Provider Guide: How to Complete the Program Setup Form

In this guide, you will find an outline of how to complete the Program Setup Form for your 2026-27 programs located in your UPK Provider Portal at provider.upk.colorado.gov/welcome.

Key topics covered in the guide are listed and linked below for quick reference.

1. Start: Begin by selecting “Get Started” from the Provider Portal.
2. Review information needed to complete the form
3. Complete the provider kindergarten eligibility date and program overview questions
4. Add programs for each provider location
5. Indicate the Authorized Signer for the location
6. Review next steps after submitting the form
7. End: Thank you for completing this form!
8. Confirmation Email

For additional questions, please contact your Local Coordinating Organization and look for additional open office hour opportunities.

Provider Guide: Introduction

The Provider Program Setup Form must be completed by **November 5, 2025 at 11:59pm** to ensure your program is uploaded by mid-December to be ready for family pre-registration to begin requests of Continuity of Care placements, sibling attending or child of employee placements. Forms completed after November 5th at 11:59 pm will not be uploaded until the new year (January 2026) to be ready for the beginning of matching rounds in February.

Before You Begin, please have this information ready:

- ☐ Your location's kindergarten eligibility date.
- ☐ The school district where your location resides. You can click here to identify the school district.
- ☐ Your program(s)’s start date. Please refer to the Provider Handbook and calendar guidance for more information.
- ☐ You will submit your program’s entire calendar before the school year begins (by 8/1/26 at the latest), verifying that this start date and your UPK service hours will meet the minimum required hours.
- ☐ The number of seats available in each program, by language and by IEP and non-IEP designation.
    - ☐ If you serve students with IEP’s, please work with your AU to ensure the # of seats you will offer.
- ☐ Your Authorized Representative's contact information. The Authorized Representative is the leader authorized to sign the Provider Contract on behalf of your organization (e.g., CFO, Superintendent, business owner). Upon completing this form, the Colorado Department of Early Childhood (CDEC) will send a Provider Contract to the Authorized Representative for signature and CDEC will finalize your Contract as Colorado Universal Preschool Provider. This process could take a few weeks to complete. Thank you for your patience.

Through the guide, you will see how to set up the five programs below as examples.

Program examples				
Program Duration	**Program Language**	**# of Non-IEP Seats**	**# of IEP Seats**	**Total Seats**
Full-Time: 30-40 Hours per week	English	30	10	40
Full-Time: 30-40 Hours per week	Spanish	18	2	20
Half-Day AM: 15 Hours per week	Other Native Language	18	2	20
Half-Day AM: 15 Hours per week	Dual Language	18	2	20
Other: 18 Hours per week	English	14	6	20

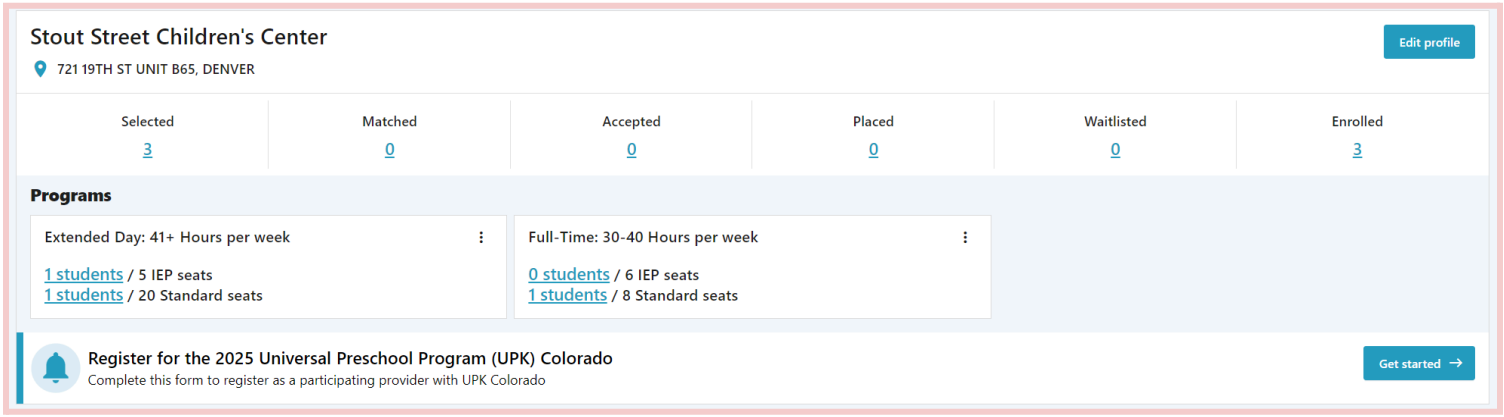
1. Start:

Login to your UPK Provider Portal: https://provider.upk.colorado.gov/welcome

Begin by selecting “Get Started” from the Provider Portal.

Complete this form for each location participating in the 2026-27 UPK school year.

Please note: If your form freezes or has any trouble, please refresh the screen by clicking on the “Locations” menu and re-open by clicking “Get Started”, and try to slow down clicking from page to page. If you continue to have problems, please contact the helpdesk.

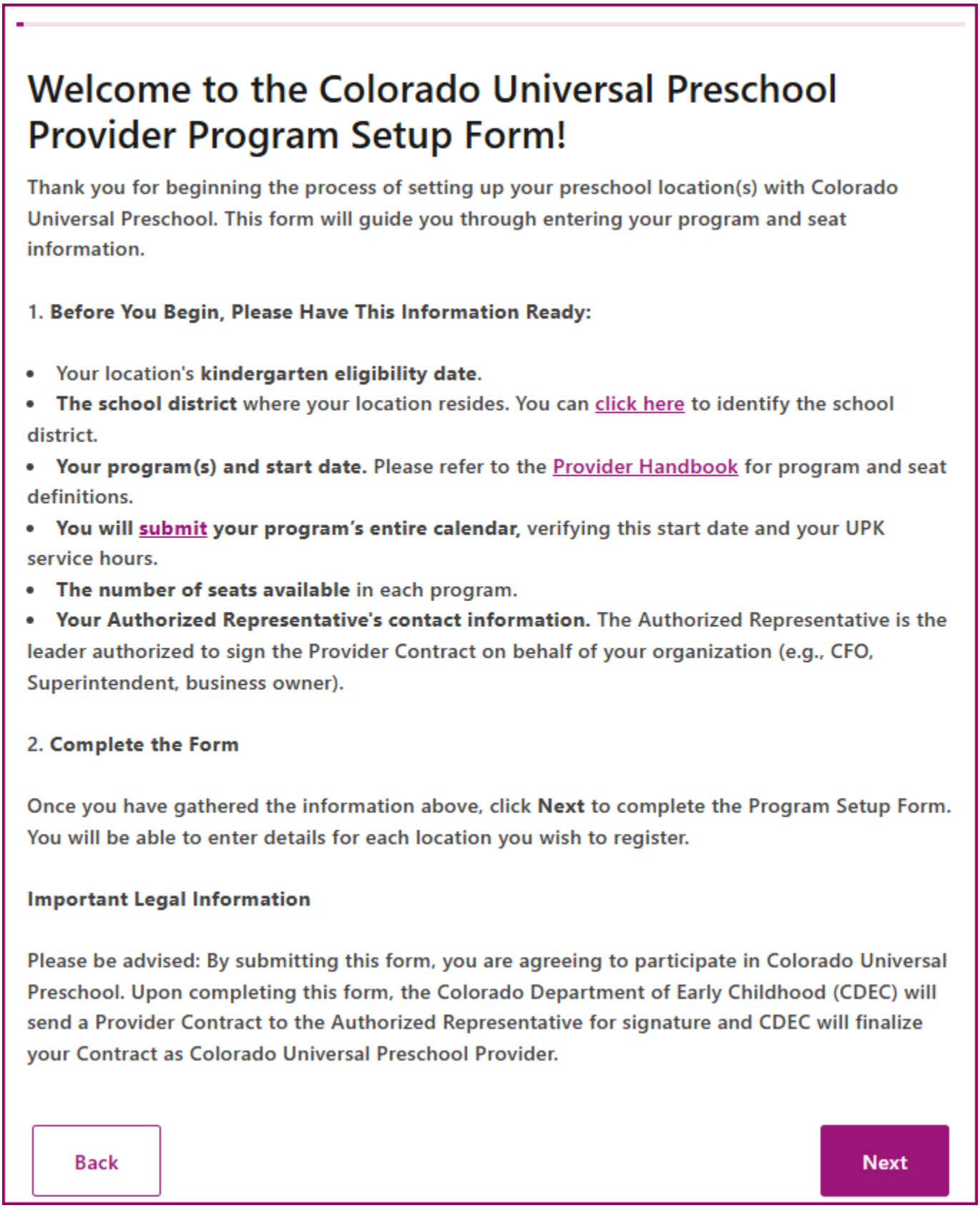


Next Page: Review information needed to complete the Program Setup Form

2. Review information needed to complete the form

On the first screen (shown below), you will see a list of the items required to complete the form.

