



## CENTER-BASED APPLICATION SUGGESTED TIMELINE

### Year 1 and 2 - Maintenance and Growth Years

- **Maintain classroom quality**
  - Complete regular self-assessments,
  - Attend targeted training based on \*ERS CQI reports,
  - Request technical assistance (TA) for all classrooms
- **Maintain Program Portfolio**
  - Update policies and procedures based on the \*PAS summary report,
  - Review policies, enrollment procedures, marketing materials, Risk Management Plan annually
- **Continue to ensure that administrators and staff complete required trainings**
  - Add required training to your orientation procedures
- **Strengthening Families action plan/s**
  - Keep working and recording progress
- **Start or continue Child Health and Development self-assessments and action plans**
  - Required for Levels 2-6
- **Continue sharing required information with families annually**
- **Start or continue to provide annual developmental screenings for all children**
  - Required for Levels 2-6
- **Start or continue to keep portfolios for all children enrolled**
  - Required for Levels 3-6

### Year 3 – Getting Ready for Recertification or Leveling Up

During the third year of certification, providers are encouraged to follow this suggested timeline:

Month 1-2	Month 2-3	Months 6-8	Months 10-11
<ul style="list-style-type: none"> <li>• Continue to maintain and increase quality</li> <li>• Start BB Checklist</li> <li>• Submit <i>Intent to Apply</i> form</li> </ul>	<ul style="list-style-type: none"> <li>• Enroll in PAS portfolio cohort</li> <li>• Complete first self-assessments and action plans</li> </ul>	<ul style="list-style-type: none"> <li>• Complete *ERS assessments</li> <li>• Complete *PAS assessment</li> <li>• Complete second self-assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Complete the BB Checklist</li> <li>• Submit application</li> </ul>

\*School-Age programs participating in in YPQI will complete a PQA and OQA (Form B) assessments and upload the *PQA Summary Report* and *PQA Summary Sheet OQA/Form B*.

**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)