Accreditation Portal Quick Tips

The NAEYC Accreditation Portal was designed to make it easier for you to access and manage your program's record. Primary and secondary contacts may update programmatic information in the Accreditation Portal at any time. Refer to the chart below on where to make updates.

Need to change or update:	Update in the Accreditation Portal
Program's name	Program Profile and Site Profile
Location	Program Profile and Site Profile
General program information	Program Profile *(website, total enrollment, security clearance, mailing, etc.)*
Change in mailing / billing and shipping address	Program Profile
Add / delete a satellite location	Program Profile and Site Profile
Licensing status	Licensing Profile • *For revocation or suspension of the program's license to operate complete a 72 Hour Notification.*
Add / delete an age category	Program Profile and Class Profile • *If applicable Combined Class Profile*
Add / delete a class	Program Profile and & Class Profile • *If applicable Combined Class Profile* • *Click on the class name to edit profile*
Add / delete teaching staff	Program Profile and Staff Profile • *Click on the individual's name to edit profile.*
Program non-operation dates	Program Profile
72 Hour Notification (Currently Accredited Only)	Report critical incidents related to required assessment items to NAEYC
Certificates (Currently Accredited Only)	View and print your accreditation certificate