Note There is a progress line at the top of each page, which allows you to see your progress throughout the setup form.



Welcome to the Colorado Universal Preschool Provider Program Setup Form!

Thank you for beginning the process of setting up your preschool location(s) with Colorado Universal Preschool. This form will guide you through entering your program and seat information.

1. **Before You Begin, Please Have This Information Ready:**

- Your location's **kindergarten eligibility date**.
- **The school district** where your location resides. You can click here to identify the school district.
- **Your program(s) and start date.** Please refer to the Provider Handbook for program and seat definitions.
- **You will submit your program's entire calendar**, verifying this start date and your UPK service hours.
- **The number of seats available** in each program.
- **Your Authorized Representative's contact information.** The Authorized Representative is the leader authorized to sign the Provider Contract on behalf of your organization (e.g., CFO, Superintendent, business owner).

2. **Complete the Form**

Once you have gathered the information above, click **Next** to complete the Program Setup Form. You will be able to enter details for each location you wish to register.

Important Legal Information

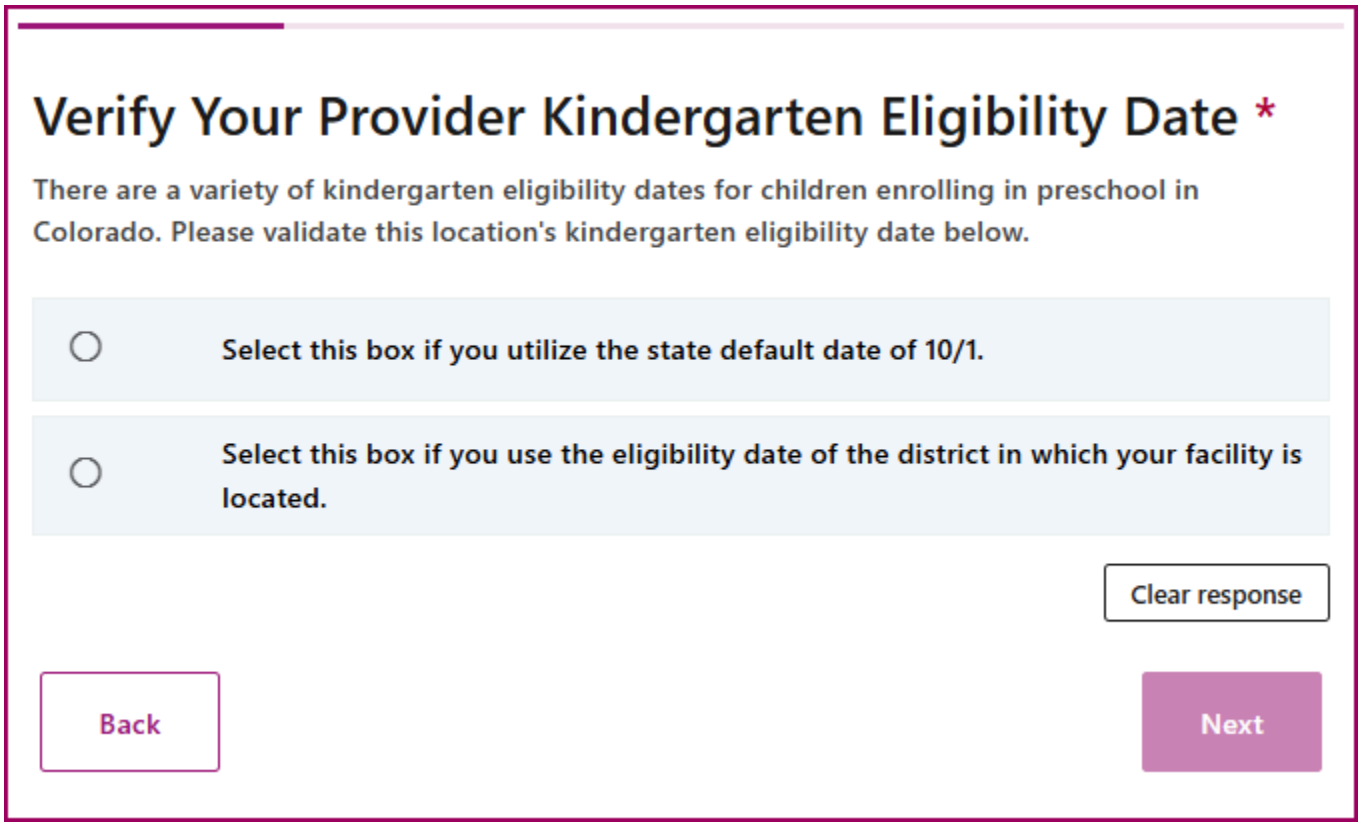
Please be advised: By submitting this form, you are agreeing to participate in Colorado Universal Preschool. Upon completing this form, the Colorado Department of Early Childhood (CDEC) will send a Provider Contract to the Authorized Representative for signature and CDEC will finalize your Contract as Colorado Universal Preschool Provider.

