



OUT-OF-SCHOOL TIME APPLICATION SUGGESTED TIMELINE

Year 1 and Year 2 - Maintenance and Growth Years

- **Maintain program quality**
 - Complete regular self-assessments,
 - Attend targeted training based on ERS* CQI reports
 - Request technical assistance (TA) as needed

- **Maintain Program Portfolio**
 - Update policies and procedures based on the OQA report,
 - Annually review the organizational policies, structures, and practices that support staff in the provision of high-quality practices

- **Continue to ensure that all administrators and staff complete required trainings**
 - Add required training to your orientation procedures

- **Keep working and recording progress on the Strengthening Families action plan/s**

- **Continue sharing required information with families each year**

- **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 (Typically fall semester)	Months 6-8	Months 10-11
<ul style="list-style-type: none"> • Continue to maintain and increase quality • Start BB Checklist • Submit <i>Intent to Apply</i> form 	<ul style="list-style-type: none"> • Attend PQA BASICS (first year orientation for new staff, every 3 years for existing staff) • Complete self-assessments 	<ul style="list-style-type: none"> • Complete External Assessments • Complete OQA assessments 	<ul style="list-style-type: none"> • Complete the BB Checklist • Submit application

Save a copy of all documents for your records. Submit the completed application and documentation online through the ELS portal. For more information: www.ARBetterBeginnings.com Phone: 501-320-6161 Email: BetterBeginnings@dhs.arkansas.gov