

Access and Inclusion Model (AIM) Programme Readiness Checklist 2025



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



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

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.