Back

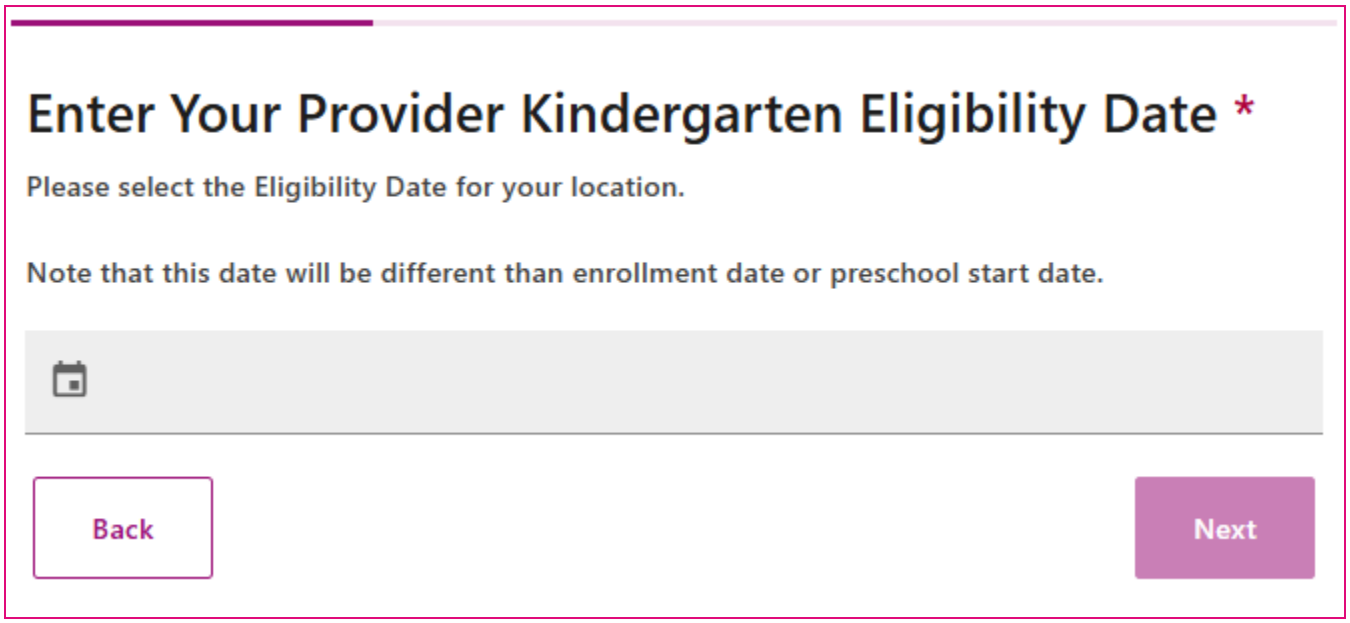
Next

3. Complete the provider kindergarten eligibility date and program overview questions

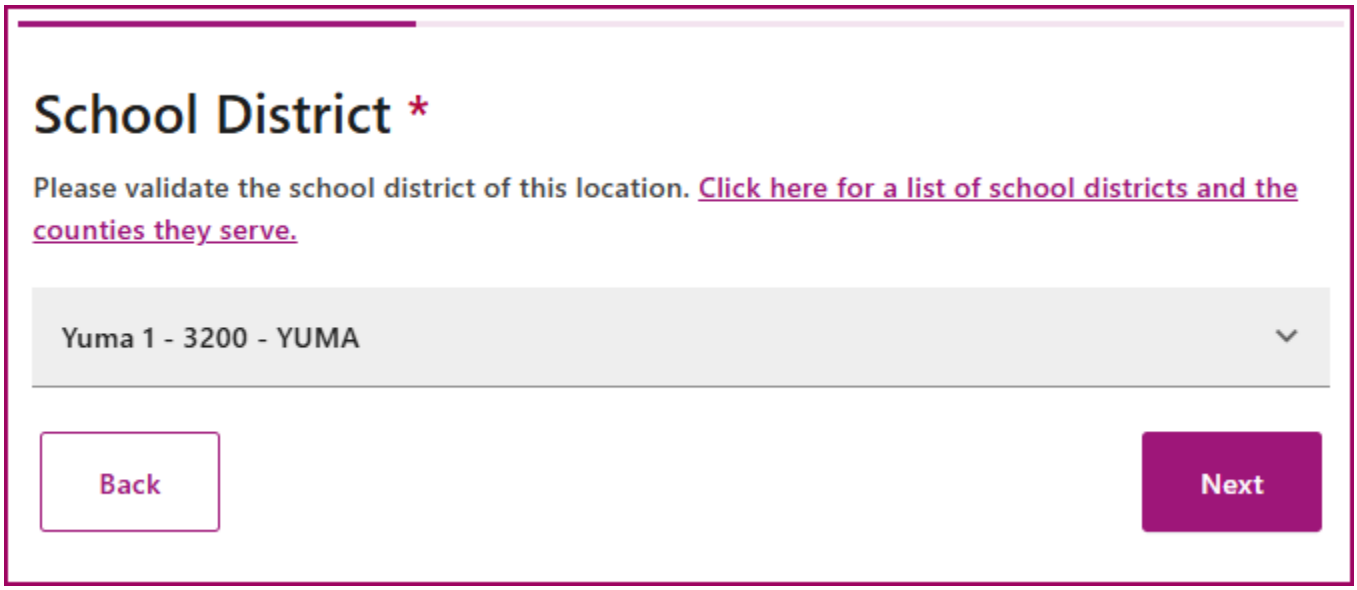
The following screen asks you to verify the provider kindergarten eligibility date. On this screen, you can select an eligibility date of 10/1, or an eligibility date of the school district where this facility is located. This helps the system understand the age eligibility dates. Providers may not choose any other cutoff date or change their cutoff date more than once per school year for the purposes of enrolling UPK-funded children. After you make a selection, you will be able to click the Next button.



Enter the eligibility date for the school district where your facility is located, if you selected that option on the previous screen. Note: If you selected to use the state default date of 10/1, you will not see this screen.



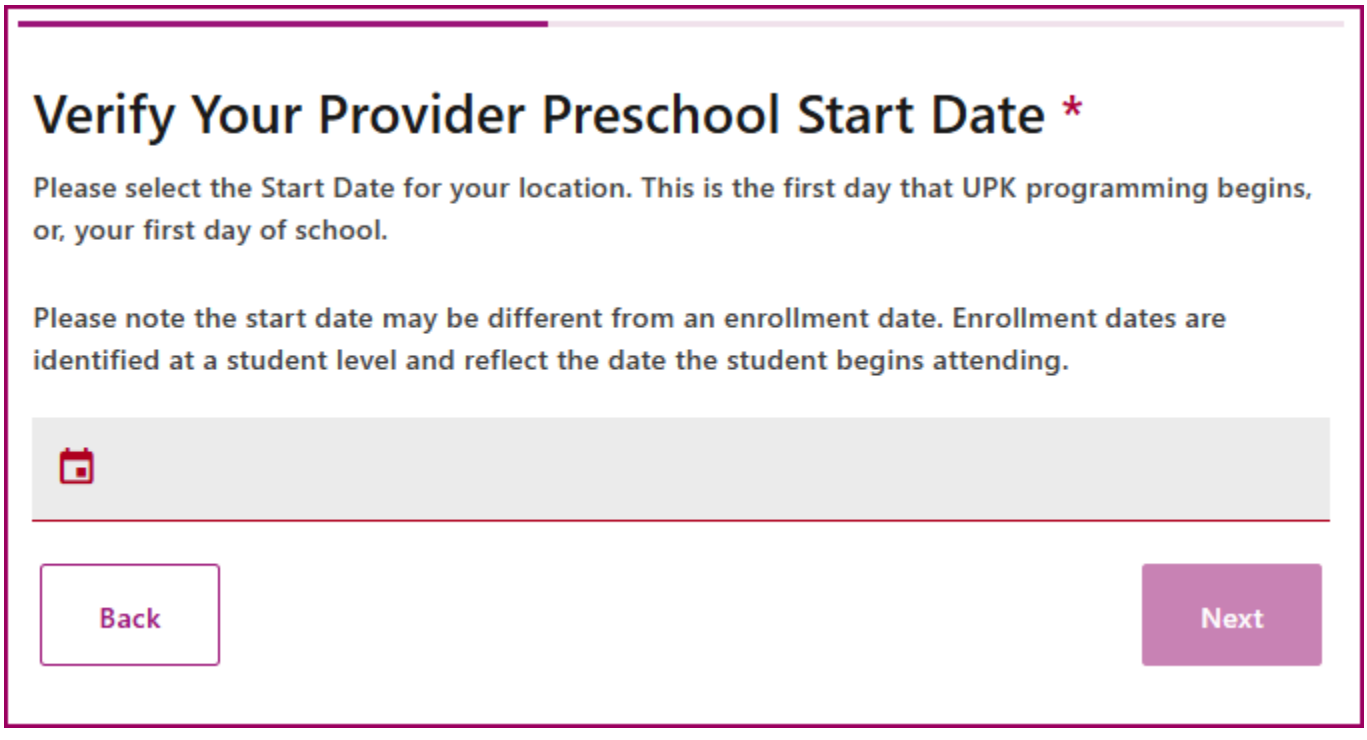
Next, please indicate the school district where this facility is located through the drop-down menu.



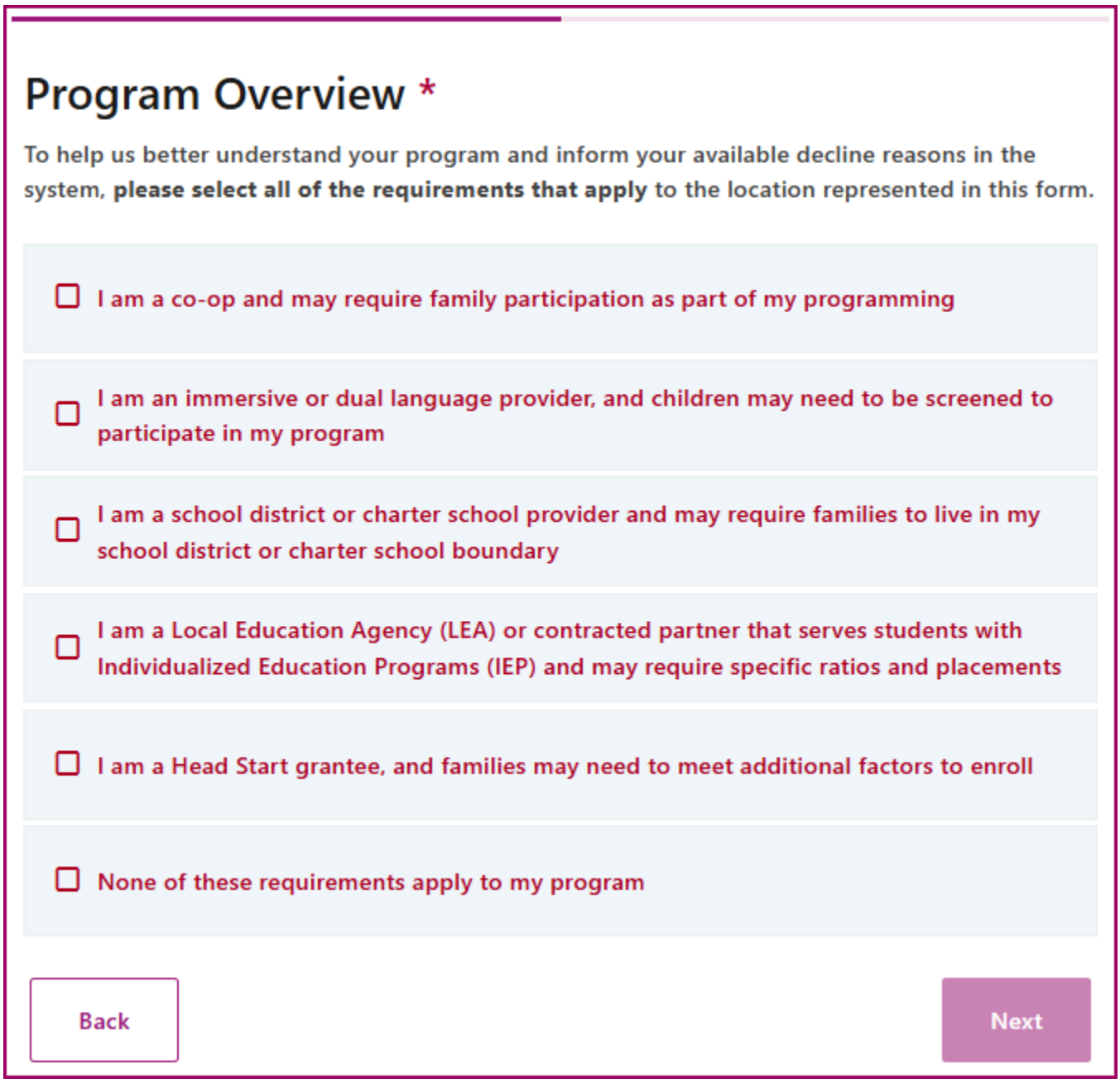
After indicating the school district where this facility is located, please verify the start date for this location using the date selection.

