

VQB5 Pre-Registration Guide

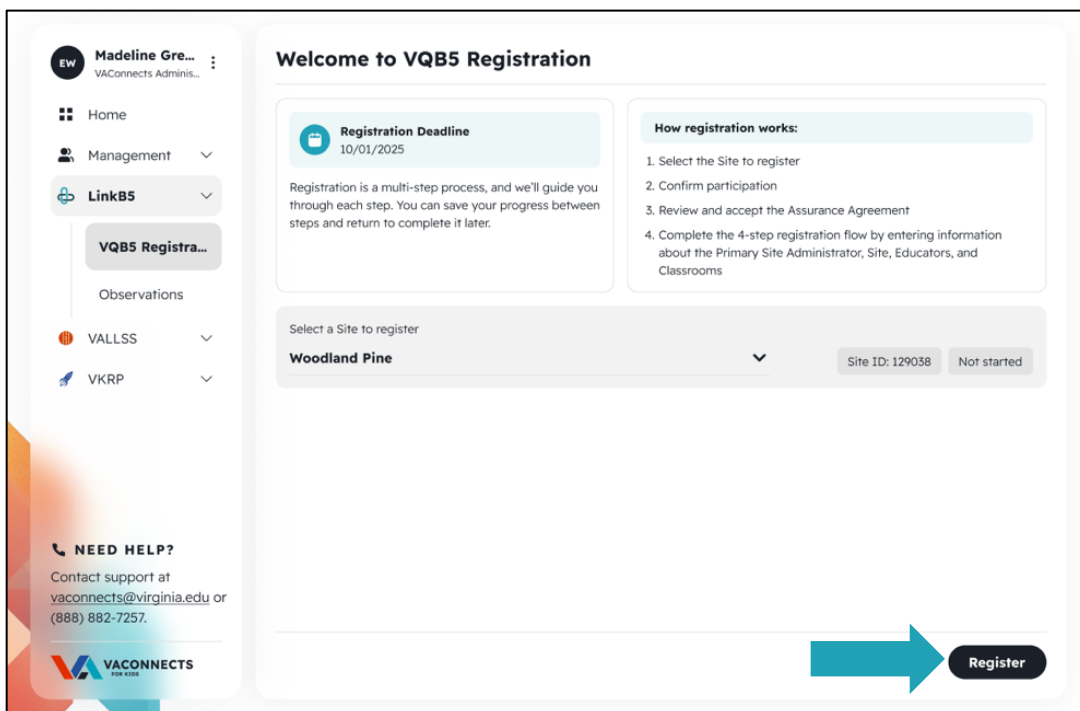
For Primary Site Administrators, including Family Day Home Providers and Multi-Site Administrators who are also a Primary Site Administrator.

Primary Site Administrators (PSA) are required to complete the VQB5 pre-registration site participation questions and Assurance Agreement before any other Site Administrator can begin registration. If you are a Multi-Site Administrator, you must complete the pre-registration steps for each site for which you are the PSA before additional Site Administrators can register at each site.

Review the VQB5 Registration Welcome Page

See the VQB5 2025 – 2026 Registration Guide for help navigating to the Registration Welcome Page for your site(s).

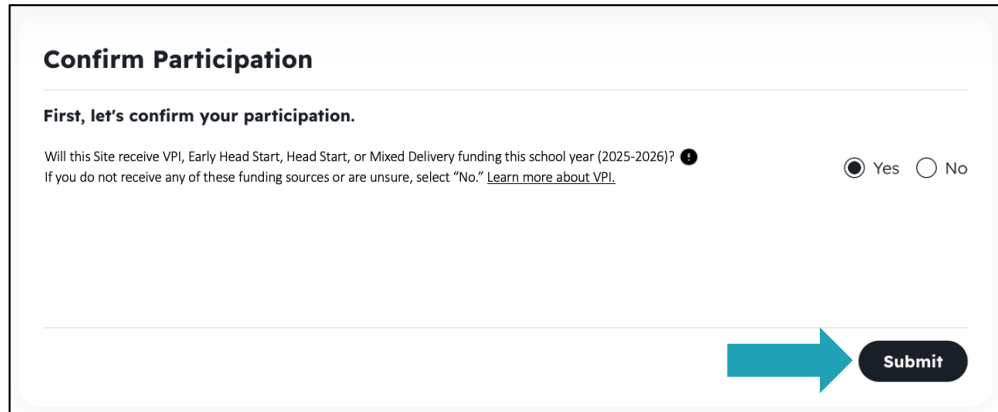
1. From the Registration Welcome Page, click **“Register.”**



The screenshot shows the 'Welcome to VQB5 Registration' page. On the left is a sidebar with a user profile for 'Madeline Gre...' and a menu with options: Home, Management, LinkB5 (selected), VQB5 Registra..., Observations, VALLSS, and VKRP. At the bottom of the sidebar is a 'NEED HELP?' section with contact information for 'vaconnects@virginia.edu' and a phone number. The main content area has a 'Registration Deadline' of 10/01/2025 and a 'How registration works' section with four steps. Below this is a 'Select a Site to register' dropdown menu with 'Woodland Pine' selected, showing 'Site ID: 129038' and 'Not started'. A large blue arrow points to a 'Register' button at the bottom right.


