INSTRUCTIONS FOR COMPLETING BETTER BEGINNINGS
OUT-OF-SCHOOL TIME 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 website 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.

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 from to your computer and email it to 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 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 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.

Application Checklist

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

A PDF of the *Application Checklist* is provided 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   Phone: 501-320-6161   Email: OEC.BetterBeginnings@ade.arkansas.gov
A-State Childhood Services Out-of-School Time team: OST@AState.edu.

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📎 **Organizational Review Report**

Complete the Organizational Quality Assessment* (OQA) (previously Form B) and achieve the required score for the level for which you are applying within one year of submitting your application. Save the *OQA Summary Report* on your computer.

Upload the *OQA Summary Report* in your ELS portal.

*School-Age programs NOT participating in YPQI will complete a PAS program review and upload the PAS Summary Report.

📎 **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 directors and all current employees who work directly with children/youth on the *Staff Training Record form* and save it on your computer. Place the date completed (month/year) for each required training listed on the *Staff Training Record* form. Attach documentation for any training that has not yet been recorded in the PDR or attach ADE transcripts (if applicable).

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

📎 **Program Assessment Reports**

Complete the self-assessment review and enter into Scores Reporter. Complete the External Program Quality Assessment (PQA) and achieve the required scores for the level for which you are applying within one year of submitting your application. Save the *PQA Reports* on your computer.

Upload all PQA reports in your ELS portal.

- School-Age Program Quality Assessment (SAPQA)
- Youth Program Quality Assessment (YPQA)
- Summer Learning Quality Assessment (SLPQA)
- Social Emotional Learning Program Quality Assessment (SELPQA)

School-Age programs using ERS instead of YPQI will complete a SACERS assessment and upload the SACERS CQI report in the ELS portal.

Save a copy of all documents for your records. Submit the completed application with documentation online through the ELS portal.
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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 Level 3-6, include the information for Levels 2 and 3.

During your External Program Quality Assessment (PQA), 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. 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.

📎 **Participant Portfolios**

Maintain a portfolio for each child/youth enrolled. During your External Program Quality Assessment (PQA), the assessor will review a sample of portfolios for participants. You will be emailed a signed *Program Review Checklist* after your External Program Quality Assessment (PQA). Save the *Program Review Checklist* on your computer.

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

📎 **Program Review Checklist**

During your program review, the assessor will review developmental screenings (birth to kindergarten) and portfolios for (all ages enrolled) and look for ARKids First, Child/Youth Development, Nutrition, and Physical Activity information that is shared with families. The *Program Review Checklist* with be emailed to you. Save the *Program Review Checklist* on your computer.

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

Save a copy of all documents for your records. Submit the completed application with documentation online through the ELS portal.
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