The start date is the first day that UPK programming begins and should match the first day of programming you select when submitting your UPK Calendar. If you do not have a confirmed start date yet because your school calendar is not yet finalized, please enter your best estimated start date and plan to submit your UPK calendar with the confirmed start date, as well as plan to enroll all children with the start date named in your UPK calendar submission.

Click the calendar icon to select a start date, and then you can click the Next button.



Following the Preschool Start Date, select all of the program overview requirements that apply to this location.



Next Page: Add programs for each provider location

4. Program Details

The following three screens will ask for details about each program at this location, one at a time. The information you provide will cover the program's hours, language, and number of seats.

You'll repeat these three screens for every program you selected. You can edit some of these details later, but for now, please provide the most current information you have.

For more information on program definitions, refer to the section Key Terms in the Provider Handbook.

Add programs for each provider location

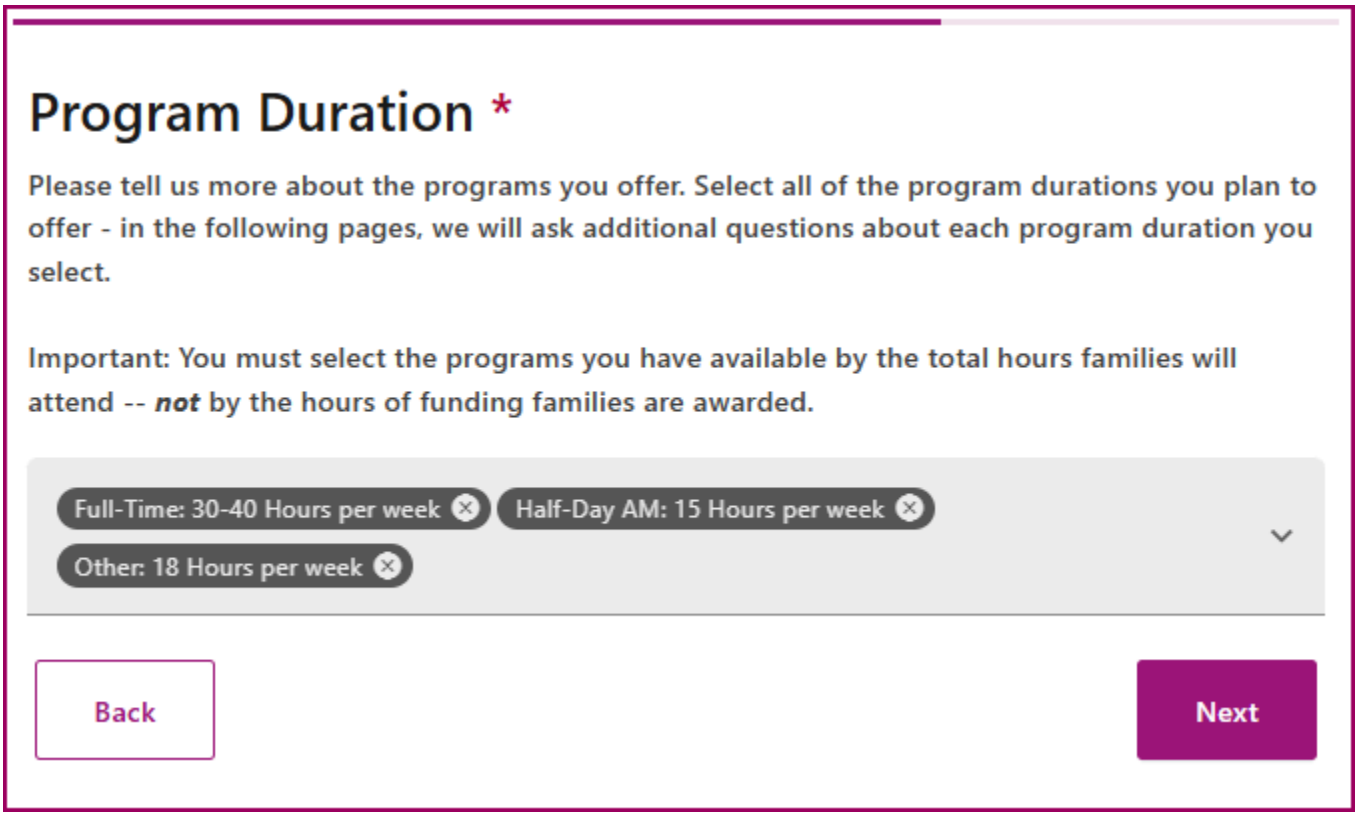
At this point in the Program Setup Form, you will begin to add your programs, starting with defining the Program Duration options you offer.

For this guide, you will find *examples* for setting up programs with the following three Program Durations.

- Example 1: Full-Time: 30-40 Hours per week
- Example 2: Half-Day AM: 15 Hours per week
- Example 3: Other: 18 Hours per week

Please start by adding your Program Duration options at this location. Your options include:

- Full-Time: 30-40 Hours per week
- Half-Day: 15 Hours per week (either AM or PM)
- Part-Time: 10 Hours per week (either AM or PM),
- Extended Day: 41+ Hours per week
- If this location offers weekly hours that do not fit into these categories, you may use a Program Duration beginning with “Other”. For example “Other: 18 Hours per week” as shown in the example below.



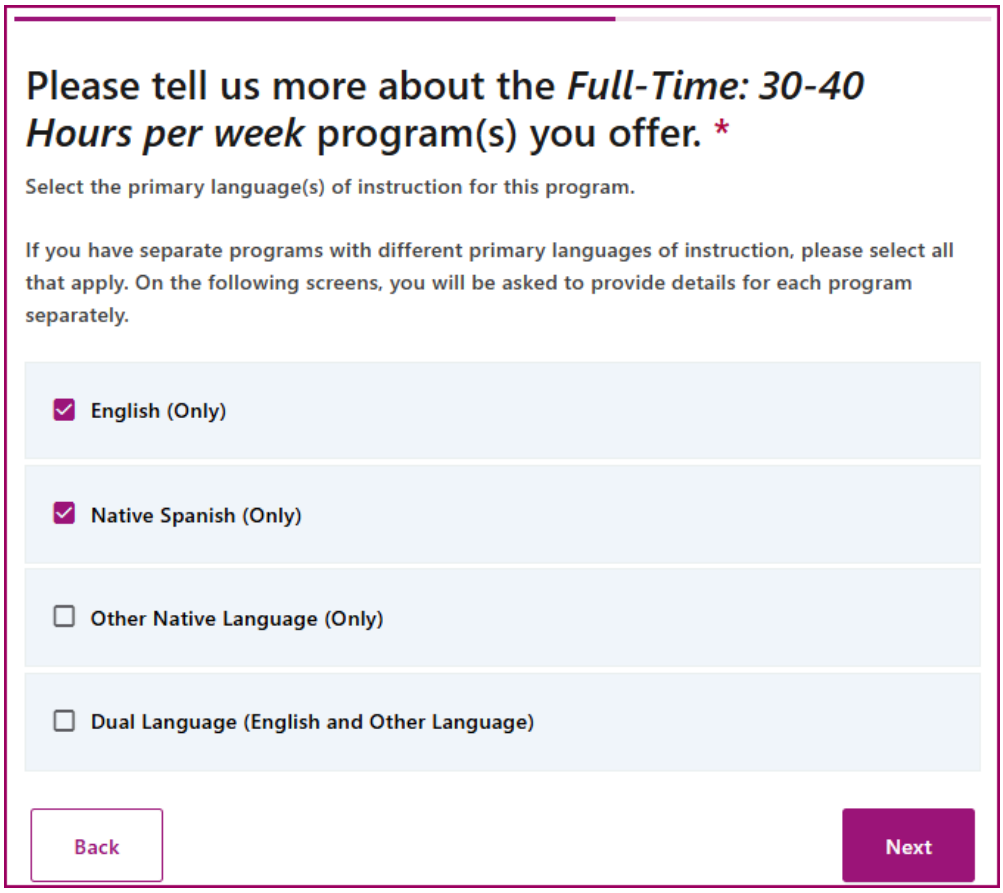
If you don’t see the Next Button, click anywhere outside the dropdown menu to close the list to see the button.

