

HOW TO APPLY FOR STEP UP TO QUALITY

- Start by going to the homepage of the Nebraska Early Childhood Professional Record System.
<https://necprs.ne.gov>
- Click the *Apply for Step Up to Quality* button.

You can change a child's path with Step Up to Quality.

Step Up to Quality helps great child care providers become even better. Enrolled programs have access to coaching and resources that help them on their path to higher quality.

Here is some information you'll need on hand as you apply:

- Staff count and benefits offered
- Number of enrolled children
- Number of enrolled children receiving Child Care Subsidy
- Accreditation information (if applicable)



Apply for Step Up to Quality

Already have a NECPRS account? Call 844-807-5712 to get started!



- Select *I am a program director/owner* and click *Continue*.



Role and Program Type

Select the role that applies to you:

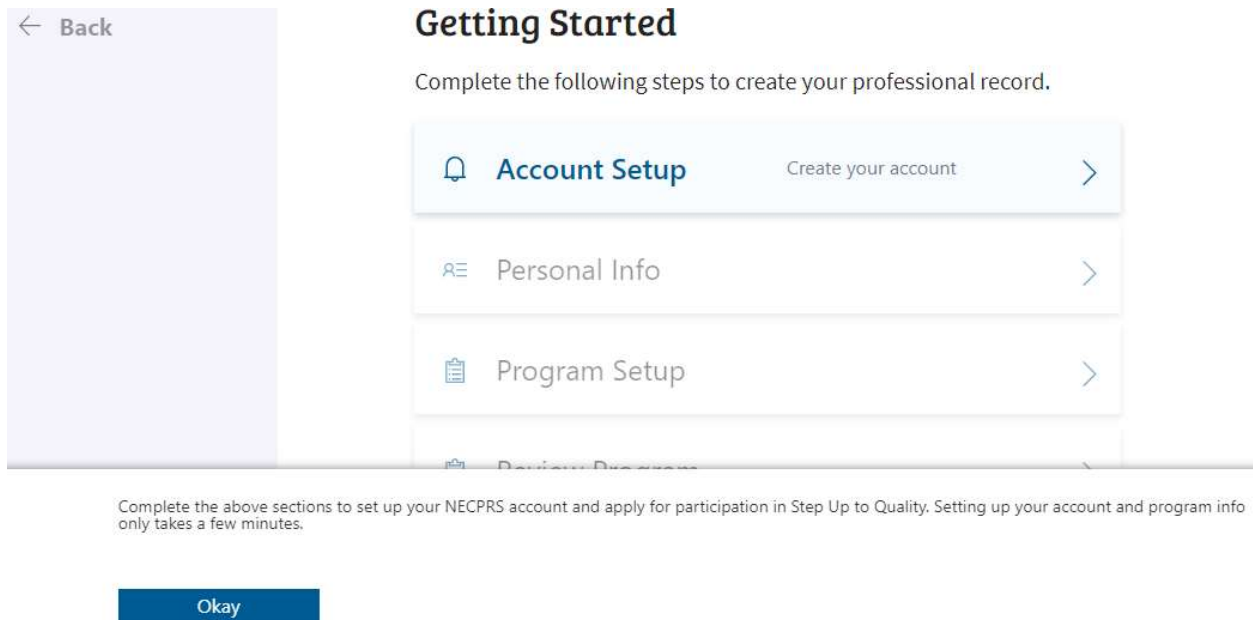
☒ **I am a program director/owner**
I am applying for Step Up to Quality
I am creating my personal professional record

☐ **I am an individual professional/employee**
I am creating my personal professional record

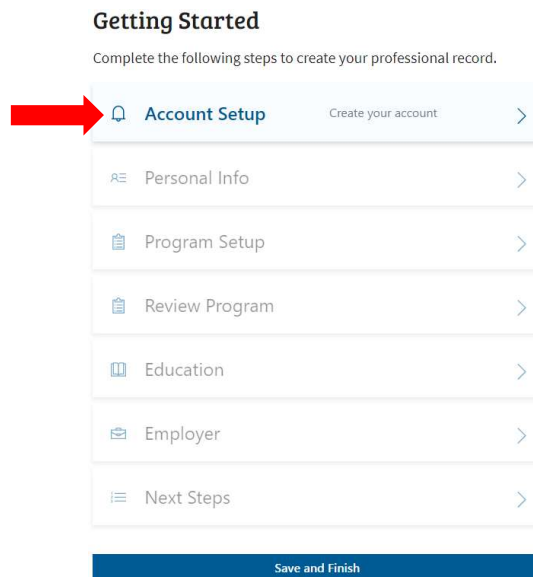
Continue Cancel

Getting Started

- On the *Getting Started* screen, read the instructions and click *Okay*.



- Select the *Account Setup* bar.



Account Setup

- Complete all the fields to get your account set up.
 - When finished click the *Save and Finish* button.

Account Setup

Login

First

Middle

Last

Date of Birth
 

- Continue to complete each section on the *Getting Started* screen.

