

# Access and Inclusion Model (AIM) Programme Readiness Checklist 2025



✓	<b>Getting Started</b> <b>Make sure each item is up to date</b>
	Organisations Details <b>My Account &gt; Organisation Profile</b>
	Confirm Service Provider Details <b>My Account &gt; Manage Service Providers &gt; Click on Service Name &gt; Review and Press Submit</b>
	Primary Authorised User (PAU) <b>My Account &gt; Manage User Roles</b>
	Portal Users <b>My Account &gt; Manage User Roles</b>
	Bank Account <b>My Account &gt; Bank Account</b>
	Tusla Registration <b>My Account &gt; Tusla Reg Maintenance</b>



✓	<b>AIM</b>
	<b>LEVEL 1</b>
	A new AIM Level 1 application is needed yearly
	Activate your ECCE funding agreement <b>Refer to ECCE Programme Readiness checklist</b>
	Create AIM Level 1 application <b>Programmes &gt; Better Start/AIM &gt; AIM Level 1 application &gt; create</b>
	<b>LEVEL 4</b>
	Activate your ECCE Funding Agreement to allow ECCE registrations <b>Refer to ECCE Programme Readiness checklist</b>
	Complete your AIM profile and Sessions <b>Programmes &gt; AIM Service Profile &amp; Sessions</b>
	Create AIM Level 4 application <b>Programmes &gt; Better Start/AIM &gt; AIM Level 4 Application &gt; create</b>
	<b>LEVEL 5</b>
	Activate your AIM Level 5 Programme Application <b>Programmes &gt; Better Start/AIM &gt; AIM Level 5 Applications</b>
	<b>LEVEL 7</b>
	Complete your Better Start/AIM Profile and Sessions <b>Programmes &gt; Better Start/AIM &gt; AIM Service Profile &amp; Sessions</b>
	Complete AIM Level 7 Application > Better Start/AIM > AIM Level 7 Applications > Create <b>You must submit and AIM level 4 application before creating your AIM level 7 application</b>

## Important Notes

- AIM Plus can only be applied for on ECCE payable weeks only. AIM Non-term can only be applied for on non-payable ECCE weeks.
- AIM Level 4 applications can take up to 4 weeks to process.
- AIM Level 7 applications can take up to 12 weeks to process.
- Please make sure to submit AIM applications within the suggested time.
- AIM Standard and AIM Plus sessions cannot overlap.

