

# NAEYC Early Learning Hub | Annual Report Guide

## Early Learning Program Quality Assessment and Accreditation

### Annual Report Requirements

Accredited and Accredited+ programs are required to submit annual reports, due on the first, second, third, and fourth anniversaries of a program's accreditation. Annual reports are available within the Early Learning Hub two months ahead of the annual report due date. Programs will be charged a late fee if the report is not submitted by the due date. The report will no longer be available to the program 90 days after the due date.

After submitting their annual reports, programs will be required to pay the annual fee. If the annual fee is not paid within 90 days of the annual report due date, the program will be regressed to "Registered" status.

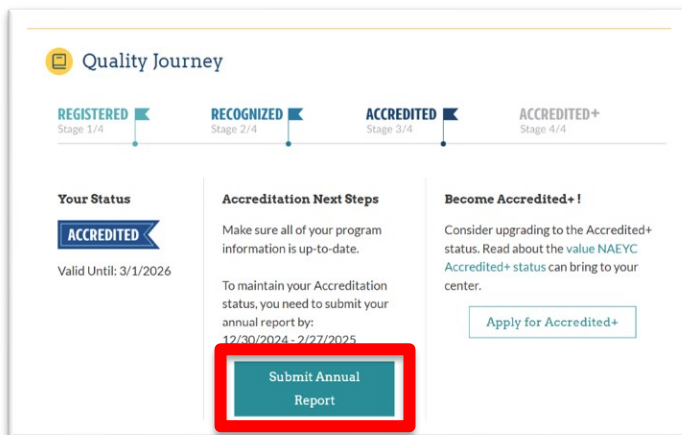
For support or questions, email [accreditation.information@naeyc.org](mailto:accreditation.information@naeyc.org) or call (800) 424-2460.

### Accessing Annual Report

Annual Reports are available within the Early Learning Hub on the "Quality Journey" widget.

To complete the annual report, select the "Submit Annual Report".

The annual report will open for data entry.



### Completing the Annual Report

The **Program ID must be entered** in the first question on the annual report. The Program ID can be located on the home page of the Early Learning Hub.

See next page for the questions included on the annual report.

Once the report has been completed, select "Submit".

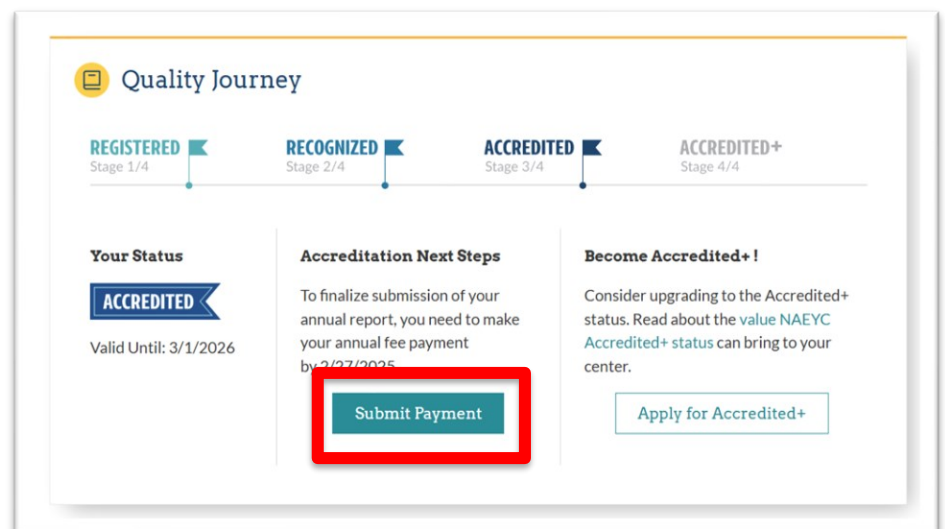
After submitting the report, return to the "Home" page of the Early Learning Hub to submit the annual fee.

The screenshot shows the 'General Information' form. It includes a 'Program ID' field with the value '7969'. Below it are two dropdown menus: 'Are the program's enrollment, classes, sites, and staff are up to date?' and 'Is the program or provider's license in good standing?'. Both dropdown menus currently show '--None--'. There are information icons (i) next to the dropdown labels.

### Submitting Annual Fee Payment

After the Annual Report has been completed, the "Submit Payment" option will appear on the Quality Journey widget.

Select "Submit Payment" to proceed to the payment options.



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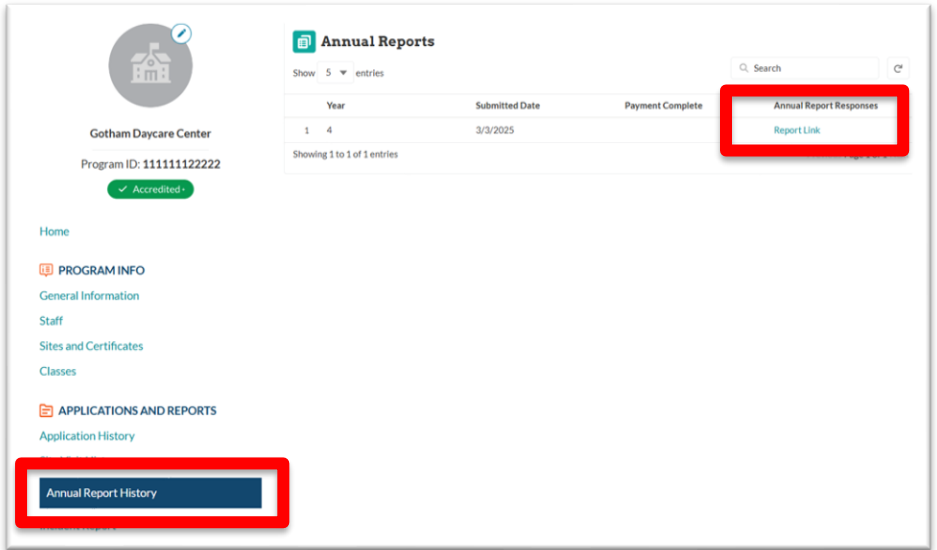
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### Viewing Completed Annual Reports

Annual Reports completed within the Early Learning Hub under the “Applications and Reports” section.

Select the “**Annual Report History**” menu item to be taken to a list of completed reports.

Once on the list of reports, click on “**Report Link**” to see the responses that were submitted.



Annual Report Questions*	
Question	Type
Program ID	Number
Are the program’s enrollment, classes, sites, and staff up to date?	Drop-down
Is the program or provider’s license in good standing?	Drop-down
Have you submitted the 72-hour report regarding your license status?	Drop-down
How has the program improved on at least 2 Application assessment items?	Open ended text
How has the program improved on at least 2 Observation assessment items?	Open ended text
In what ways has the program enhanced engagement with families in the last year?	Open ended text
What accomplishment are you most proud of in the past year?	Open ended text
What were the biggest challenges the program faced in the last year?	Open ended text
Please describe the biggest challenge of running the program in the last year.	Open ended text
What professional development topics are most valuable to your staff?	Multi picklist
Please describe other professional development topics that would be valuable.	Open ended text
What resources/assistance has the program utilized in the past year?	Multi picklist
Please describe the other resources that the program utilized.	Open ended text
Is there anything else that you would like to tell us about your program?	Open ended text

\*questions subject to change