

## How to Create a “Start Childcare” Account

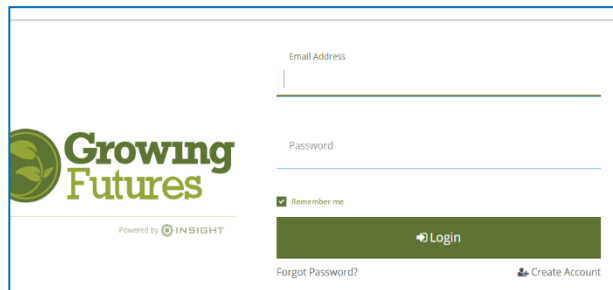
If you are thinking about starting childcare and wish to create an organization account to begin that process, it takes just a few minutes to get set up. Creating an organization account with the Growing Futures Registry is simple and free.

Organization Accounts are linked to and accessed from an Individual Account, so before you can create an organization account you must first have an Individual Account in the Registry. Learn more about Individual Accounts and find instructions to create one at:

<https://www.ndgrowingfutures.org/ec-practitioners>

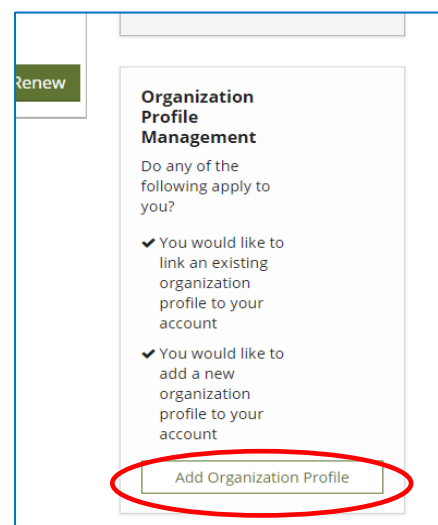
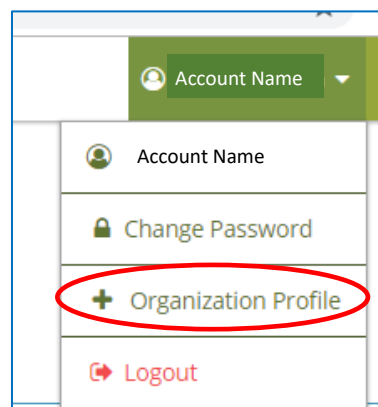
Once you have an Individual Account, follow these steps to create your Organization Account:

1. Go to [www.ndgrowingfutures.org](http://www.ndgrowingfutures.org) and click on “Login” in the search bar at the top of the page.

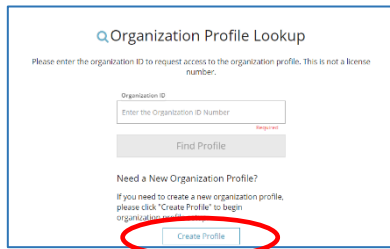



2. Log in with the email address and password for your Individual Account.

3. There are two ways to add an Organization Account from your Individual Account. You can open the drop-down menu below your name in the upper right corner of your account main page and then click on “+Organization Profile,” or click on “Add Organization Profile” on the right-hand menu.



4. Click on "Create Profile."



Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

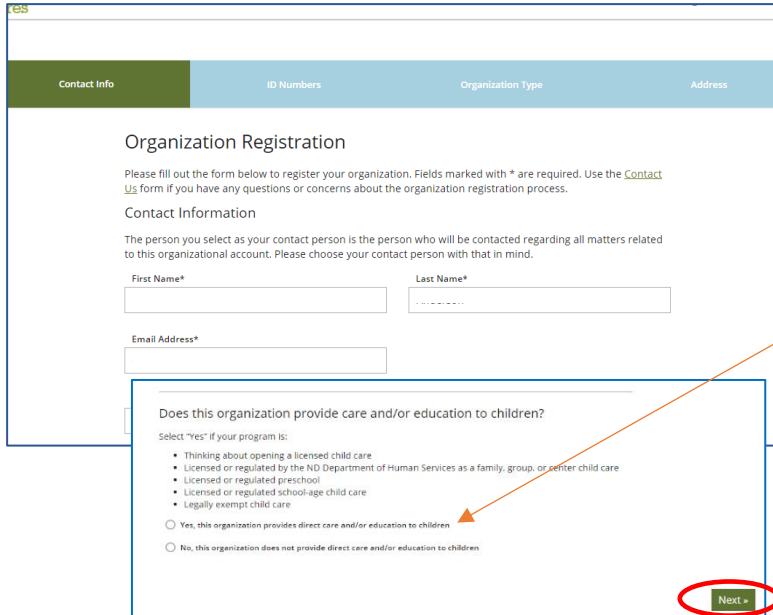
Organization ID

Enter the Organization ID Number

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization registration.



Organization Registration

Please fill out the form below to register your organization. Fields marked with \* are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name\*

Last Name\*

Email Address\*

Does this organization provide care and/or education to children?