You will now be asked to further describe the programs offered during those Program Duration selections.

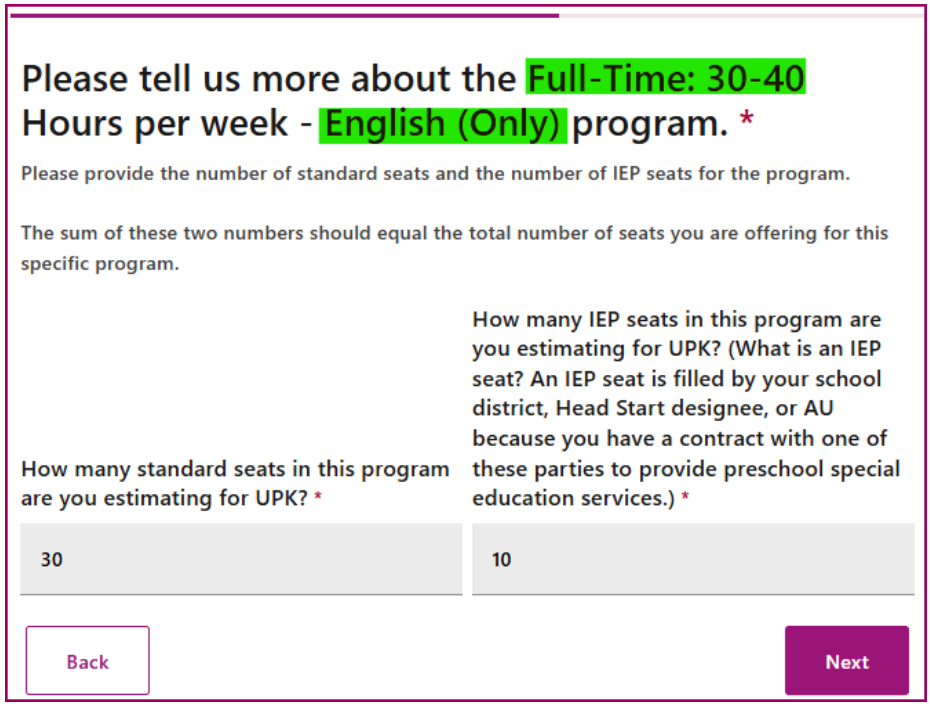
Example 1: **"Full-Time: 30-40 Hours per week"**

Indicate the Language(s) of Instruction for the first Program Duration, **"Full-Time: 30-40 Hours per week"**.

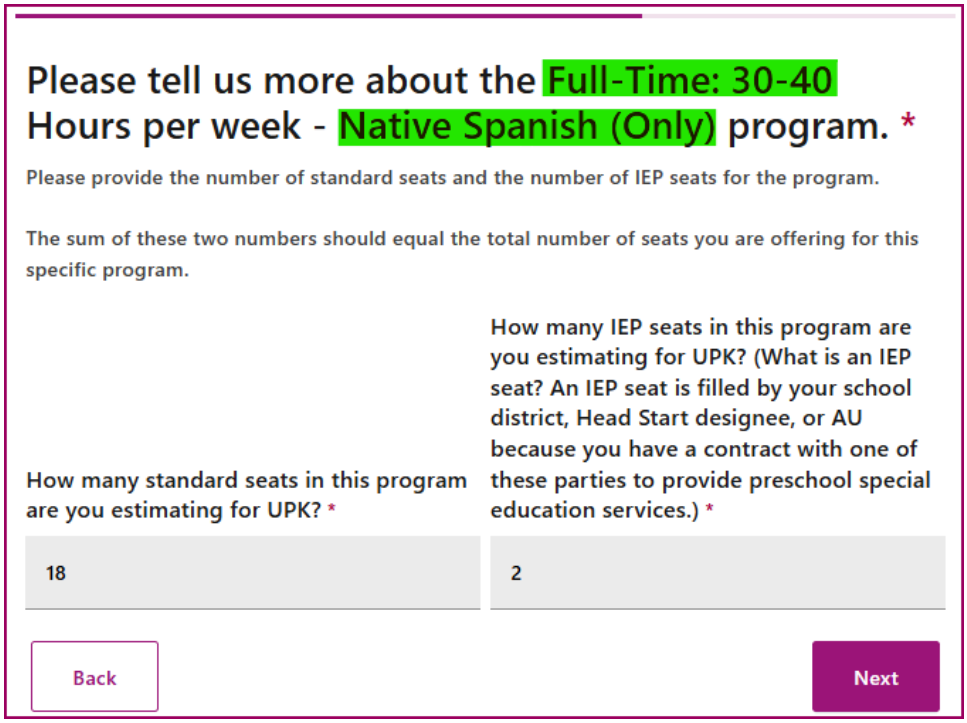
This example location offers two different language programs for the "Full-Time: 30-40 Hours per week" Program Duration, English (only) AND Native Spanish (only). The screenshot below shows how this will look.



Based on the combination of Program Durations and Language of Instruction, please add the number of seats for each program. The "Full-Time: 30-40 Hours per week - English (Only)" program has 30 non-IEP seats, and 10 IEP seats. If you serve students with IEP's, please work with your AU to ensure the # of seats you will offer.



The “Full-Time: 30-40 Hours per week - Native Spanish (Only)” program has 18 non-IEP seats, and 2 IEP seats.If you serve students with IEP’s, please work with your AU to ensure the # of seats you will offer.

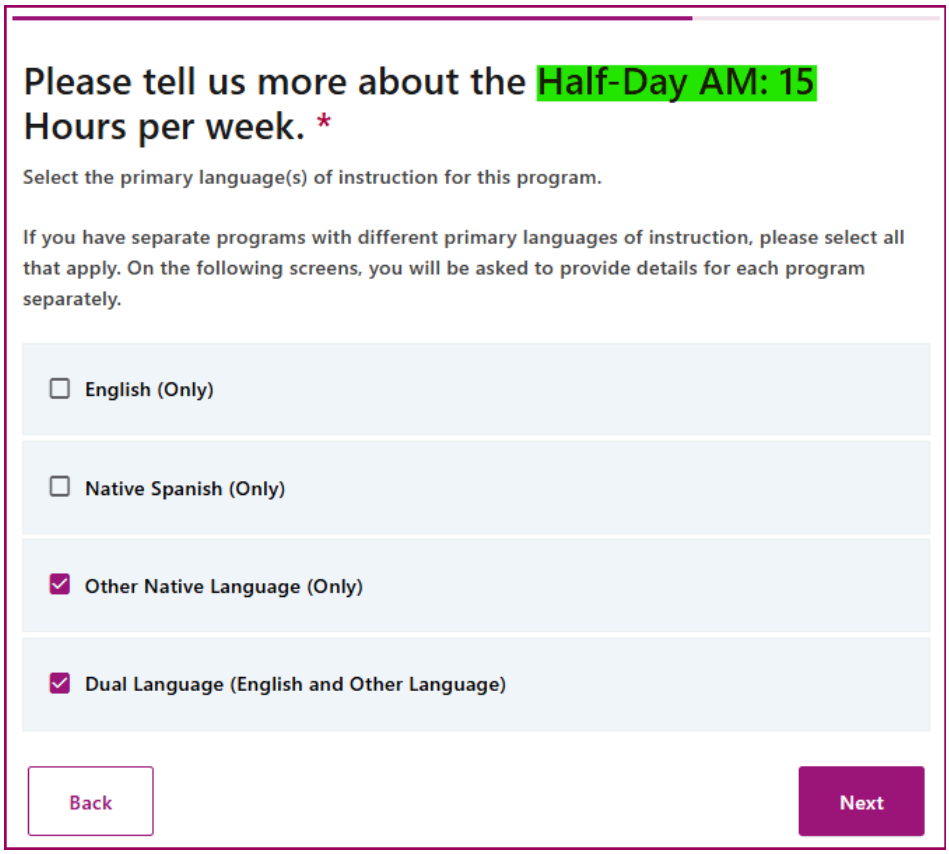


This completes the questions associated with “Full-Time: 30-40 Hours per week” programs.