Getting Started

Complete the following steps to create your professional record.

	Account Setup		>
	Personal Info		>

Personal Info

- Complete fields for your *Personal Info*.
 - Make sure to complete all required fields.

Personal Info

Personal

First*

Middle

Last*

Program Setup

- Search for the name of the program you are setting up.
 - Once you have found the program name select the radio button next to the program and click the *Next* button.

Select Program

Select your program:

Search

Program Name

License
Number

Owner

Address

City

Country

- Complete fields for the *Program Setup*.
 - Make sure to complete all required fields.

Program Setup

Program

Program Name*

Alliance

DBA Names (Doing Business As)

Are you the Director of Record for this Program?*

☐ Yes

☐ No

Review Program

- Review the information submitted for the program and click *Done*.

Review and submit your program information..

▼ Collapse

Done

Program

PROGRAM INFO

Edit

Education

- Select the highest level of education that you have earned and click *Save*.

Education

Enter your highest level of education:

Highest level of education

High School Diploma/GED



After completing the 'getting started' tasks, you will be able to add your complete educational history to your professional record.

Save

Employment

- Complete *Employment Data*.
 - When finished you can click the *Save* button.

Employment Data

Employer

Employer Name*

Position Title*

Position Start Date*

☐ I am currently employed in this role.

Position End Date

Employer Address

Address Line 1*

Address Line 2

City*

State*

Next Steps

- Review the information and click *Continue*.

Next Steps

You've created your NECPRS account.

Next, build your professional record by adding:

1. Previous employment info
2. Full education history
3. Professional credentials
4. Important trainings

Access your professional record via your NECPRS account dashboard.

Continue

- Once there are green check marks in each section, click the *Save and Finish* button.

Getting Started

Complete the following steps to create your professional record.

	Account Setup		>
	Personal Info		>
	Program Setup		>
	Review Program		>
	Education		>
	Employer		>
	Next Steps		>

[Save and Finish](#)

Congratulations, you have set up your program in NECPRS!

- To apply for Step Up to Quality, check all of the boxes in this section and click “Apply”:

Step Up to Quality Progress

 Program Not Yet Rated

Tasks to Apply [View Guide](#)

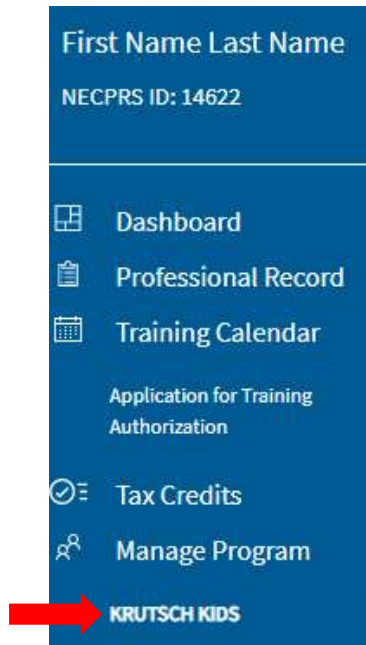
complete the following:

- ☐ Complete [orientation](#)
- ☐ Fill out program info
- ☐ Have all program staff create NECPRS accounts

[Apply](#)

HOW TO MANAGE YOUR PROGRAM

- On the navigation bar under *Manage Program*, click the name of your program.
 - If your program is not listed or you do not have a *Manage Program* link, please call Step Up to Quality at 844-807-5712 for assistance.



- Search for particular employee or use the filter option to narrow your search to a certain group. You then will be able to print a report of these search results.



- Toggle between Current and Past Employees.



- Click the arrow next to an employee's name to expand the list of trainings they have completed.

Employee Name		Position
	First Name	Last Name
	Program Director	Teacher
Trainings		All 
	Training Name	Training Date
	Training 1	06/01/2020

- Click the arrow next to *All* to change the year and see a list of training the employee has taken for that year.

Employee Name		Position
	First Name	Last Name
	Program Director	Teacher
Trainings		All  
	Training Name	Training Date
	Training 1	06/01/2020

- Request Permission to add trainings to an employee record.

In Service Hours : 220	 Request Permission
rtificate	Status

- Add training to an employee's record once permission has been granted.

 Add Training
Status
 Verified

- Request Director Access for another employee.

[Director Access](#)

- Invite an Employee to create a NECPRS account.

Invite Employee

- This section allows you to review/edit/print your program information:

Program Info	Staff & Operations	Accreditation	Print	Edit Program Info
Program Name	KRUTSCH KIDS	Program Director	Yes	
Mailing Address	301 Centennial Mall S.	Physical Address	301 Centennial Mall S.	
Phone	402-123-4567	Fax		
Program Email				
Website				

- This section allows you to monitor your Step Up to Quality Progress:

Step Up to Quality Progress

 Program Not Yet Rated

Tasks to Apply

complete the following:

☐ Complete [orientation](#)

☐ Fill out program info

☐ Have all program staff create NECPRS accounts

Apply

[View Guide](#)