Select "yes" if your program is:

- Thinking about opening a licensed child care
- Licensed or regulated by the ND Department of Human Services as a family, group, or center child care
- Licensed or regulated preschool
- Licensed or regulated school-age child care
- Legally exempt child care

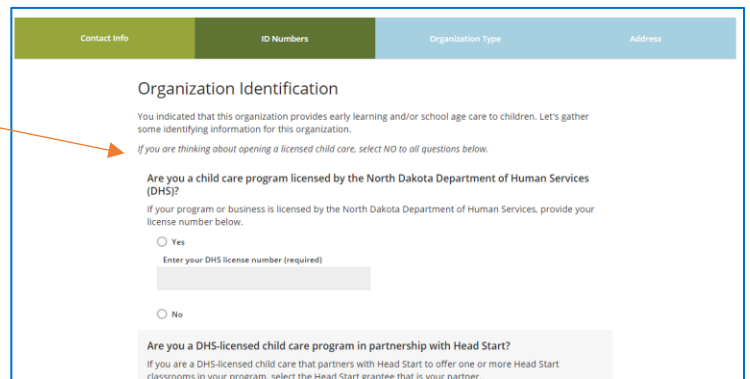
Yes, this organization provides direct care and/or education to children

No, this organization does not provide direct care and/or education to children

5. Your name, email address, and phone number will appear in the boxes. Verify this information.

Even though you are just thinking about starting childcare, you will still click "yes" to indicate that you provide direct care. Then, click "Next."

6. Next, you will be asked to provide additional information about your program. Since you are just thinking of starting a childcare, you will click "No" in response to all the questions on this page.



Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization.

If you are thinking about opening a licensed child care, select NO to all questions below.

Are you a child care program licensed by the North Dakota Department of Human Services (DHS)?

If your program or business is licensed by the North Dakota Department of Human Services, provide your license number below.

Yes

Enter your DHS license number (required)

No

Are you a DHS-licensed child care program in partnership with Head Start?

If you are a DHS-licensed child care that partners with Head Start to offer one or more Head Start classrooms in your program, select the Head Start grantee that is your partner.

7. On the next page, select "Start Child Care" on the drop down under Organization Type.



Organization Type

Please indicate your organization's primary purpose.

-- Select Type From List --

Start Child Care

Unidentified Direct Care Program

Training Sponsor Organization

Check if your organization is a sponsor of training events. Doing so will allow into the system.

**Program Enrollment**

Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. After entering the total number of high needs children in each age group, you'll be asked how many children meet each particular high needs criteria. Because one child may have more than one need, the detailed numbers will not necessarily add up to the total number of high needs children. However, if you report any high needs children, you must provide a number greater than zero in at least one high needs category.

Number of Classrooms / Groups

Total Number of Children Enrolled

Infants (0 - 18 months)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Toddlers (19 - 36 months)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Three Year Olds (37 - 48 months)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Four Year Olds (49 - 60 months)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Five Year Olds (61 - 72 months)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>
Elementary (K - 5th grade)	<input type="text" value="0"/>	High Needs	<input type="text" value="0"/>

When is your program open and serving children? (Please choose the one answer that best fits.)

8. In the "Program Enrollment" section, enter "0" since you don't yet have any children enrolled.

9. On the last page of the Organization Profile, verify your organization address, phone number, and communication preferences.

After selecting your communication preferences, be sure to click "Submit."

Enter any additional information about your organization that you would like to appear on this web site.

**Communication Preferences**

Growing Futures sends periodic communications.

Unsubscribe  
You will not receive informational emails from Growing Futures, but you will continue to receive emails regarding your account.

**Subscribe**  
You will receive informational emails from Growing Futures in addition to emails regarding your account.

**Congratulations!** You've created your Organization Account! A Growing Futures Registry staff person will contact you shortly to review and verify your account information. Once your account is verified, you'll be able to apply to participate in the Child Care Aware ND Start Child Care project.

## Apply to participate in the CCA ND Start Child Care project:

1. Log back into your Registry Individual Account and open your Organization Account. You'll see that you have a new tab at the top of the Organization Account called "Quality." Click on it.

Active

Status Org Details Settings Program Info Classrooms **Quality** Employees RBPD Events Reports

2. On the Quality page, select "Apply."

Quality Improvement Plan

No Action Items have been created for this organization

Completed  
Pending Verification  
Past Due  
In Progress

**Bright & Early**

Current Rating **Step 4**

Rating Expires 03/31/21

Case Status Active

3. Scroll down to find the Start Child Care application and click "Apply."

Start Child Care

**Child Care Aware**

Want help starting a licensed child care business? We can help you through the process and offer assistance throughout your first year of operation.

**Eligibility:** Individuals interested in starting a licensed home based or facility based child care business or any program licensed less than three months.

For more information e-mail questions to [startchildcare@ndchildcare.org](mailto:startchildcare@ndchildcare.org)