Example 2: **"Half-Day AM: 15 hours per week"**

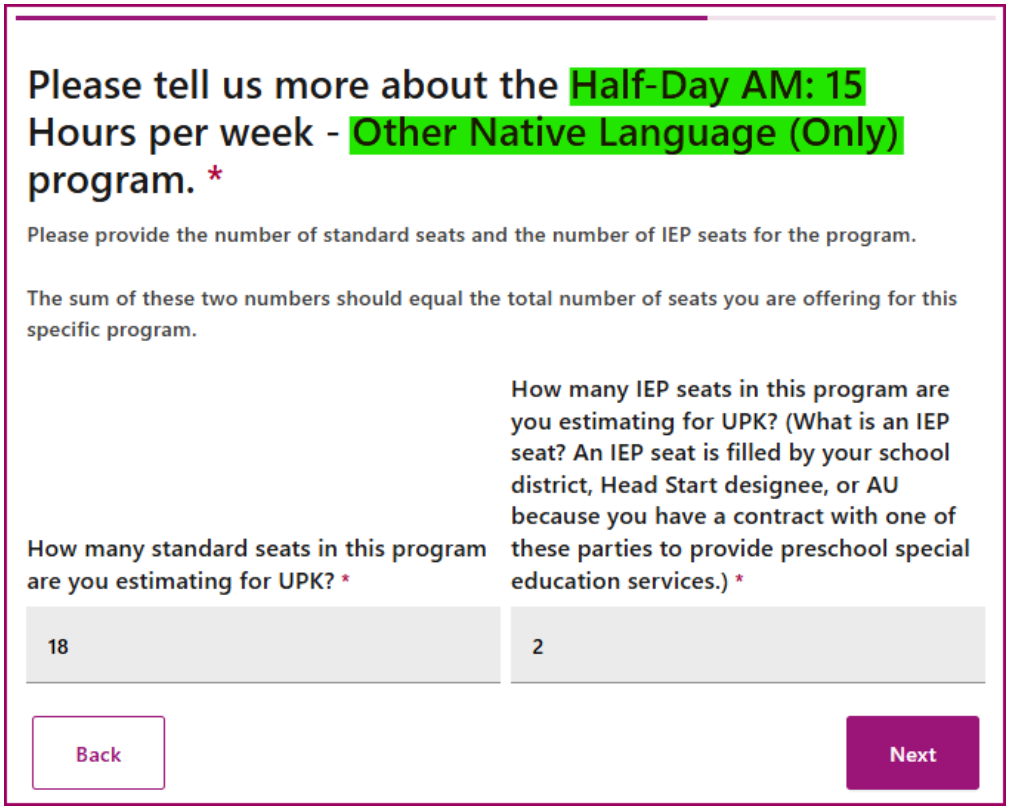
Next, we will move on to **"Half-Day AM: 15 hours per week"** program selection, starting with the Language of Instruction screen.

This location offers two "Half-Day AM: 15 Hours per week" programs, one in "Other Native Language (Only)" instruction, and another for "Dual Language (English and Other Language)" Instruction. These selections are reflected in the screenshot below:

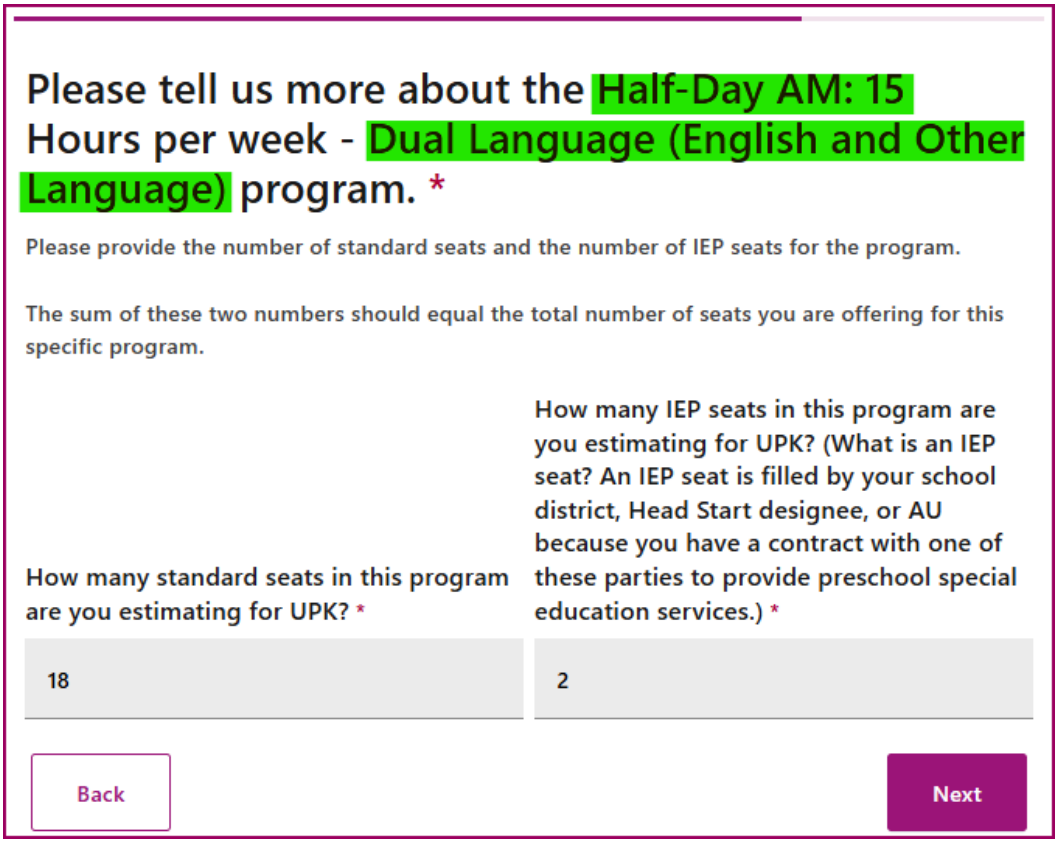


Next, Based on the combination of Program Durations and Language of Instruction, we will add the number of seats for each program.

The "Half-Day AM: 15 hours per week - Other Native Language (Only)" program has 18 non-IEP seats, and 2 IEP seats. If you serve students with IEP's, please work with your AU to ensure the # of seats you will offer.



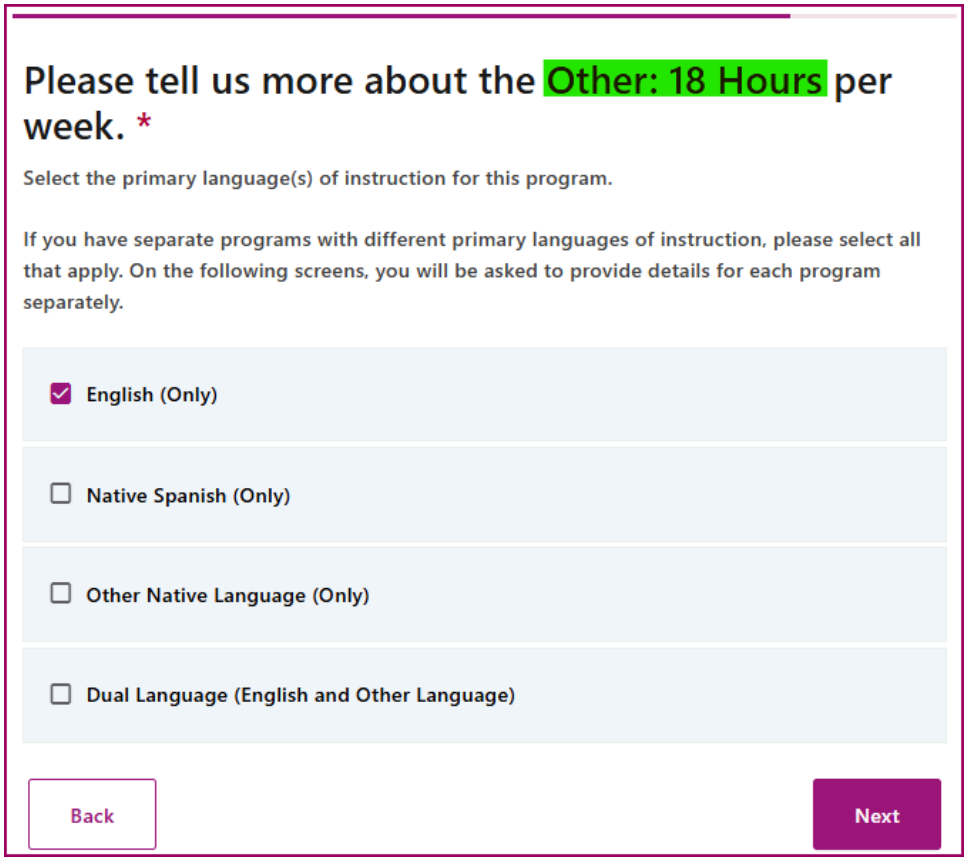
The "Half-Day AM: 15 hours per week - Dual Language (English and Other Language)" program has 18 non-IEP seats, and 2 IEP seats. If you serve students with IEP's, please work with your AU to ensure the # of seats you will offer.



This completes the questions associated with "Half-Day AM: 15 Hours per week" programs.

