

NAEYC Accreditation | Early Learning Hub

Program Affiliation with Connecticut Office of Early Childhood (OEC)

Guidance for New Programs

3/14/25

The State of Connecticut Office of Early Childhood (OEC) will pay for all NAEYC accreditation fees incurred between 7/1/2022 and 6/30/2026. NAEYC-eligible early care and education programs in the state of Connecticut may access this funding by following these steps within NAEYC's new Early Learning Hub:

FOR PROGRAMS **NEW** to NAEYC AFTER MARCH 3, 2025

New programs will need to follow the steps outlined in this document to request affiliation with Connecticut OEC.

STEP 1:
Once logged into the Early Learning Hub, select **"Affiliation Requests"** under **"LARGE SYSTEM AFFILIATIONS"**

The screenshot displays the NAEYC Early Learning Hub interface. At the top, there is a navigation bar with links for 'Our Work', 'Resources', 'Events', 'Accreditation', 'Get Involved', and 'About Us'. Below this is a secondary bar with 'HELLO Community', 'Learning Lab', and 'Store', along with 'My Account' and 'My Organisations' buttons. The main content area shows a progress bar for accreditation stages: REGISTERED (Stage 1/4), RECOGNIZED (Stage 2/4), ACCREDITED (Stage 3/4), and ACCREDITED+ (Stage 4/4). The 'RECOGNIZED' stage is highlighted with a blue banner. Below the progress bar, there are three columns: 'Your Status' (Valid Until: 3/18/2025), 'Recognition Next Steps' (Renew Between: 3/18/2024 - 9/18/2024), and 'Become Accredited!' (Apply for Accreditation button). On the left, a sidebar menu includes 'PROGRAM INFO', 'APPLICATIONS AND REPORTS', 'ADMINISTRATIVE INFO', and 'LARGE SYSTEM AFFILIATIONS' (with 'Affiliation Requests' highlighted in a red box). At the bottom right, there is a 'Payments' section with a table of orders and a 'View All Payments' button.

Order/Invo...	Balance Due	Status	Pay Now LI...
000089658	\$1,750.00	Overdue	Pay Now
000089717	\$825.00	Unpaid	Pay Now
000089858	\$825.00	Unpaid	Pay Now

STEP 2:

Once on the Large System Affiliations Requests page, the user will see any existing affiliations and can make additional affiliations request by selecting “**Request Affiliation**”.

If programs are affiliated with other large systems, those affiliations will also be visible on the list.

Instructions

Large System Users (LSUs) are corporate, organizational, or governmental entities that own or support multiple early learning program centers.

If your program is affiliated with an LSU, use the "Request Affiliation" button to connect your program to the LSU. LSU administrators will need to approve the affiliation before your program record will be officially linked to the LSU.

Large System Affiliation Requests Request Affiliation

Show 5 entries

	LSU Name	Approved Date	Requested Date	Status
1	KinderCare Education, LLC	5/12/2023	5/12/2023	Approved
2	Connecticut OEC	4/9/2021	4/9/2021	Approved

Showing 1 to 2 of 2 entries Previous Page 1 of 1 Next

STEP 3:

Once Request Affiliation is selected, a pop-up option will appear that allows the user to search for the large system.

Connecticut programs should search for **Connecticut OEC**.

Once the option appears, users should select the record that appears.

Apply for LSU Affiliation

* LSU

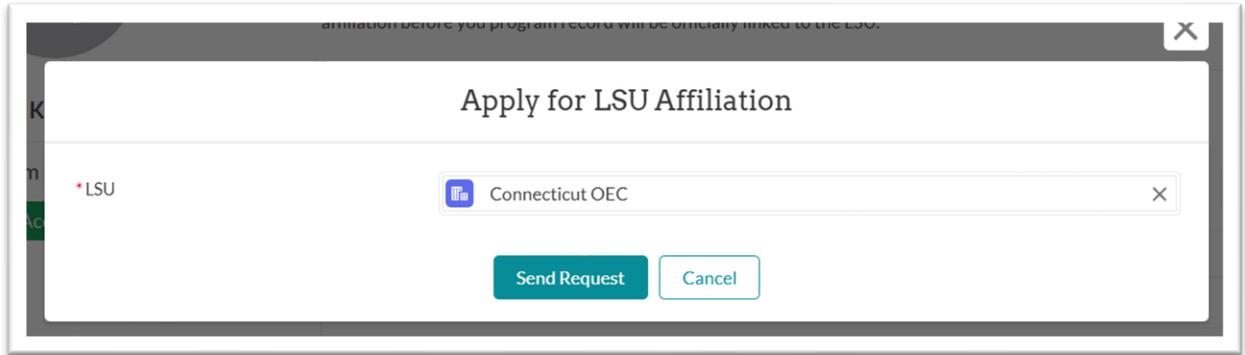
Show more results for "Connecticut"

