

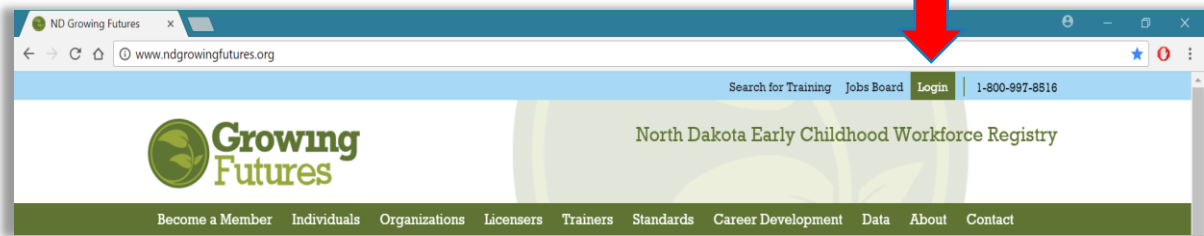
How to Apply for Child Care Aware of ND Quality Initiatives For Organizations

If you **Do Not** have a Growing Futures Organization account and are the director/owner of the child care program:

- Create an Organization Account If your program does not have a Growing Futures organization account, follow these step-by step directions to create one, 'How to create an organization account'
<http://www.ndgrowingfutures.org/files/pdf/ndgf-howtocreateorganizationaccount.pdf>

If you do have an organization account follow the steps below.

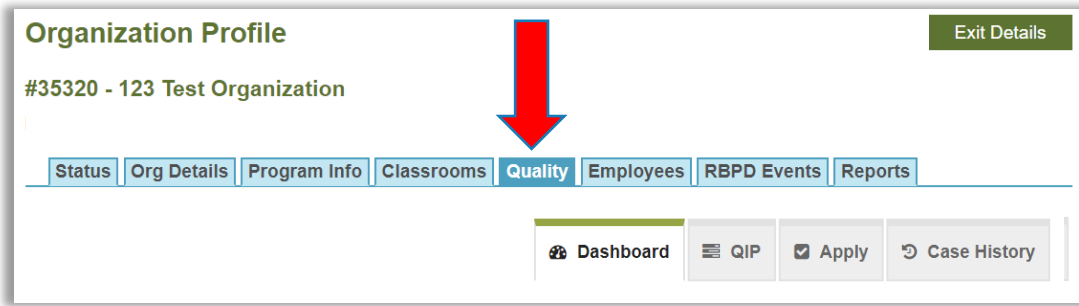
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



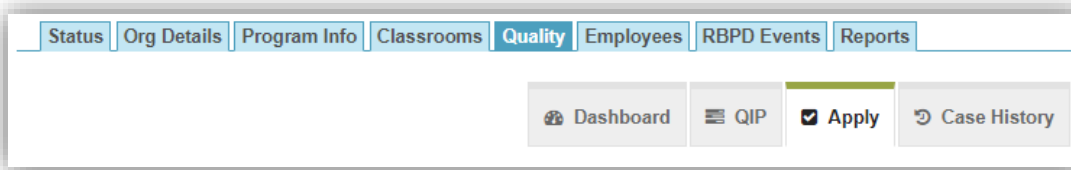
2. Log in to your organization account in Growing Futures.

A screenshot of the 'Growing Futures Sign In' page. The page features the Growing Futures logo and the text 'North Dakota Early Childhood Workforce Registry'. Below the logo, there are logos for 'Partnering for Quality with: Bright & Early' and 'ChildCare Aware of ND'. The main heading is 'Growing Futures Sign In'. Underneath, there is a form with the following fields: 'Account Type:' with two radio buttons, 'Organization ID:' with a text input field, and 'Password:' with a text input field. A red arrow points to the 'ECE Program/Training Organization' radio button. Below the password field is a link for 'Forgot user id or password?'. At the bottom of the form are two buttons: 'Sign In' and 'Cancel'.

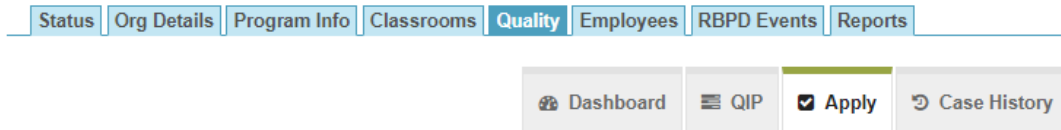
3. On the main page, at the top, Click on the **Quality** tab.



