



Site Certification Guide for Project Directors

Site Certification can only be completed by the TDOE approved Grant Project Director. All Project Directors will need to register for an ELAP account as soon as possible using ELAP's [Registration Form](#). Registration can take several weeks, so make sure to get your requests submitted early.

Keep in mind, Site Certification is only done for **existing grantees and sites**. New grantees and existing grantees who want to close or open new centers should contact the [ELAP Helpdesk](#) for assistance. You will need prior TDOE approval to open new sites or close an existing site.

Follow the instructions below to certify your site(s):

1. Login to ELAP at <https://elap.sworps.tennessee.edu/Account/Login>.
2. Click **Grantee List**
3. Click **Edit** and double-check that all information is complete and accurate.
4. Click **Save** when the information is current and correct.
5. Click **Back to List** to return to the **Grantee List** page.
6. Click **Centers** to fill out the information on each center and certify them individually.
7. Click **Edit** which takes you to the **Center Update** page. Be sure all information is current and correct.
 - **Organization Type** - clarification questions need to be directed to **TDOE**.
 - **Center Active** should show **True** if the center is to be reopened.
 - **Grant Type** is either **CCLC** or **LEAPs**.
 - **Cohort** - The Cohort is the year that the grant was funded. All LEAPs sites are Cohort 2023. There are three 21st CCLC Cohorts, 2023, 2022, 2019. Having the correct Cohort for the site is critical. Please contact the [ELAP Helpdesk](#) or **TDOE** if you need assistance.
 - Confirm the **site address and phone number** is correct and is not the main office information.
 - **Site Coordinator (SC)** is the person in charge of that specific site. Please do not have the Project Director's (PD) name here unless this is a one site grantee, and the PD is also the SC.
 - **Last Operating Day** is the last day during the grant year the site would be open. The grant year runs from July 1st to June 30th the following year. Be reminded that LEAPs sites are legislated to be open 180 days and that TDOE has minimum expectations for 21st CCLC sites to be open.
8. Click **Save** once you have certified that site.
9. Click **Back to Centers List** to certify the next site.

Be on the lookout for the User News announcement that includes a How-To video demonstrating the process!

