

Welcome to the Child Care and Early Education Portal. Let's take a look at each of the available screens and talk about some navigation tips.

In addition to the links on the Home Page, there are two tabs:

The Facilities Tab, and

The Applications Tab

The Facilities Tab is used to view a list of all facilities owned and select a specific facility to

Review the list of current affiliates on the Affiliates Tab,

Submit a renewal application for the KDHE license, and

Submit a request to Modify Affiliates.

On the Facilities Tab, you may view the entire list of facilities owned.

A maximum of ten facilities are displayed at a time.

If you own more than ten facilities and want to advance to the next set of records, select the "Next page" arrow in the right-hand corner of your screen.

When viewing the list of facilities, depending on the information you want to view, by selecting the "Up" or "Down" arrow to the right of the column title, each of the available columns can be sorted either in ascending or descending order.

For example, you can sort by Renewal Date to quickly identify which facilities are next to require a renewal application, or you can sort by Name to quickly be able to review information for a specific facility.

The Affiliates Tab is used to:

Review the list of currently affiliated individuals for the selected facility, and view the status of background check results for each affiliate.

From the Facilities Tab, select a specific facility, and then select the Affiliates Tab.

On the lower section you will see a list of all current affiliates for that facility.

The default view will display a maximum of ten affiliates at a time. If there are more than ten affiliates and you want to advance to the next set of records, select the "Next page" arrow in the upper right-hand corner of your screen, or select the "Show More" icon to view up to twenty affiliates at a time.

Depending on the information you want to view, by selecting the "Up" or "Down" arrow to the right of the column title, each of the available columns can be sorted either in ascending or descending order.

For example, you can sort by Last or First Name to quickly review information for a specific affiliate, or you can sort by Affiliate Role.

This tab also provides a convenient way to review and identify needed updates prior to starting a Renewal or a Modify Affiliates application.

Please review the list of Affiliates for accuracy, paying special attention to Dates of birth and Roles for each affiliate as well as determining if any new affiliates need to be added or if any affiliates are no longer working for the facility and need to be expired. You will then be able to make these changes in the online application.

The Applications Tab is used to view a list of all online applications that have been started, saved, and/or submitted and select a specific application to submit Attachments prior to paying the fees, pay the KDHE Fees, print the Application Summary, or cancel the Application.

On the Applications Tab, you may view the list of all online applications. A maximum of ten applications are displayed at a time.

If there are more than ten applications and you want to advance to the next set of records, select the "Next page" arrow in the upper right-hand corner of your screen.

Depending on the information you want to view, by selecting the "Up" or "Down" arrow to the right of the column title, each of the available columns can be sorted either in ascending or descending order.

For example, you can sort by the "Submitted Date" column to quickly find the most recent application submitted, or sort by the "Facility Name" to find all of the applications for a specific facility.

For more information on how to submit attachments, pay KDHE fees, print an application summary or cancel an application please refer to the specific section of the video clips.