- Connecticut OEC 06103

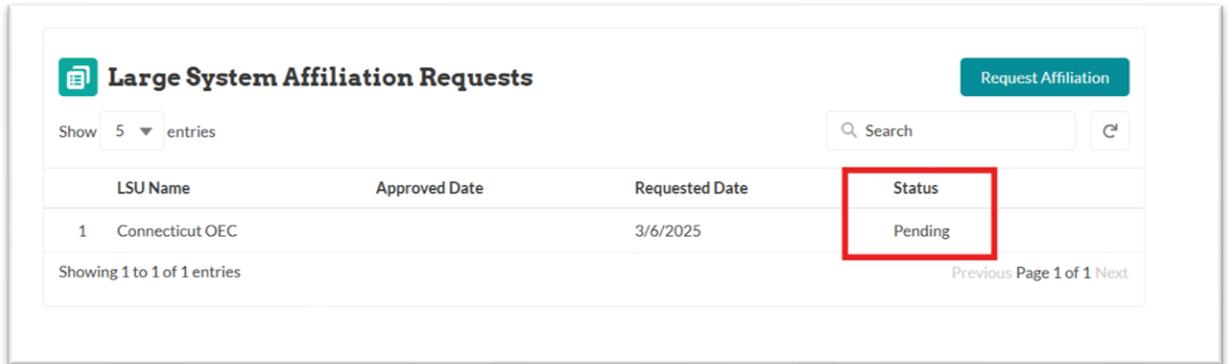
STEP 4:

Once the record is selected, the user should select **“Send Request”**.

Selecting this option sends a request to NAEYC, who will work with OEC to approve the affiliation.



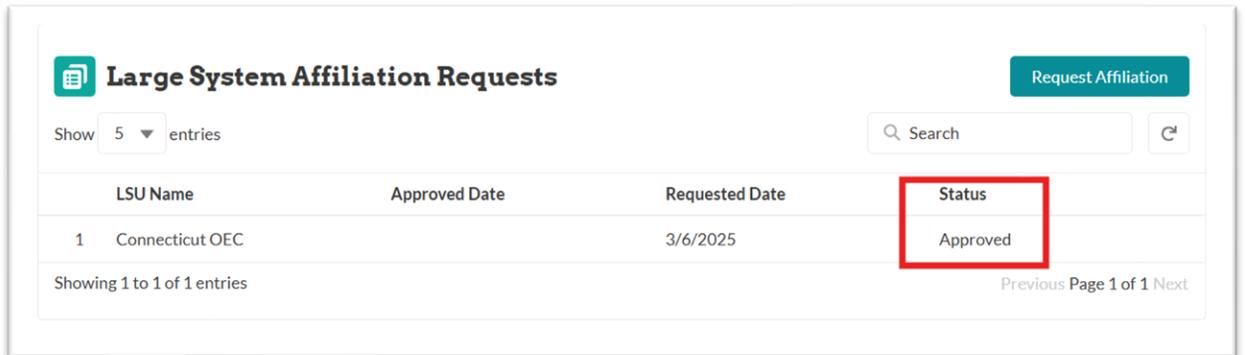
Once the request has been submitted, the new affiliation request will be added to the list with a status of **“Pending”**.



STEP 5:

Once the NAEYC team has approved the request, the program will see the status updated to **“Approved”**.

Once the program is approved, they will be able to select the option for CT OEC to pay for all NAEYC accreditation fee invoices in the system.



The program’s primary contact on record with NAEYC will receive a notification when the request is approved.

STEP 6:

When submitting payment in the Hub, the program will see an option to **“Bill to Large System”**.

Once this option is selected, the user can select the Large system name (Connecticut OEC) from the drop down.

Users are also required to agree to the **“Terms and Conditions”**.

Select **“Next”** to proceed.

The screenshot shows a web form titled "Payment". Under the heading "How will you be paying?", there are three radio button options: "Pay Now with Credit Card", "Email a Payment Link", and "Bill to Large System". The "Bill to Large System" option is selected and highlighted with a red box. Below this, there is a dropdown menu labeled "Select Large System" with "Connecticut OEC" selected, also highlighted with a red box. Below the payment options is a section titled "Terms and Conditions" with a checked checkbox and the text: "I understand that payments for applications, annual fees, and site visits are non-refundable. I understand that if the 'Email a Payment Link' option was selected: • Ensuring that payment is made is the responsibility of the program/provider, not NAEYC • The program/provider will not progress in the quality journey process until NAEYC receives payment, • If NAEYC does not receive payment by the required due date, the program/provider may lose it's current status." At the bottom right of the form are two buttons: "Back" and "Next", with the "Next" button highlighted by a red box.

Once the request has been processed and sent to the large system, the user will receive a message confirming that the invoice will be paid by CT OEC.

The screenshot shows the "naeyc My Account" page. The navigation bar includes links for "Our Work", "Resources", "Events", "Accreditation", "Get Involved", and "About Us". Below the navigation bar are links for "HELLO Community", "Learning Lab", "Store", "My Account", and "My Organizations". The main content area displays a confirmation message: "The invoice will be paid by Connecticut OEC." Below this message is a paragraph: "No further action is needed. Navigate to the Early Learning Hub to check your program status, update program information, and more." At the bottom of the page is a button labeled "Go to Early Learning Hub".