



How to Complete QRIS Registration Questionnaire through AlaCEED

We are so excited for you to join us in continuing to improve our quality in childcare for the children in the state of Alabama! These instructions are for those who have been connected to their AlaCEED site, have completed orientation (or wish to complete orientation in-person), and want to move to earn a STAR 2 or higher. If you have connected to your site and completed orientation and **do not** wish to move forward, you do not have to submit a registration questionnaire.

1. From the locations tab, complete the QRIS registration questionnaire for each of your site locations you wish to register for QRIS.

A screenshot of a web interface showing a location profile for "ABC Academy". On the left is a map with a red pin. To the right of the map, the address "123 Main Street, Birmingham" is listed, along with contact information: "Phone number not available", "Email not available", and "Website not available". Below this information are two buttons: "Edit profile" and "Update availability". At the bottom of the profile card, there is a notification bell icon, the text "QRIS Registration Questionnaire", and a "Get started →" button.

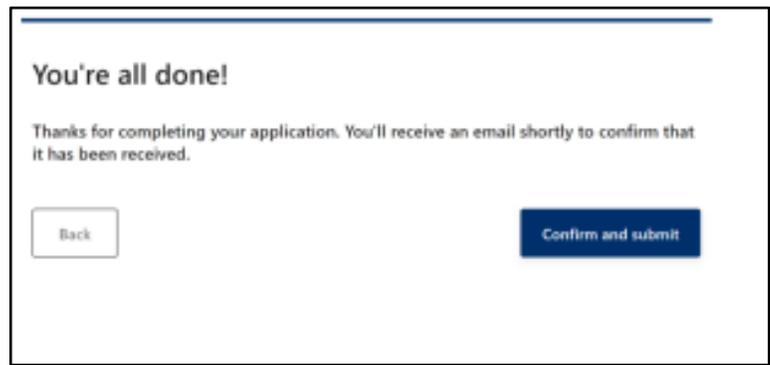
2. If you are a director of multiple sites, you will fill out the questionnaire for each site. In the questionnaire, you will be asked if you are interested in going through Assessment or Enhancement. We need to know this information so we can plan accordingly. **You will be able to change your mind if you decide- you will just need to notify the QRIS office.**

A screenshot of a questionnaire question: "Are you interested in participating in an Enhancement or an Assessment?". Below the question are two radio button options: "Enhancement" and "Assessment". At the bottom of the question card are two buttons: "Back" and "Next".

3. You will be given the option to complete Orientation training in person through your QEA through this questionnaire. If you choose to do in-person orientation, please select your nearest QEA and we will notify you of a date and time by the email provided.

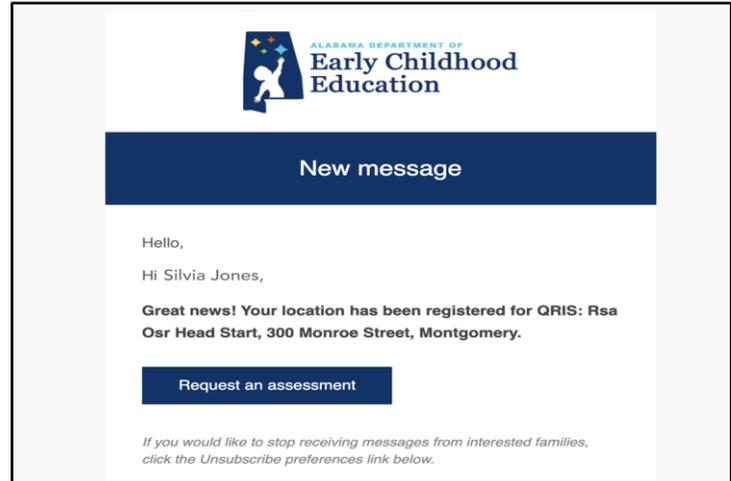
A screenshot of a questionnaire question: "Will you be completing orientation online or at your Quality Enhancement Agency (QEA)?". Below the question are two radio button options: "Online" and "In-person". At the bottom of the question card are two buttons: "Back" and "Next".

4. Confirm and Submit your Registration.



5. Once you confirm and submit, we will verify your information and good standing through DHR. This report is sent once a week on Thursdays at 3:45 PM. Therefore, if you register on a Thursday after this time, you can expect to hear back in a week. If you are not in good standing-DHR will notify you.

6. Once orientation is completed, the registration form has been submitted, DHR has verified the registration questionnaire information and approved provider standings, you will receive an email stating you can apply for Assessment or Enhancement.



P.O. Box 302755 | Montgomery, AL 36104 (334) 604-6260 | alabamaqualitystars.org