Review and Answer Site Participation Questions

1. Answer the funding question.
 - If you answer **“Yes,”** click **“Submit”** and move on to the **Review and Accept Assurance Agreement** section.




Confirm Participation

First, let's confirm your participation.

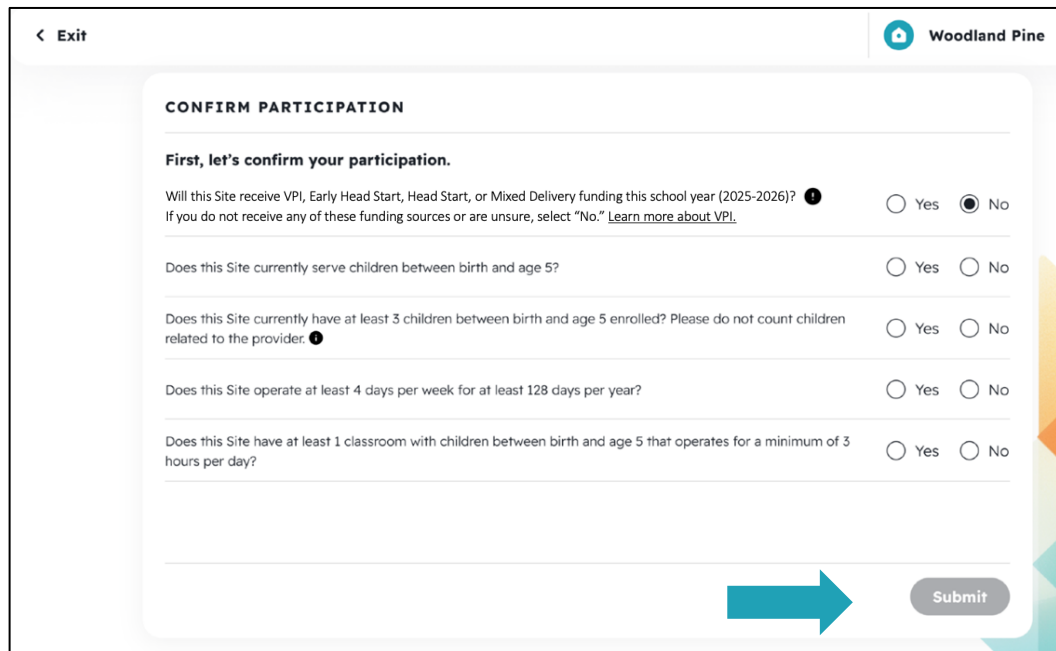
Will this Site receive VPI, Early Head Start, Head Start, or Mixed Delivery funding this school year (2025-2026)? 



If you do not receive any of these funding sources or are unsure, select “No.” [Learn more about VPI.](#)

☒ Yes ☐ No

 **Submit**


- If you answer **“No,”** four additional site participation questions appear below.



 Exit  Woodland Pine

CONFIRM PARTICIPATION


First, let's confirm your participation.

Will this Site receive VPI, Early Head Start, Head Start, or Mixed Delivery funding this school year (2025-2026)? 

If you do not receive any of these funding sources or are unsure, select “No.” [Learn more about VPI.](#)

☐ Yes ☒ No


Does this Site currently serve children between birth and age 5? ☐ Yes ☐ No

Does this Site currently have at least 3 children between birth and age 5 enrolled? Please do not count children related to the provider. 

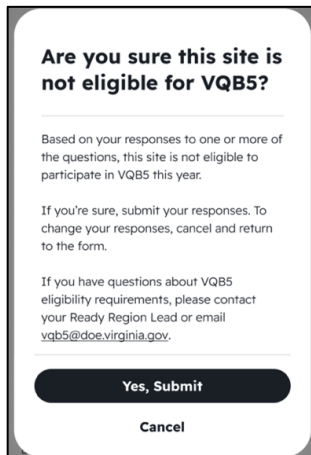
☐ Yes ☐ No

Does this Site operate at least 4 days per week for at least 128 days per year? ☐ Yes ☐ No

Does this Site have at least 1 classroom with children between birth and age 5 that operates for a minimum of 3 hours per day? ☐ Yes ☐ No

 **Submit**

2. Answer the **four additional site participation questions** and click **“Submit”**.
 - If you answer **“Yes”** to all questions move on to the **Review and Accept the Assurance Agreement** step below.
 - If you answer **“No”** to any of the four additional site participation questions, the site will be marked as not eligible for VQB5. Review the confirmation pop-up and submit to complete VQB5 Registration for this site.



