Document File Name	Document File Type
Uploaded documents to be displayed here.	

[+ Add Attachments](#)

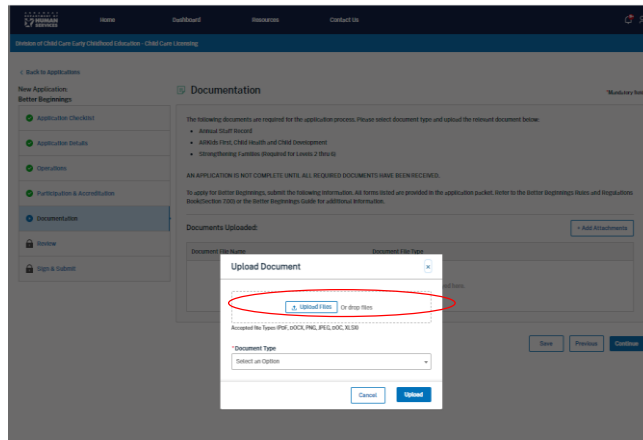
[Save](#) [Previous](#) [Continue](#)

Now it's time to upload your documentation.

For each document you will select **+ Add Attachments**.



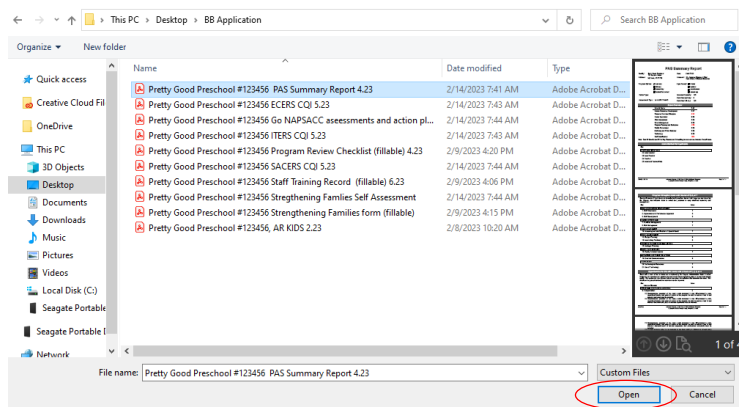
Better Beginnings Application ELS Tutorial



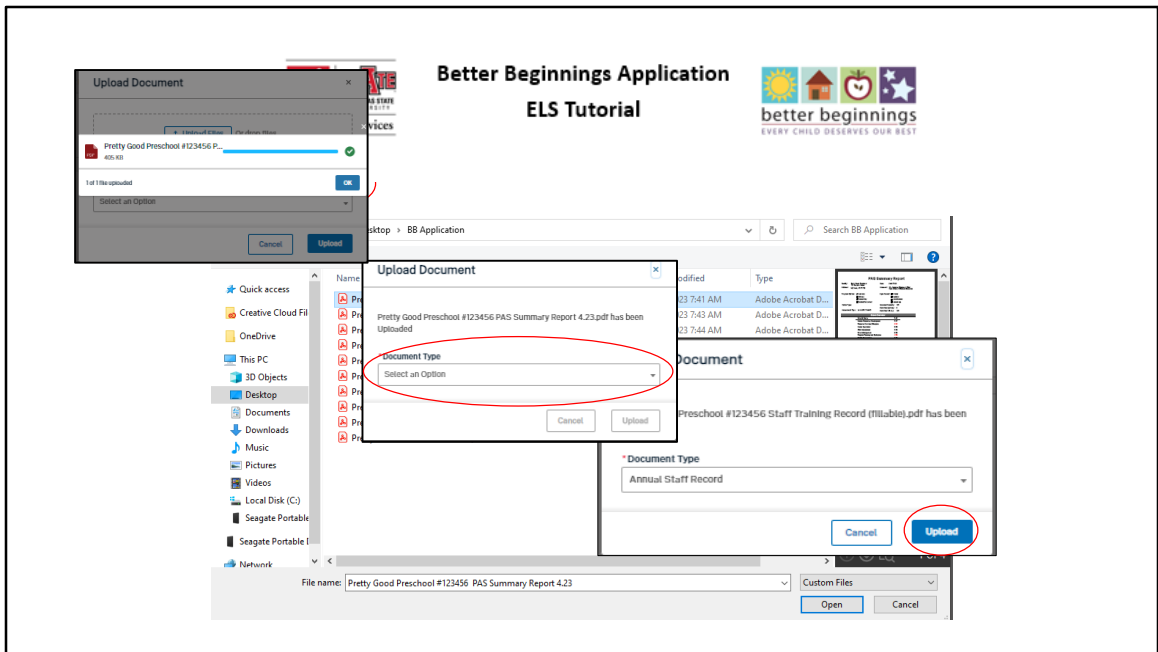
Select **Upload Files**.



