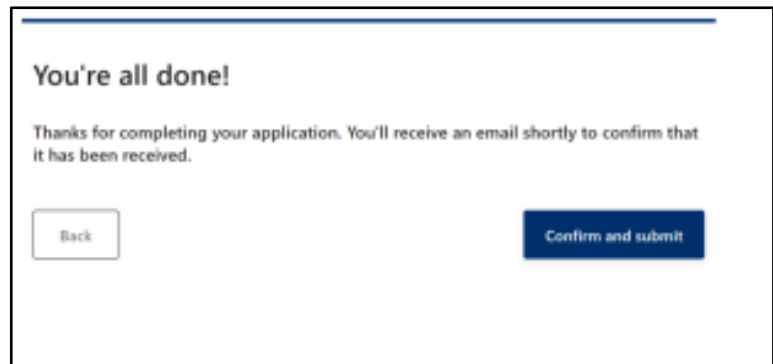




## **How to Request your Assessment/Enhancement in AlaCEED**

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 and registration questionnaire, and want to move to earn a STAR 2 or higher. If you have connected to your site and completed orientation, submitted your registration questionnaire and have decided NOT to move forward, there is nothing more you need to do.

1. All registration forms submitted during the week will be added to a report that is sent to DHR on Thursday afternoons at 3:45 PM. Any forms submitted after that time will be on the next week's report.



2. DHR will take the report and verify the information and standings of those who submitted a registration form. Any provider who is not in good standing will be notified by DHR directly. **We are unable to answer questions regarding standings in this office. Therefore, it is important that providers contact DHR directly if they have an issue with their denial to move forward.** Please allow at least until midday on the following Monday to hear back regarding your standing.

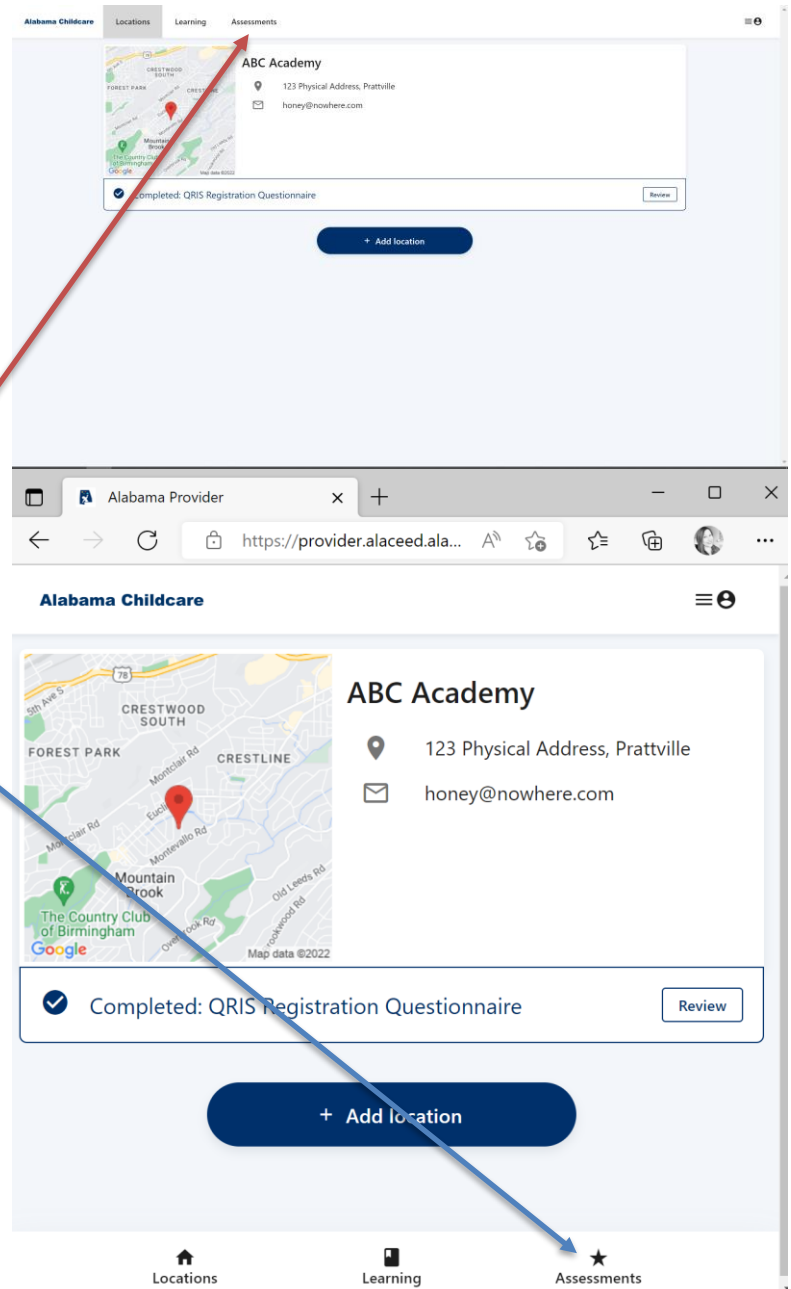
3. Once orientation is completed, the registration form has been submitted, DHR has verified the registration questionnaire information and approved provider standings, you will receive an email from AlaCEED stating you can apply for Assessment or Enhancement\*.