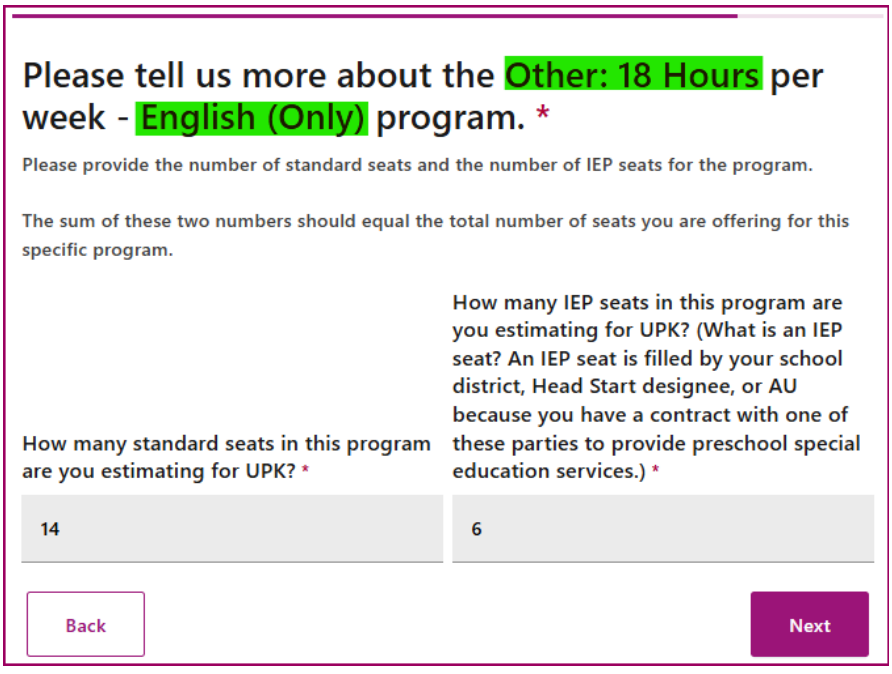
Example 3: “Other: 18 Hours per week”

Next, we will move on to “Other: 18 Hours per week” program selections, starting with the Language of Instruction screen. This location offers only one language of instruction, English (Only). This selection is reflected in the screenshot below:



Based on the combination of Program Durations and Language of Instruction, we will add the number of seats for this program.

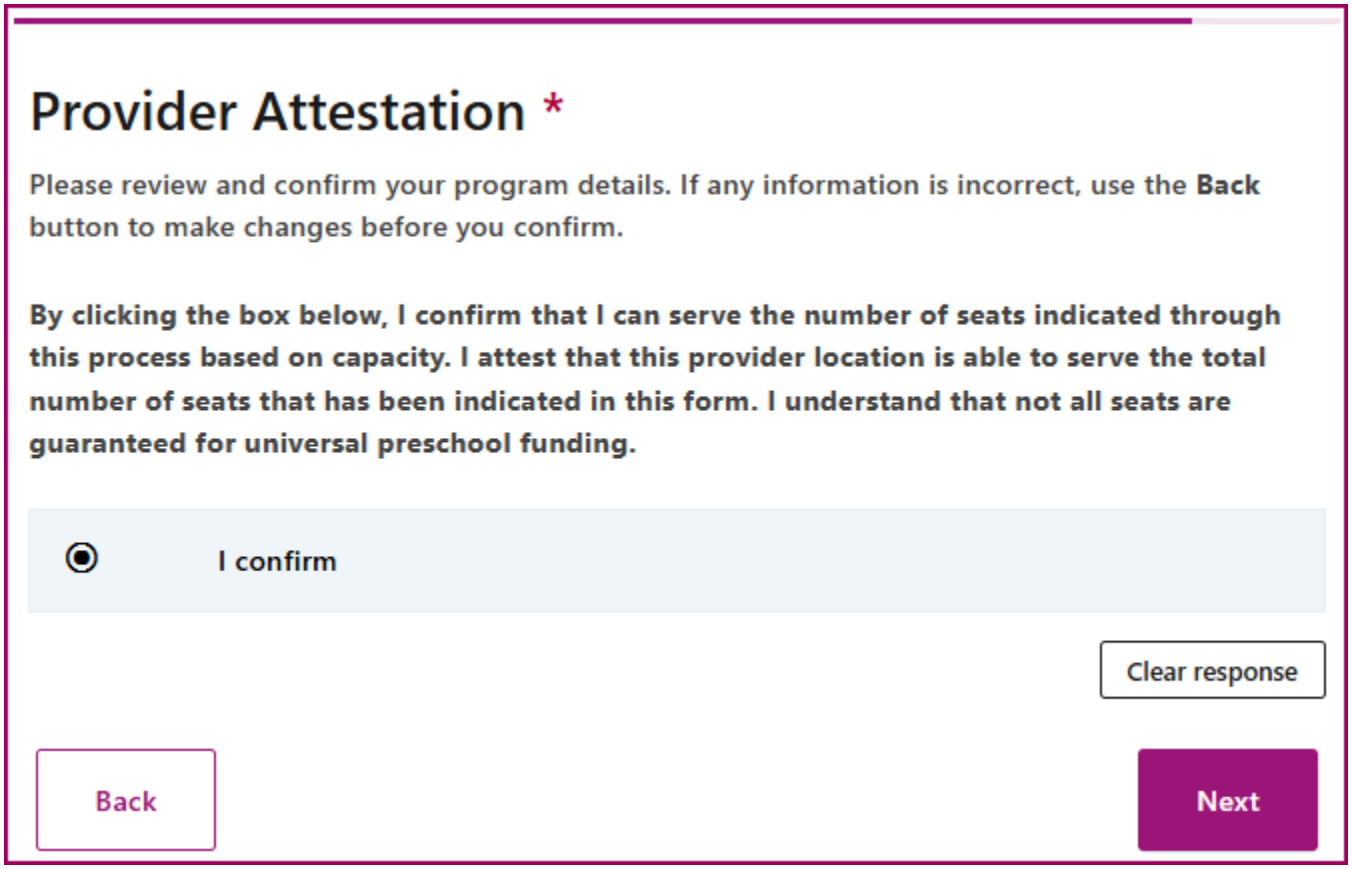
The “Other: 18 Hours per week - English (Only)” program has 13 non-IEP seats, and 6 IEP seats. If you serve students with IEP’s, please work with your AU to ensure the # of seats you will offer.



This completes the section of Program Details for the Program Setup Form.

Click next to answer a few more questions to complete this Program Setup Form.

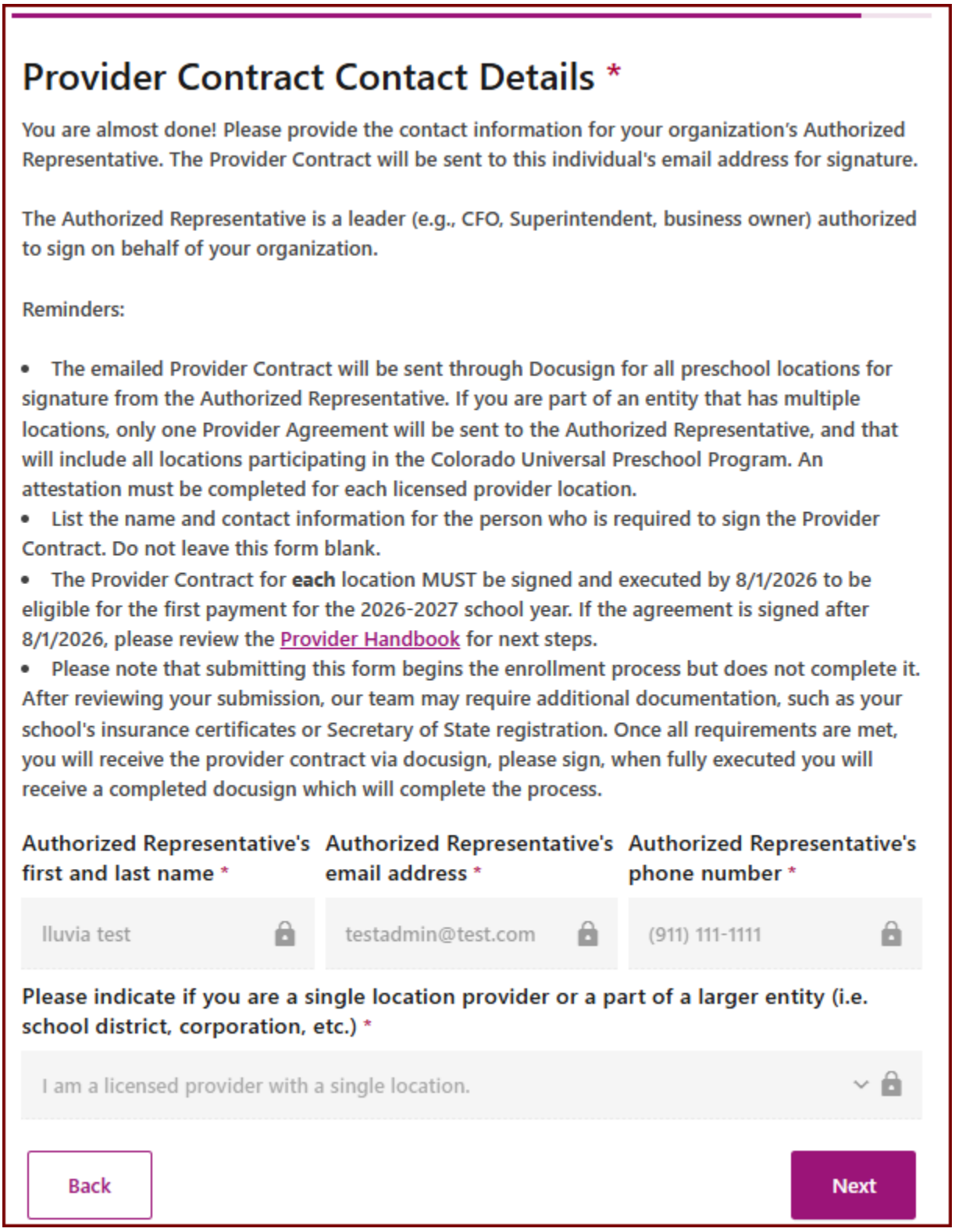
Provider Attestation: The next question asks for the provider to attest to serve the total number of seats indicated in this form.