Better Beginnings Application ELS Tutorial



Then select each individual document that you are uploading and select **Open**.



When prompted, select **OK**.

Then select the **Document Type** you are uploading from the drop down menu. Select **Upload**.

If the document you are uploading is not an option in the **Document Type** drop-down menu, use one of the other options. Your Better Beginnings Specialist will look at all the documents you provide to make sure that all requirements are met.



Better Beginnings Application ELS Tutorial



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Review

- Application Checklist Edit Details
- Application Details Edit Details
- Operations Edit Details
- Participation & Accreditation Edit Details
- Documentation Edit Details

Previous **Continue**

Now you can review each section of the application by selecting **Edit Details**.

Select **Continue**.

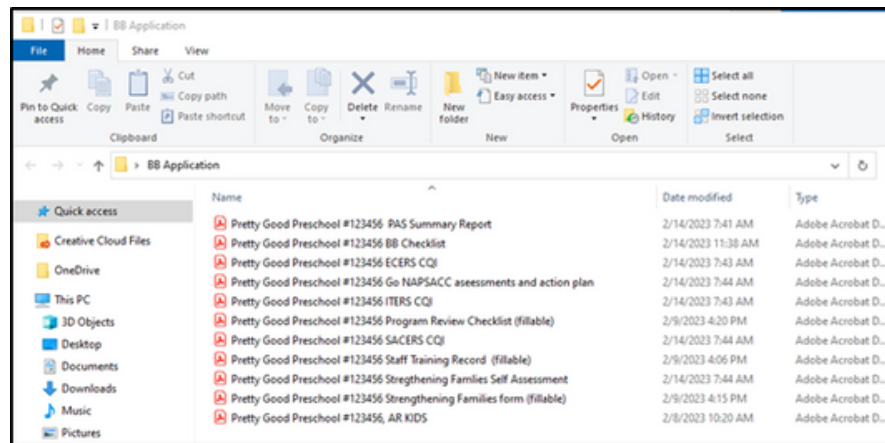
Required Documentation for Child Care Centers

Documentation for each level (and all preceding levels) must be uploaded into the ELS portal with the Better Beginnings application.

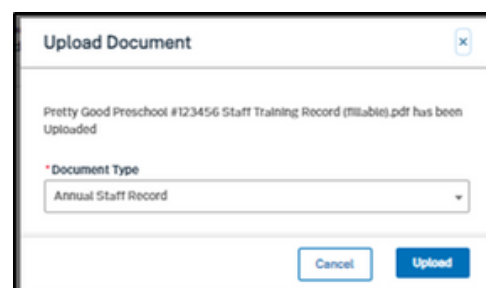
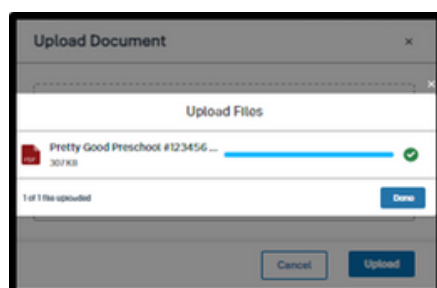
Most child care centers are required to submit the documentation listed below with their application.

- PAS Summary Report
- Staff Training Record form
- Strengthening Families form
- Strengthening Families self-assessment (Levels 3-6 only)
- Most recent ITERS, ECERS, and SACERS CQI reports
- AR KIDS, Child Health, and Child Development form
- Program Review Checklist
- Go NAPSACC self-assessment, action plan, and re-assessment for the required module(s)

Save all documents on your computer. When you save them, use the following information in the name of the document: the name of your child care center, the license number, and the name of the form. Example: Pretty Good Preschool #12346, Staff Training Record.



When prompted, upload each document individually in the ELS portal, and select the Document Type from the drop-down menu provided. If the document type isn't listed, select other.





Required Documentation for ABC, HS, EHS, and school district operated programs



Documentation must be uploaded into the ELS portal with the Better Beginnings application. Save all documents on your computer. When you save them, use the following information in the name of the document: the name of your child care center, the license number, and the name of the form. Example: Pretty Good Preschool #12346, Staff Training Record.

Arkansas Better Chance (ABC)

Full reciprocity based on the most recent ERS assessments

- Upload the most recent ERS CQI reports* (from the current or previous school year)

Early Head Start (EHS)

Full reciprocity based on the most recent ERS assessments

- Upload the most recent ERS CQI reports* (within the last 12 months)

Head Start (HS)

