

## How to Create an Organization Profile

Updated June 2024

An organization profile is your business account. It allows you to track your employees' training and easily provide information to your licenser at renewal time. It also allows access to apply for initiatives, such as Bright & Early ND and North Dakota grants. Organization profiles are for licensed direct-care programs as well as Pre-K, after school programs, early childhood service providers, training organizations, Tribal entities, and others involved in the field of early care and education.

Organization Profiles are linked to and accessed from an Individual Profile, so you must first have an Individual Profile in the Registry. If you do not have an individual profile, follow the instructions here: <a href="https://www.ndgrowingfutures.org/create-new-account">https://www.ndgrowingfutures.org/create-new-account</a>

Follow these steps to create your Organization Profile:

**1.** Go to <u>www.ndgrowingfutures.org</u> and click on "Login" in the search bar at the top of the page.

	Email Address	
<b>Growing</b> Futures	Password	
Futures	Remember me	
Powered by 🗿 INSIGHT	+D Lo	gin
	Forgot Password?	🌲 Create Account



- **2.** Log in with the email address and password for your individual profile.
- **3.** There are two ways to add an Organization Profile from your Individual Profile. Either open the drop-down menu below your name in the upper right corner of your individual profile and then click on "**+Organization Profile**," or click on "**Add Organization Profile**" on the right-hand menu.



<b>4.</b> Click on "Create Profile."	Q Organization Profile Lookup Please enter the organization ID to request access to the organization profile. This is not a license
<b>Tip:</b> Do not enter an organization ID in the look up.	Organization ID         Enter the Organization ID Number         Required         Find Profile         Need a New Organization Profile?         If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.         Create Profile
Contact (Info)     Digenization Registration       Please fill out the form below to register your organization. Fields marked with * are required. Use the Contact Us form fyou 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 and there related to this organizational account. Please choose your contact person with that in mind.       First Name *     Last Name *       Julie     Test       Email Address *     8516+51est@testmail.com	5. Your name, email address, and phone number will appear in the boxes. Verify this information.
Does this organization provide care and/or education to children? Select "Yes" if your program is: 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	6. Answer the question about care and/or education, and then select "Next."

If you indicate that your organization provides direct care and/or education to children, you will be asked to provide additional information, such as your DHHS child care license number, and if your organization is associated with a Head Start grantee, a school district, or a Tribal grantee.
 Tip: Enter the license number without dashes or spaces. Example: 12345678A

Complete each section and then click "Next."

ntact Info		ID Numbers	Organization Type	Address
	Organiz	zation Identification		
		t that this organization provides early learn ying information for this organization. <b>Answ</b>	ing and/or school age care to children. Let's gather ver Yes or No to all questions.	
	Are you a (DHS)?	child care program licensed by the N	orth Dakota Department of Human Services	
		gram or business is licensed by the North D nber below.	akota Department of Human Services, provide your	
	O Yes			
	Enter yo	our DHS license number (required)		
	O No			
	Are you a	DHS-licensed child care program in p	artnership with Head Start?	
		DHS-licensed child care that partners with s in your program, select the Head Start gra	Head Start to offer one or more Head Start ntee that is your partner.	
	O Yes			
	Select ye	our Head Start grantee (required)		

- **8.** If your organization is not a direct care or education program, you'll be asked to select your Organization Type.
- 9. Optional: Indicate if you wish to be a training sponsor.



Select the accreditations your program holds

National Family Child Care Accreditation (NAFCC)

National Association for the Education of Young Children (NAEYC)

-- Select Accreditation --

Council on Accreditation (COA) National Accreditation Commission (NAC)

**10.** Direct care and/or education programs will have the option of selecting program accreditation. If applicable, make your selection and then click "Next."

Organization Type	
Please indicate your organization's primary purpose.	
Select Type From List •	
Training Sponsor Organization Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.	
Program Accreditation	

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Orga

ation

training ev

Next

**Organization Type** 

Please indicate your organization's primary purpose.

## 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 meeds category.

Number of Classrooms / Groups			
Total Number of Children Enrolled:	0		
Infants (0 - 18 months)	0	High Needs	0
Toddlers (19 - 36 months)	0	High Needs	0
Three Year Olds (37 - 48 months)	0	High Needs	0
Four Year Olds (49 - 60 months)	0	High Needs	0
Five Year Olds (61 - 72 months)	0	High Needs	0

**12.** Direct care and/or education programs must select when the program is open and serving children. This information is required. Complete and then click "Next."

**11.** Direct care and/or education programs will be asked to provide information on Classroom Enrollment, Program Enrollment, and the number of children with high needs who are served by the program. This information is optional.

Select Timeframe	*
f your program closes (is not serving children) for two or more consecutive weeks at any time during the ye lescribe below when your program is closed. Please be as specific as possible.	ar, please
his program is closed during the following timeframe each year:	

<b>13.</b> On the last page of the Organization Profile, verify the organization's address, phone number, and communication preferences.	Contact Info	Crysnization Type	Address
Communication Preferences Growing Futures sends periodic communications.  Unsubscribe Vacount Subscribe Vau will near receive informational emails from Growing Futures, but you will continue to receive emails regarding your Subscribe Vau will receive informational emails from Growing Futures in addition to emails regarding your account. Email Communication Language English		fter selecting com references, select '	

**14.** Congratulations! You've created your Organization Profile. A Registry staff person will contact you to review and verify the profile information.

## **Registry Help Center**

Visit the Registry's Help Center at any time, at <u>www.ndgrowingfutures.org</u> to find answers to popular questions.

## **Additional Tips**

- Connect your employees to your organization profile. This will allow you and your licenser access to employees' training records. It is recommended to make this part of staff orientation so that employees are connected to your organization profile right from the beginning of their employment. EMPLOYEES SHOULD <u>NOT</u> ADD YOUR ORGANIZATION TO THEIR INDIVIDUAL PROFILE USING THE METHOD SHOWN IN THIS DOCUMENT. Instead, use the invitation available under the Employees tab. See the Help Center for instructions on How to Add Employees to the organization profile <u>https://www.ndgrowingfutures.org/how-to-add-employees-organization-account</u>
- When a person selects your program as their employer, you will get an email asking you to confirm that they work for you. Be sure to confirm them as an employee so that their name is added to your organization profile.
- Update the organization profile regularly. Organization profiles do not expire so it's up to you to keep your information up-to-date. Always update if something changes address, phone number, license number, contact person, etc. If an employee leaves the organization, add an end date to their employment, so they move off the current employee list.