

For Organization Profiles

Step 1

1a. Log in to your Aspire Profile and click on your name in the top right-hand corner of the homepage.

1b. Select your Organization from the drop-down menu.

1c. Review the **Employees** tab, **Classrooms** tab, and **Reports** tab* and use the checklist below to identify anything incorrect or missing.

**Make sure to select the reports that match your licensing agency*

Step 2

2a. Employees Tab

- My employee list contains all my current employees
 - I have **invited employees** missing from the employee list to connect to the organization profile
 - I have **removed employees** from the employee list who are no longer employed at my program
-

- My current employees each have a...
 - Career Ladder Level** (Level 1-10) that is aligned with their education & credentials
 - Membership Status** (Current Membership Status)
 - Program Verification** (Verified by Program)
 - Permit (**assigned permit number** or **regulatory position** not required)
 - Correct position title that most closely aligns with their primary responsibilities
(e.g. Family Child Care Provider title for Family Child Care programs, Teaching Assistant title for those who hold a Teacher's Assistant Certificate)
-

2b. Classrooms Tab

- All **classrooms have been added** to the classrooms tab
 - Each classroom has an **assigned Lead Teacher**
 - Classrooms are correctly labeled "self-contained" if applicable
 - Classroom enrollment correctly reflects number of children and ages served
-

2c. Reports Tab

- The report(s) according to my licensure reflect the correct information for
 - Program Staff summary
 - Training summary
 - Classroom summary

Troubleshooting

My report(s) are missing and/or do not reflect the correct information for my employees.

- ★ First, check with your employees to make sure that they uploaded all their documents, followed the document requirements, and clicked **Submit** to notify the Aspire team that the profile is ready for review.

 - ★ Check that all your employees' individual profiles are correctly connected to the organization account.
-

Help Center Articles

- **Reports tab**
 - [Training Events Report for Programs that are also Training Organizations](#)
 - [Office of Children and Family Services Program Staff Report](#)
 - [Employee Professional Development Report](#)

- **Employees tab**
 - [Managing your Employee list](#)
 - [Membership Status](#)
 - [Assigning Permit/License Numbers to Employees](#)
 - [Employees Missing from Employment Tab](#)

- **Classrooms tab**
 - [Adding Classrooms](#)
 - [Adding Teachers to Classrooms](#)