

**Accreditation Timeline Checklist**

*Below is a checklist to assist you with moving through the accreditation process. You can now move through the accreditation process at a pace that is right for you. You can advance anytime within the timeframe allotted for each step.*

Overall Status	Tasks to Complete with Your Team in Your Program	Tasks to Advance in the Portal	Persons Leading Task	Completed
Interested in Accreditation	Conduct an overview of NAEYC Early Learning Program Accreditation.	Create a new account in the Accreditation Portal.  Register for a free Program ID using the Self-Report Form.		
Registered	Review the benefits and the accreditation process.  Discuss the process with key stakeholders and families.	Add details to your Program Profile.  Complete each task in the enrollment checklist.  Submit enrollment.		
	<b>Self-Study</b>	<b>Enrollment</b>	<b>Persons Leading Task</b>	<b>Completed</b>
Enrolled  Stage 1 You have up to 12 months to move to the next stage.	Gain an understanding of the most current NAEYC Standards and Assessment Items.  Engage staff in a Self-Study process.  Evaluate how well your current practices align with NAEYC-recommended practices.	Update program information in each profile as necessary (e.g., staff changes).  Complete each task in the application checklist.  Submit application.		
	<b>Self-Assessment</b>	<b>Application</b>	<b>Persons Leading Task</b>	<b>Completed</b>
Applicant  Stage 2 You have up to 12 months to move to the next stage.	Create and organize portfolios**, per our portfolio tools • Self-assess classroom and program environments, per our observation tools.  Make necessary changes and improvements.	Update profiles as necessary  Complete each task in the candidacy checklist. • Submit candidacy.		
	<b>Candidate for a Site Visit</b>	<b>Candidacy</b>	<b>Persons Leading Task</b>	<b>Completed</b>
Candidate  Stage 3 Your site visit can occur anytime within six months.	Swap portfolios with staff for quality check.  Make final improvements to portfolio evidence.  Conduct mock observations using self-assessment tools.  Review program information with your assigned assessor when they call.  Review site visits information resources.	Complete each task in the site visit checklist.  Enter site visit exclusion dates when notified by the assessor.		