Full reciprocity for Level 4

- No additional documentation required

Full Reciprocity for Levels 5 & 6 based on the most recent assessment

- Upload the most recent ERS CQI reports* or CLASS report

Arkansas School Districts

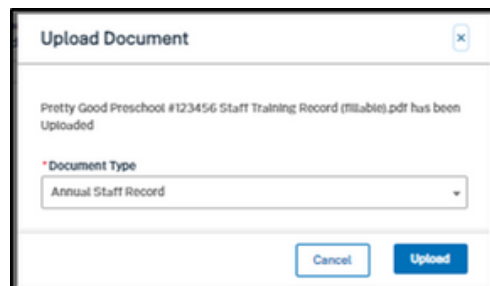
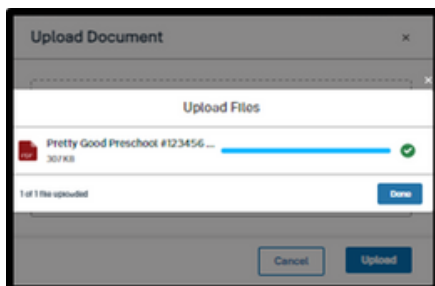
Non-ABC, HS, or EHS facilities owned by an Arkansas school district or Educational Cooperative receive full reciprocity based on the most recent ERS

- Upload the most recent ERS CQI reports

Facilities operated on a school campus that are privately owned must meet all Better Beginnings requirements.

*Classrooms that are under the same license that are not ABC, EHS, OR HS are required to have ERS assessments within 12 months of the application date.

When prompted, upload each document individually in the ELS portal, and select the Document Type from the drop-down menu provided. If the document type isn't listed, select other.





Required Documentation for EIDT and CARF accredited programs



Documentation must be uploaded into the ELS portal with the Better Beginnings application. Save all documents on your computer. When you save them, use the following information in the name of the document: the name of your child care center, the license number, and the name of the form. Example: Pretty Good Preschool #12346, Staff Training Record.

EIDT programs

Full reciprocity for Level 2

- No additional documentation required

Partial Reciprocity for Levels 3-6

- No PAS review required

Upload

- Staff Training Record form
- Strengthening Families form
- Strengthening Families self-assessment
- The most recent ITERS, ECERS, and SACERS CQI reports
- AR KIDS, Child Health, and Child Development form
- Program Review Checklist
- Go NAPSACC self-assessment, action plan, and re-assessment for required module(s)

CARF accredited programs

Full reciprocity for Level 3

- Upload proof of accreditation (with dates)

Partial reciprocity for Levels 4-6

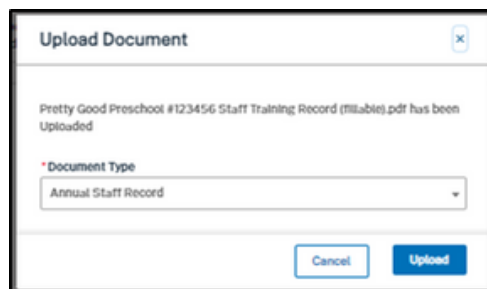
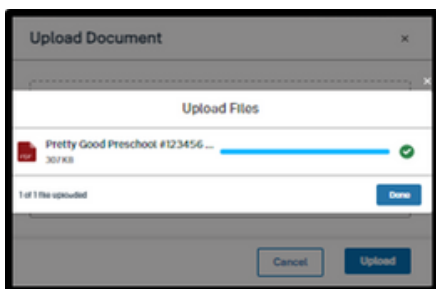
- No PAS review required

Upload

- Staff Training Record form
- Strengthening Families form
- Strengthening Families self-assessment
- The most recent ITERS, ECERS, and SACERS CQI reports
- AR KIDS, Child Health, and Child Development form
- Program Review Checklist
- Go NAPSACC self-assessment, action plan, and re-assessment for required module(s)

*Classrooms that are under the same license that are not CARF accredited or EIDT are also required to have ERS assessments within 12 months of the application date.

When prompted, upload each document individually in the ELS portal, and select the Document Type from the drop-down menu provided. If the document type isn't listed, select other.





Required Documentation for ACA, AMS, and NAEYC accredited programs



Documentation must be uploaded into the ELS portal with the Better Beginnings application. Save all documents on your computer. When you save them, use the following information in the name of the document: the name of your child care center, the license number, and the name of the form. Example: Pretty Good Preschool #12346, Staff Training Record.

American Camp Association (ACA)	American Montessori Society (AMS)	National Association for the Education of Young Children (NAEYC)
Full reciprocity for Level 4 <ul style="list-style-type: none">No additional documentation required Partial Reciprocity for Levels 5-6 (ERS reviews and ratios required) <ul style="list-style-type: none">Upload ERS CQI reportsRatios will be verified with licensing records.	Full reciprocity for Level 3 <ul style="list-style-type: none">Upload proof of accreditation (with dates) Partial reciprocity for Levels 4-6 (ratios required) <ul style="list-style-type: none">Ratios will be verified with licensing records.	Full reciprocity for Level 6 <ul style="list-style-type: none">Upload proof of accreditation (with dates)

When prompted, upload each document individually in the ELS portal, and select the Document Type from the drop-down menu provided. If the document type isn't listed, select other.

