



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Children, Youth and Families
Child Care Licensing Unit; 4th Floor
101 Friendship Street
Providence, RI 02903

April 21, 2016

Dear Program Administrators,

In March, you received a letter regarding the DCYF License Renewal Process. That communication announced the launching of the Universal Program Application (UPA), an efficient online application process, which has been developed with the Exceed partners.

You are receiving this as a REMINDER that all License Renewal Applications are due to DCYF by May 31, 2016. In the ECEDS system, you can review and update your program information, then print and mail your application for licensing renewal.

To complete your DCYF License Renewal:

- **Log in** to ECEDS (see directions attached)
- **Review** your information
- **Update** your Program Data
- **Print** the application summary
- **Mail** to DCYF with payment and all required materials. **Incomplete applications will not be accepted.*

Please note, that log in credentials are unique to the Administrator of the program, and for easier use of the system, staff members should create *their own* Workforce Registry account. If you are having trouble accessing ECEDS, please submit visit <https://support.exceed.ri.gov/tickets/new?locale=en> to submit a HelpDesk ticket.

You may also visit <https://support.exceed.ri.gov/> for Tip Sheets and answers to commonly asked questions. Also, visit Exceed's Facebook page for a variety of tutorial videos and helpful hints in using the system.

If you do not have the ability to complete and print the application, the deadline to obtain a hardcopy of the application has been extended by two weeks. If necessary, you may request a hard copy of the application via email to Annette Gentile: annette.gentile@dcyf.ri.gov no later than Friday, April 29, 2016. **HARD COPIES WILL NOT BE AVAILABLE IF REQUESTED AFTER THIS DATE.**

If you have any anticipated changes to your program (such as a change in program contact information, Administrator or Education Coordinator, etc.) or questions about the renewal process, please contact your assigned Licensing Specialist. DCYF and the Exceed partners are excited to make this important advancement in our system. Thank you for your anticipated support and cooperation.

Sincerely,

Laura Kiesler
Assistant Director, DCYF

Frequently Asked Questions

Who should my payment be made out to?

A \$500 fee should be made out to: State of Rhode Island General Treasurer

When is my application due?

May 31, 2016

Where should I mail my application?

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What should I submit with my application?

- Universal Program Application (a summary to print is generated online)
- \$500 fee
- Valid required inspections (please ensure that the copy is clear):
 - Asbestos Inspection
 - Lead Inspection
 - State Fire Inspection
 - Radon Inspection
 - Water Potability (if applicable)

How can I get into my ECEDS Program Portal?

The directions to register for and log into ECEDS are attached to this letter. The websites are as follows:

- Exceed; Rhode Island's Early Childhood Commitment: <https://exceed.ri.gov>
- ECEDS Helpdesk website: <https://support.exceed.ri.gov>

Can I submit my application electronically?

No, a hard copy must be mailed in. In the future, the UPA plans to add functionality for the applications to be fully submitted and reviewed online.

What is the benefit of using ECEDS to complete my application?

The Universal Program Application benefits providers by collecting and storing data required by regulatory agencies and reducing duplication of data collection. Once you complete a full program profile, all you have to do is review and/or update this information to renew your DCYF license, apply for a BrightStars Rating or apply for CECE approval.

The system states I need credentials when I try to register. How do I get credentials?

In order to link program information to your personal account, we have emailed all Program Administrators credentials to register in the Early Care and Education Data System. If you did not receive credentials or need to have them resent, please visit the Helpdesk and open a ticket. (<https://support.exceed.ri.gov/>).

I forgot my username or password. Who do I contact?

You can request an e-mail with a username reminder, as well as re-set your password directly from the long in page (<https://exceed.ri.gov/ExceedMVC/Home/Login>). If you need additional support feel free to contact the Helpdesk (<https://support.exceed.ri.gov/>).

The information on our Program Portal is not correct. Who do I contact?

If you are the administrator of a DCYF licensed child care program and cannot update information because the section is "greyed out", please contact your DCYF Licensing Specialist to request the information be updated. You may contact your Licensing Specialist directly or open a Helpdesk ticket to initiate the change (<https://support.exceed.ri.gov/tickets/new?locale=en>).