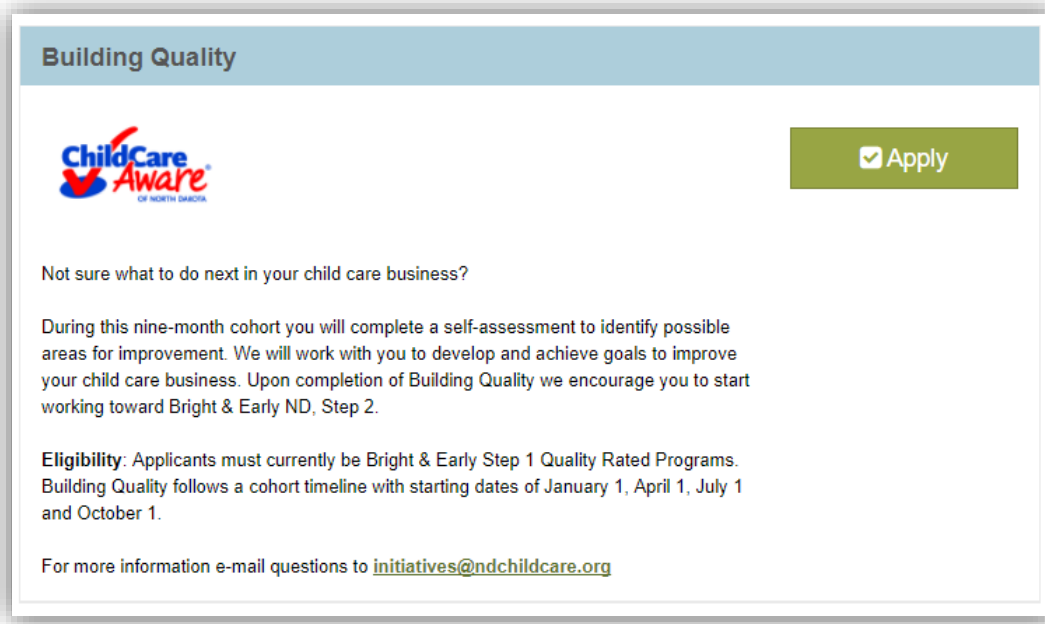
4. Once on the Quality tab, click on the **Apply** button.



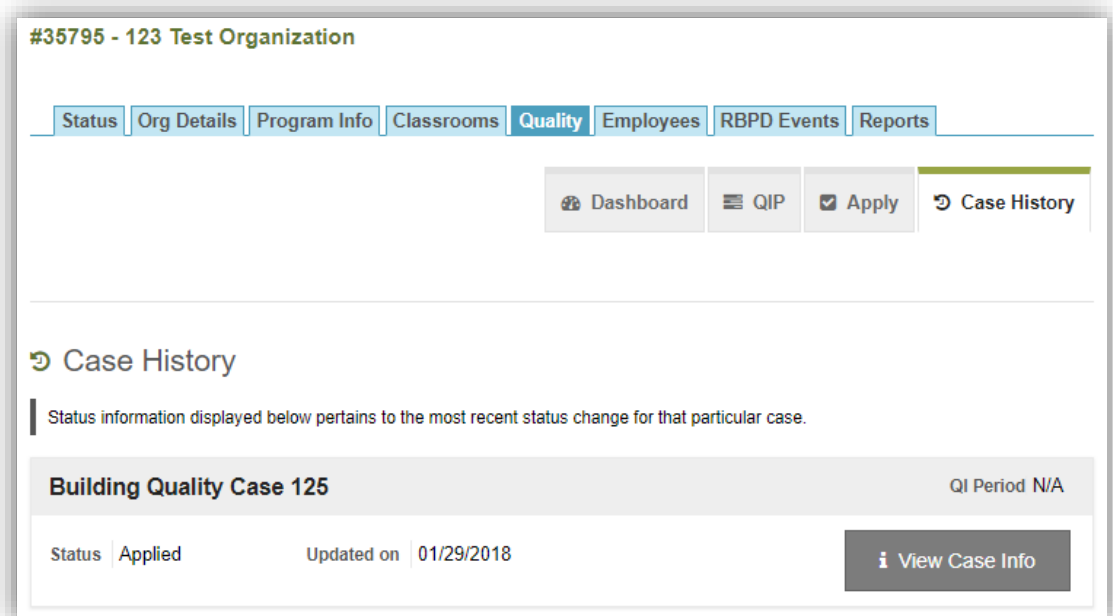
5. On this page you will see options of Child Care Aware of ND initiatives to apply for, click on the green **Apply** button. The initiatives are Start Child Care, Building Quality, Winning Ways, Maintaining Quality, Pyramid Model, and Inclusion Support.



Example:



6. You will now see many of the same screens you saw during Organization Registration. This time, you will just be reviewing the information that is already entered and updating it as needed. After reviewing/updating each page, click on **Next**.
7. There are seven steps in the application process. You can track your progress along the top green/gray/blue bar. To finish the application later, just click on **Save and Exit**
8. Your application was successfully submitted, check your program's **Case History** for more details. You will see that it states you have Applied.



9. Once your application is reviewed, a member of Child Care Aware of ND Team will contact you 2 weeks prior to the start of the cohort.