Next Page: Indicate the Authorized Signer for the location

5. Indicate the Authorized Signer for the location

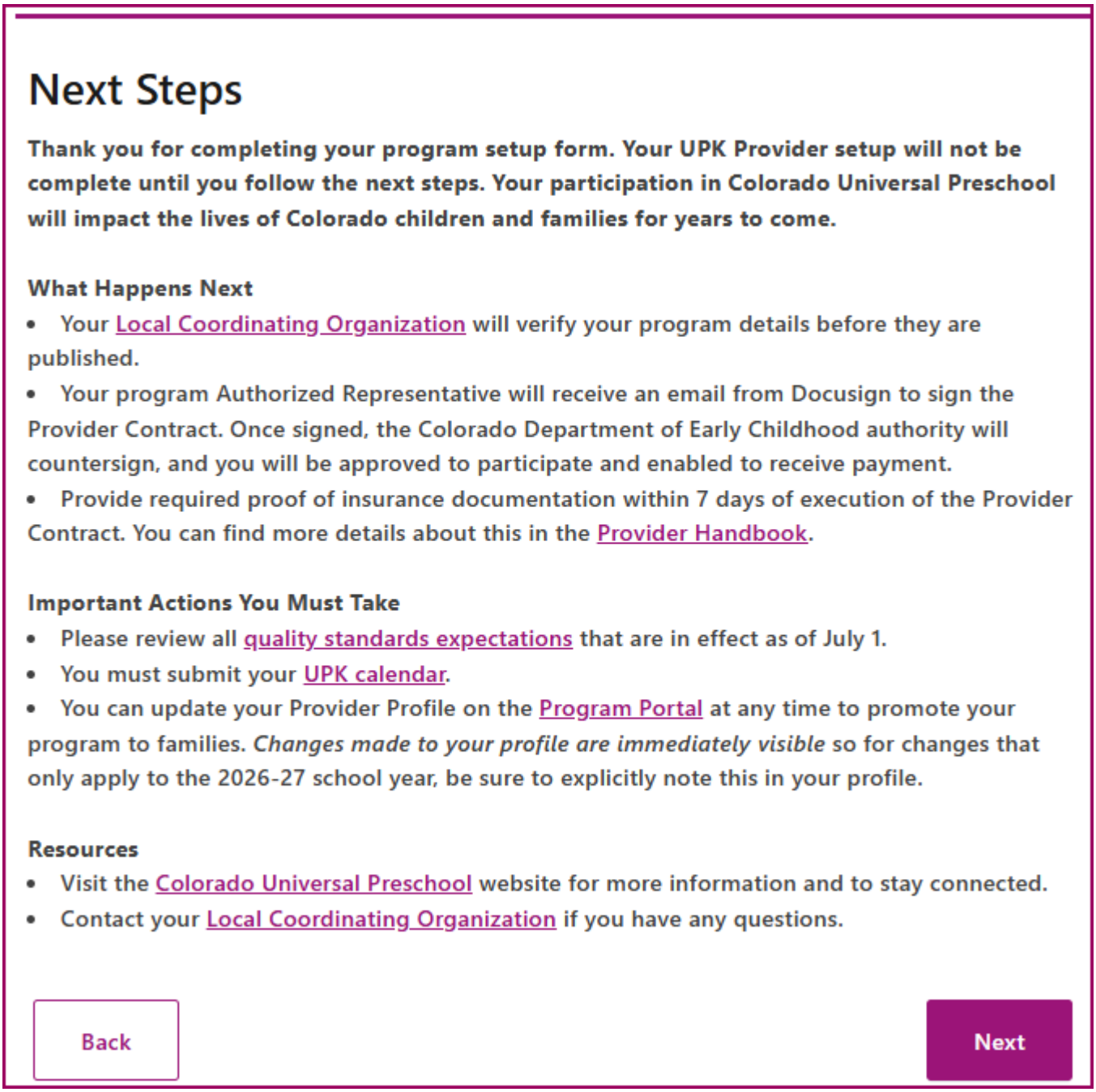
After completing the Program Details, you will be asked to provide contact details for the Authorized Representative to be sent the Provider Contract for signature. You will also be asked if this licensed provider is a single location or part of a larger entity. While one Provider Contract is required for a larger entity, like a school district or corporation, each location must have a signed Provider Contract completed to be eligible for funding.



6. Next Steps and Submit: Review your next steps to complete after submitting the setup form

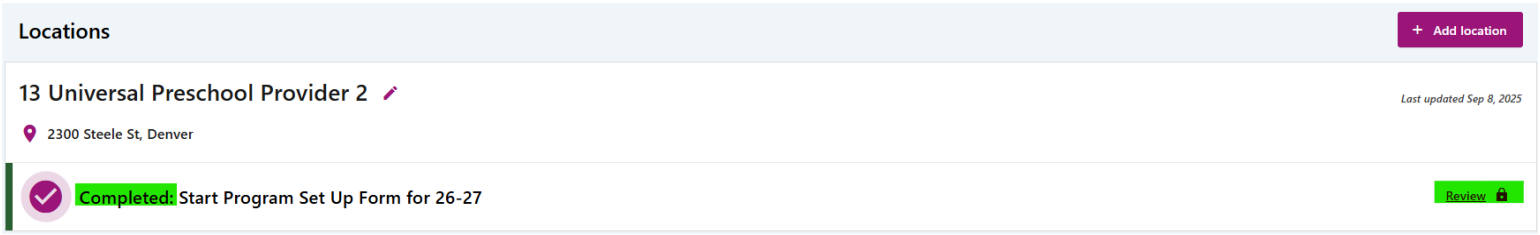
The critical next step in the process is for your Local Coordinating Organization to review and verify the setup form you have submitted for your programs. Upon verification, your programs will be published at the end of the month. Click ‘Next’ to finalize and submit your setup form.

****Please note: the timeline from when you submit your PSUF and when the Docusign is sent may be many weeks. Thank you for your patience.****



End: Thank you for completing this form!

A confirmation email will be sent to the user who “Creates” the form (this is the person who first opens the form for your location), not the one who submits it. To view form responses, navigate to your “Locations” tab, select the “Review” button (available after the form is submitted). If you need to make changes to your programs/form responses after submission, your LCO will need to review and edit the Provider Program Setup Form for you. When the LCO edits and saves the PSUF responses, providers can click the “Review” button to validate that the changes are correct with the new answers to questions.



Confirmation Email:

COLORADO
Department of Early Childhood

Dear provider,

Thank you for submitting a 2026-2027 Program Setup Form! Please review the "locations" tab in the provider portal for a record of your form submission.

We are working to improve the Colorado Universal Preschool application process and need your help.

Please take a few minutes to share your feedback about the **2026-2027 Colorado Universal Preschool Provider Program Setup Form (PSUF)** you just submitted.

Your responses will be anonymous unless you agree to provide contact information for follow-up.

What Happens Next

- Your Local Coordinating Organization will verify your program details before they are published.
- Your program Authorized Representative will receive an email from Docusign to sign the Provider Contract. Once signed, the Colorado Department of Early Childhood authority will countersign, and you will be approved to participate and enabled to receive payment.
- Provide required proof of insurance documentation within 7 days of execution of the Provider Contract. You can find more details about this in the Provider Handbook.

Important Actions You Must Take

- Please review all quality standards expectations that are in effect as of July 1.
- You must submit your UPK calendar.
- You can update your Provider Profile on the Program Portal at any time to promote your program to families. *Changes made to your profile are immediately visible* so for changes that only apply to the 2026-27 school year, be sure to explicitly note this in your profile.

Resources

- Visit the Colorado Universal Preschool website for more information and to stay connected.
- Contact your Local Coordinating Organization if you have any questions.

Thank you!

CO UNIVERSAL PRESCHOOL