\*The Enhancement option is currently being piloted and not in AlaCEED. Therefore, at this time, you will receive an email from someone in the Alabama Quality STARs office stating you have been approved and are on the wait list for Enhancement.

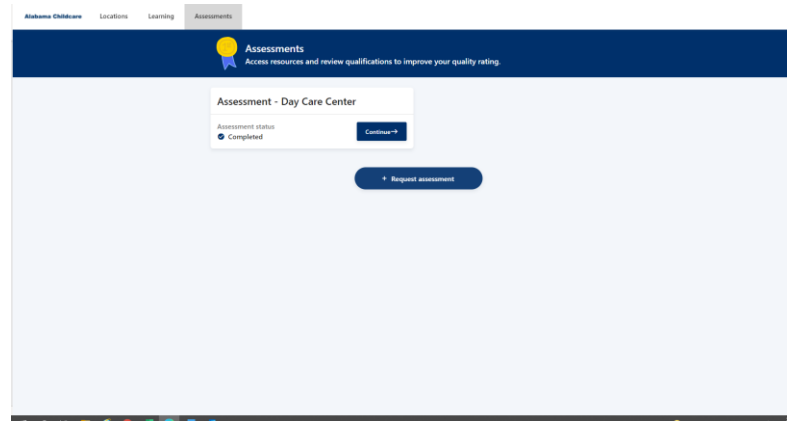


4. You will be able to click on the link in your email, or you can log into AlaCEED and complete the following steps. **Please do not request your assessment until you are ready to be assessed within 5 to 30 days of your request.** You should have your box or binder ready with documentation for the Best Practice Rubric labeled by each domain and indicator when you request your assessment.

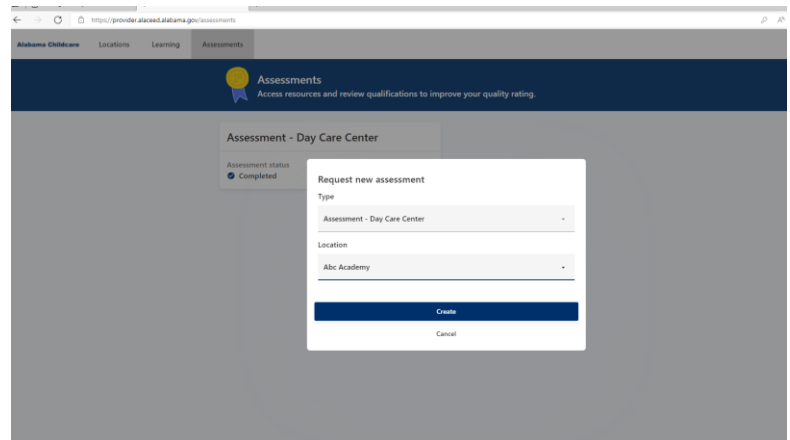
If you log into AlaCEED, click the "Assessments" tab at the top of the page. If you are on a tablet/smartphone or have your browser minimized, the Assessments tab will be at the bottom of the page.



5. On the “Assessments” page, click the “+Request Assessment” button.



6. Select the type of assessment based on your licensing type. Select the location you want to be assessed (if you have only one site location, you will select it so that the “create” button changes to blue and then click “Create”).



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