Are you sure this site is not eligible for VQB5?

Based on your responses to one or more of the questions, this site is not eligible to participate in VQB5 this year.

If you're sure, submit your responses. To change your responses, cancel and return to the form.

If you have questions about VQB5 eligibility requirements, please contact your Ready Region Lead or email vqb5@doe.virginia.gov.

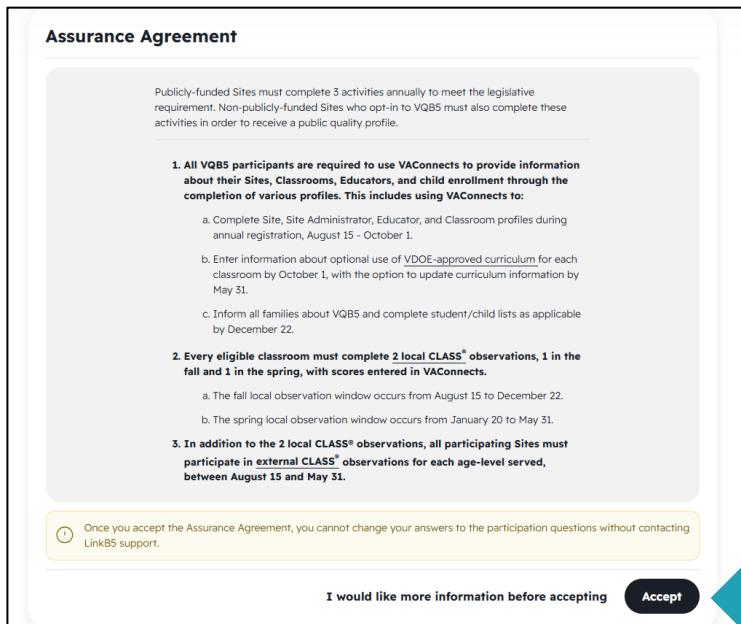
Yes, Submit

Cancel



Review and Accept the Assurance Agreement

1. Review the Assurance Agreement. Click **“Accept”** to proceed.



Assurance Agreement

Publicly-funded Sites must complete 3 activities annually to meet the legislative requirement. Non-publicly-funded Sites who opt-in to VQB5 must also complete these activities in order to receive a public quality profile.

1. All VQB5 participants are required to use VAConnects to provide information about their Sites, Classrooms, Educators, and child enrollment through the completion of various profiles. This includes using VAConnects to:

- a. Complete Site, Site Administrator, Educator, and Classroom profiles during annual registration, August 15 - October 1.
- b. Enter information about optional use of VDOE-approved curriculum for each classroom by October 1, with the option to update curriculum information by May 31.
- c. Inform all families about VQB5 and complete student/child lists as applicable by December 22.

2. Every eligible classroom must complete 2 local CLASS® observations, 1 in the fall and 1 in the spring, with scores entered in VAConnects.

- a. The fall local observation window occurs from August 15 to December 22.
- b. The spring local observation window occurs from January 20 to May 31.

3. In addition to the 2 local CLASS® observations, all participating Sites must participate in external CLASS® observations for each age-level served, between August 15 and May 31.

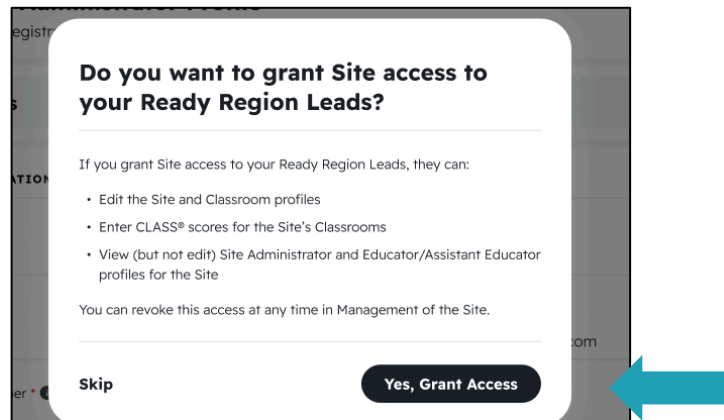
Once you accept the Assurance Agreement, you cannot change your answers to the participation questions without contacting LinkB5 support.

I would like more information before accepting **Accept**



Grant Ready Region Lead Access

1. If you have not previously granted access to your site(s) to your Region Leads, a pop-up will appear. Review and click **“Yes, Grant Access”** or **“Skip.”**



Need Technical Help? Contact the LinkB5 Support Team

- **Live Chat:** Available on the [VAConnects website](#)
- **Phone:** 1-833-554-6525
- **Email:** linkb5support@virginia.edu
- **LinkB5 Resources:** <https://resources.linkb5.virginia.edu/>

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